



# Venango County

ECONOMIC DEVELOPMENT AUTHORITY

## Board Meeting Minutes for the September 2026 Meeting

### I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:38 AM. Those present at the public meeting of the Venango County Economic Development Authority on 09/15/2026, 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*
- ☒ Mike Anderson, *Finance Director*

#### Guests Present (List):

Quorum Present: ☒ Yes ☐ No

The attendance of 6 board members (of the 7 current appointees) was accounted for by Joe Brooker.

### II. APPROVAL OF MINUTES

#### a. 06/16/2026 Regular Meeting Minutes

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

### III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

### IV. SPECIAL PURPOSE MATTERS

- a. None.

### V. FINANCIAL REVIEW

- ✓ **2025 Audit Report:** Emily and Mark presented the findings of the 2025 audit. The result was an unqualified opinion, meaning that there were no findings during the audit. Sam mentioned that the auditors had a question regarding the cash flow of the organization, Emily stated that this cash flow issue would be addressed when the RACP grant is closed out, as well as the EDA grant. The EDA grant's closeout is delayed until the freight elevator is fixed.
- ✓ Motion to approve the 2025 Audit Report made by Ken Bryan, seconded by Maureen James. All approved
- ✓ **2027 Draft Budget:** Emily reviewed the budget narrative that accompanied both the VCEDA Administrative Budget, as well as the 100 Seneca (CPSQ) Budget. The Administrative Budget is \$16,027.50 less than the 2026 budget, with a total of \$168,368.46 being requested. The 100 Seneca Budget is \$25,517.50 more than the 2026 budget, with a total of \$84,384.84 being requested. The proposed budget reflects a total funding request in the amount of \$252,753.30 for 2027, a \$9,490.10 increase overall from the 2026 budget. This budget request will now be presented to the Commissioner Board, who will make the final funding determination.
- ✓ Motion to approve the 2027 Draft Budget made by Rod Griffin, seconded by Maureen James. All approved.



- ✓ **Financial Report:** Mike Anderson, *Venango County Fiscal Director* – Mike presented the August financial report. Nothing out of the ordinary to note.
- ✓ Motion to approve the financial report made by Rod Griffin, seconded by Maureen James. All approved.

#### **VI. ONGOING PROJECTS**

- a. **VCEDA** – Emily and Joe reviewed the Grant Calendar with the Board. Notably, the VCEDA is working on a PennDot NEVI Grant application to fund the installation of Electric Vehicle charging stations at the Airport and Two-Mile Run County Park. The VCEDA is also working with the Barrow-Civic Theatre and McElhattan Foundation to fund some façade and roof repairs needed at the theatre.

#### **VII. STAFF REPORTS**

- Emily Lewis, *Executive Director* – Emily provided her staff report. Of note, the VCEDA has been asked to take a more active role in the Lyric Theatre rehabilitation project. She has been involved in a passive capacity to-date, but will become more active in the project.
- Joe Brooker, *Grants & Project Manager* – Joe provided his staff report. Of note, earlier this month marked his one-year anniversary with the organization, he looks forward to the upcoming years.

#### **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**

- ✓ Motion to adjourn by Ken Bryan, seconded by Maureen James. All approved at 11:50 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority