



Venango County

ECONOMIC DEVELOPMENT AUTHORITY

Board Meeting Minutes for the May 2026 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Maureen James, at 10:33 AM. Those present at the public meeting of the Venango County Economic Development Authority on 05/19/2026, 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*
- ☒ Mike Anderson, *Finance*

Guests Present (List):

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. 03/17/2026 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Tom Friedhaber; Seconded by Maureen James. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. None.

V. FINANCIAL REPORT

- ✓ **Financial Report:** Diona Brick, *Venango County Fiscal Director* – Diona presented the financial report. She stated that RACP money is coming into the County, 10% is being withheld until the audit is passed. At the end of June 2026, \$220,000 will be transferred from the county to VCEDA. The VCEDA is currently under its annual audit, this must pass before the County can undergo its audit. At the end of April 2026, the VCEDA had \$381,931.93 cash on hand.
- ✓ Motion to approve the financial report made by Sam Breene, seconded by Maureen James. All approved.

VI. ONGOING PROJECTS

- a. **VCEDA** – Emily reviewed the grant calendar. Of note, VCEDA is preparing to submit a Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant application. This application is to fund a line improvement project of the Venango County portion of the Oil Creek and Titusville Railroad. Matching funds are needed, VCEDA is working with the Oil Creek and Titusville Historical Society to secure match, and VCEDA is considering applying for a Multimodal Transportation Fund (MTF) grant.



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VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – Emily provided her staff report.
- Joe Brooker, *Grants & Project Manager* – Joe provided his staff report. The parking lot signs are currently in place and enforcement has begun. Plans are underway for 100 Seneca's 100 birthday celebration in July, a marketing strategy is in place and we are working with the tenants to tie everyone into the celebration. The Venango Sports and Recreation project is moving forward, a visioning session was held at the end of April. In addition to the CRISI grant Emily brought up, we are preparing to submit a grant application to the Justus Charitable Trust for beach facility improvements at Two Mile Run County Park. Additionally, a Neighborhood Assistance Program (NAP) application is being prepared for Parkview Apartments in Franklin. We are currently seeking a funder for this project to move forward.

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 Ken Bryan, seconded by Tom Friedhaber at 11:09 AM.

XI. ADJOURNMENT OUT OF EXECUTIVE SESSION

- ✓ Motion to Adjourn out of Executive Session made by Ken Bryan, seconded by Tom Friedhaber at 11:15 AM.

XII. APPROVAL OF THIRD BALMAGHIE LEASE AMMENDMENT

- ✓ Motion to approve the third Balmaghie lease amendment made by Tom Friedhaber, seconded by Ken Bryan. All approve.

XIII. ADJOURNMENT

- ✓ Motion to adjourn by Ken Bryan, seconded by Maureen James. All approved at 11:16 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority