



Venango County

ECONOMIC DEVELOPMENT AUTHORITY

Board Meeting Minutes for the March 2026 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:35 AM. Those present at the public meeting of the Venango County Economic Development Authority on 03/17/2025, held in person at 100 Seneca Street, Oil City PA (Fifth Floor Conference Room):

Members Present:

- ☒ Sam Breene, *Chair*
- ☒ Maureen James, *Vice-Chair*
- ☒ Bonnie Summers, *Secretary/Treasurer*
- ☐ Ken Bryan
- ☐ Tim Heffernan
- ☐ Tom Friedhaber
- ☒ Rod Griffin

Staff Present:

- ☒ Emily Lewis, *Executive Director*
- ☒ Joe Brooker, *Grant & Project Manager*
- ☒ Rich Winkler, *County Solicitor*
- ☒ Diona Brick, *Finance Director*

Guests Present (List): Kara O'Neil – The Derrick

Quorum Present: ☒ Yes ☐ No

The attendance of 4 board members (of the 7 current appointees) was accounted for by Joe Brooker.

II. APPROVAL OF MINUTES

a. 02/17/2025 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Bonnie Summers; Seconded by Rod Griffin. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Ratification of Dagostino Electronic Services Proposal** – The Board had electronically voted on this proposal in February 2026. The board needed to vote to formally ratify the proposal. This proposal is for the replacement of the network firewall. The total amount of the proposal is \$6,235.51.
 - ✓ Motion to Ratify the Dagostino Electronic Services Proposal by Maureen James, seconded by Bonnie Summers. All approved.
- b. **Lease Listing Agreement** – This agreement between the VCEDA and ERA Johnson Real Estate, Inc out of Mercer, PA allows David Hall and Chad Wilkinson to list available space at 100 Seneca for lease. The space will be listed in the Oil Region MLS as well as the Allegheny MLS to reach clients in the area, as well as in the Pittsburgh area. The fee is 3% of the price of the lease, 6% if two real estate firms are involved. Emily will verify that this is a per-year price, rather than a lump sum due at lease signing. The Board agrees that this is a fair percentage. ERA Johnson Real Estate partners with Oxford Realty in Pittsburgh as a broker. The Board agrees that listing the space is critical for the building to become profitable.
 - ✓ Motion to approve the Lease Listing Agreement by Maureen James, seconded by Bonnie Summers. All approved.



V. FINANCIAL REPORT

- ✓ **Financial Report:** Diona Brick, *Venango County Fiscal Director* – Diona presented the financial report. She explained that approximately \$300,000 was received from the State for the EDA1 Grant in February 2026. Emily is checking in with PA DCED weekly for the status of the RACP and EDA.
- ✓ Motion to approve the financial report made by Rod Griffin, seconded by Bonnie Summers. All approved.
- ✓ **Proforma Review:** Emily presented the five-year proforma for 100 Seneca. She explained that historical numbers were used to create the projections, and a conservative approach was used. This is a living document at the Authority, and the document will be revisited several times per year to make sure everything is on track. Rod Griffin recommended a quarterly review of the proforma. Many of the numbers used are contingent upon leasing of the fourth-floor space, which is why it is important to work with a real estate firm to lease the space. The board also requested to see 2025 numbers on the proforma to see historical numbers. Emily will update the proforma and electronically distribute it to the board. No motion was needed.

VI. ONGOING PROJECTS

- a. **100 Seneca at Cornplanter Square** – Emily reviewed the grant calendar. The only correction she noted on the calendar is that the LSA submitted in late 2025 for Makerspace Development was incorrectly marked as “Denied,” however, 2025 LSA grant awards have not been announced yet.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – Emily provided her staff report. This past month, she toured the hotel properties in Cranberry and Franklin. She has met with businesses interested in applying for a RACP grant.
- Joe Brooker, *Grants & Project Manager* – Joe provided his staff report. He has been working to get the new awning and bronze plaque installed by 100 Seneca’s 100th birthday celebration in July 2026. He is also working on a strategy to better utilize the coworking space as well as boost conference room rentals.

VIII. AROUND-THE-TABLE REPORT

- Board members went around the table promoting local events and business happening in their communities.

IX. PUBLIC COMMENT – GENERAL

- None.

X. ADJOURNMENT TO EXECUTIVE SESSION

- ✓ Motion to Adjourn to Executive Session made by Bonnie Summers, seconded by Rod Griffin at 11:33 AM.

XI. ADJOURNMENT

- ✓ Motion to adjourn by Bonnie Summers, seconded by Rod Griffin. All approved at 11:49 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority