

Venango County Regional Planning Commission

*Bringing our county's future
into the present.*

Phone: (814) 432-9689
Fax: (814) 432-9679
www.venangocountypa.gov/Planning

1168 Liberty Street
P.O. Box 831
Franklin, PA 16323

VCRPC BOARD ANNUAL REORGANIZATION MEETING

AGENDA

January 20, 2026

4:30 PM

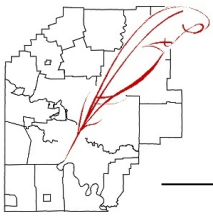
1174 Elk Street

Franklin PA 16323

Room 100 | Courthouse Annex Building

- I. **Call to Order – Chair**
- II. **Roll Call**
- III. **Approval of Minutes**
 - a. 11/17/2025 Regular Meeting Minutes
- IV. **Public Comment on Agenda Items**
- V. **Special Purpose Matters – Executive Director**
 - a. Election of Officers
 - b. Board Representation
 - c. Annual Report
- VI. **Subdivision and Land Development**
 - a. SALDO Amendment – Provisions for Solar Decommissioning
- VII. **Executive Director and Staff Reports**
- VIII. **Officer and Committee Reports**
 - a. COG Representatives
- IX. **Public Comment (General)**
- X. **Adjournment**

Chair	VACANT
Vice-Chair I	Tracy Jamieson
Vice-Chair II	Jim Miller
Vice-Chair III	John McClelland
Executive Director	Joshua Sterling



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Board Meeting Minutes November 2025

- I. **CALL TO ORDER** – Monthly board meeting called to order by John McClelland, at 4:30 PM.
- II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 11/17/2025, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

- | | |
|--|--|
| ☐ Greg Miller (Chair) | ☐ John Neidich |
| ☐ Tracy Jamieson (Vice-Chair I) | ☒ Frank Pankratz |
| ☐ Jim Miller (Vice-Chair II) | ☒ Ben Porter |
| ☒ John McClelland (Vice-Chair III) | ☒ Glenn Speer |
| ☒ Larry Baughman | ☒ Megan Weber |
| ☒ Ken Bryan | ☐ Amy Whitehill |
| ☒ Anita Fuchs | ☐ Keith Klingler |

Staff Present:

- ☒ Joshua Sterling
☐ Erik Johnson
☒ Alexandria Shreffler
☒ Jenna Dillion
☒ Jason Dillion

Guests Present (List):

- Sam Breene, County Commissioner

Quorum Present: ☒ Yes ☐ No

The attendance of 8 board members (of the 14 current appointees) was accounted for by Alexandria Shreffler.

III. APPROVAL OF MINUTES

a. 09/16/2025 Regular Meeting Minutes

- ✓ Motion to approve the minutes with corrections made by Ken Bryan, seconded by Frank Pankratz. All approved.

b. 09/29/2025 Special Meeting Minutes

- ✓ Motion to approve the minutes made by Larry Baughman, seconded by Frank Pankratz. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS – None

V. SUBDIVISIONS AND LAND DEVELOPMENTS – Jenna Dillion gave the report as Land Use Planner.

- a. **Feehan Solar, Oakland Township** – proposal to construct an approximately 7-acre solar energy farm facility on a portion of parcel 15-07-28A located at 305 State Route 428, in Oakland Township, Venango County. Improvements consist of a proposed gravel access road, proposed ground mounted solar arrays, and necessary equipment for the operation of the development. The project proposes to meet the stormwater recapture requirements by utilizing 2 proposed rain gardens, of sufficient size to meet the requirements of the local stormwater ordinance, as well as utilizing low-growing vegetative surfaces under the panels. There are no wetlands located on the property, and the site is not contained within the regulatory floodplain. The proposed development would include a vegetative buffer around the exterior of the security fence on the sides of the site adjacent to residential properties. Staff recommended conditional approval.
- ✓ Motion to grant conditional approval made by Ken Bryan, seconded by Ben Porter. All approved.
- b. **Borger Solar, Jackson Township** – proposal to construct an approximately 12-acre solar energy farm facility on a portion of parcel 13-05-32B located at Independent Road, Jackson Township, Venango County. Improvements consist of a proposed gravel access road, proposed ground mounted solar arrays, and necessary equipment for the operation of the development. The project proposes to meet the stormwater recapture requirements by utilizing a proposed rain garden, of sufficient size to meet the requirements of the local stormwater ordinance, as well as utilizing low-growing vegetative surfaces under the panels. There are no wetlands located on the property, and the site is not contained within the regulatory floodplain. The proposed development would include a vegetative buffer around the exterior of the security fence. Staff recommended conditional approval.
- ✓ Motion to grant conditional approval made by Ken Bryan, seconded by Glenn Speer. All approved.

VI. SPECIAL PURPOSE MATTERS

- a. **2026 Meeting Schedule** – The Board was presented with a draft meeting schedule for the 2026 calendar year.
- ✓ Motion to approve made by Frank Pankratz, seconded by Larry Baughman. All approved.

- b. **Board Vacancies for 2026** – The Board was informed of upcoming expiring terms and vacancies. Motion to table made by Ben Porter, seconded by Anita Fuchs. All approved.
- c. **Election of Officers** – The Board was informed that nominations for the election of officers would typically be discussed before the end of the year. Motion to table made by Ken Bryan, seconded by Larry Baughman. All approved.

VII. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Joshua Sterling** – updated the Board on Community Development Block Grant (CDBG) projects, funding, and applications. The 2025 CDBG application was submitted in the full amount of \$449,579, including the allotments for the County, Sugarcreek Borough, and Cranberry Township. The County was also awarded \$100,000 for the Venango County Courthouse Roof Replacement project by the Pennsylvania Historic and Museum Commission's Historic Preservation Construction Grant. The Home Rehabilitation program was awarded \$300,000 by the Pennsylvania Housing and Rehabilitation Enhancement Grant, and \$750,000 by the HOME Investment Partnerships Program Grant. Six (6) home rehabilitation projects funded by the Pennsylvania Whole-Home Repairs Program Grant have been completed, and the workforce development part of the project has begun reimbursing the Venango Technology center for various costs of materials and the construction of a new storage building to improve the Building Construction Trades classroom. He is continuing to coordinate on the Lyric Theater project, which had recently been awarded a \$925,000 by the Redevelopment Assistance Capital Program (RACP) which will be administered by the VCRPC. The Two-Mile Park Restroom Architectural Barrier Removal (ABR) project had also been recently completed, which was funded by a Department of Conservation and Natural Resources (DCNR) grant in the amount of \$83,250. The Liquid Fuels allocation of \$250,000 in County Aid funding will be announced at the upcoming Commissioner Board meeting.
- **Deputy Director & Recycling Coordinator, Erik Johnson** – was excused from the meeting.
- **Planning & Recycling Assistant, Jason Dillion** – announced that the recent Household Hazardous Waste (HHW) collection on November 1st was successful. He also noted a steady increase in the amount of material being deposited in the bins at the center; now the center is bundling at least one full bale per week. He also shared that he completed a refresher course to update his Lead Risk Assessor Certification.
- **Land Use Planner, Jenna Dillion** – provided an update to the Board on applications for subdivision processed in the last few months. She reported that there are five (5) in preliminary review, four (4) in review, and fourteen (14) had been recorded, and there were no land developments in review. She also reported attending a seminar on Active Transportation planning, which provided information on funding to support infrastructure for pedestrian transportation, bicycling safety, and improving accessibility.
- **Geospatial Analyst, Alex Shreffler** – shared experiences related to her recent attendance of several events over the last few months, including the Pennsylvania Stormwater Summit, the Annual Conference of the Pennsylvania Association of Floodplain Managers, and the Northwestern Pennsylvania Geographic Information Systems conference. Her work has been focusing on coordinating the action items of an audit on the National Flood Insurance Program, which took place last year. She also mentioned interest in pursuing a Stormwater Management Plan update in the next few years.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **Council of Governments (COG) Representatives** – Report was given by Ben Porter. The next scheduled COG meeting will take place on Thursday, November 20 at 7:00 PM at the Cranberry Township building.

IX. PUBLIC COMMENT (GENERAL) – None

X. ADJOURNMENT – Motion to adjourn by Frank Pankratz, seconded by Anita Fuchs at 5:30 PM.

Respectfully submitted,

Alexandria Shreffler, Geospatial Analyst

MEMORANDUM

TO: Venango County Regional Planning Commission Board
FROM: Alexandria Shreffler, Geospatial Analyst
Date: January 16, 2026
Subject: VCRPC Board Representation – January 2026

The map on the reverse side of this memo shows the locations of each VCRPC Board Member within the municipality they represent, where red points are elected officials and blue points are non-elected officials. The hatched area indicates municipalities with their own local planning commissions.

Since the County Commissioners have expressed a preference to see more representation from non-centralized municipalities across the County, we are presenting this information to aid in the discussion of how diversity in the Board's representation can be improved. It is worth noting that Ken Bryan is serving as an elected official on the board as a County Commissioner, and therefore represents the whole county.

We currently have two Letters of Interest from qualified candidates who are both elected officials:

- Ashley Zaccari, Franklin City Council; and
- Kathy Cochran, Sandycreek Board of Supervisors

While we do currently have two representatives of Franklin, both of their final terms expire 12/31/26 and will need to be filled by new members:

- John Neidich, as resident;
- Tracy Jamieson, as resident

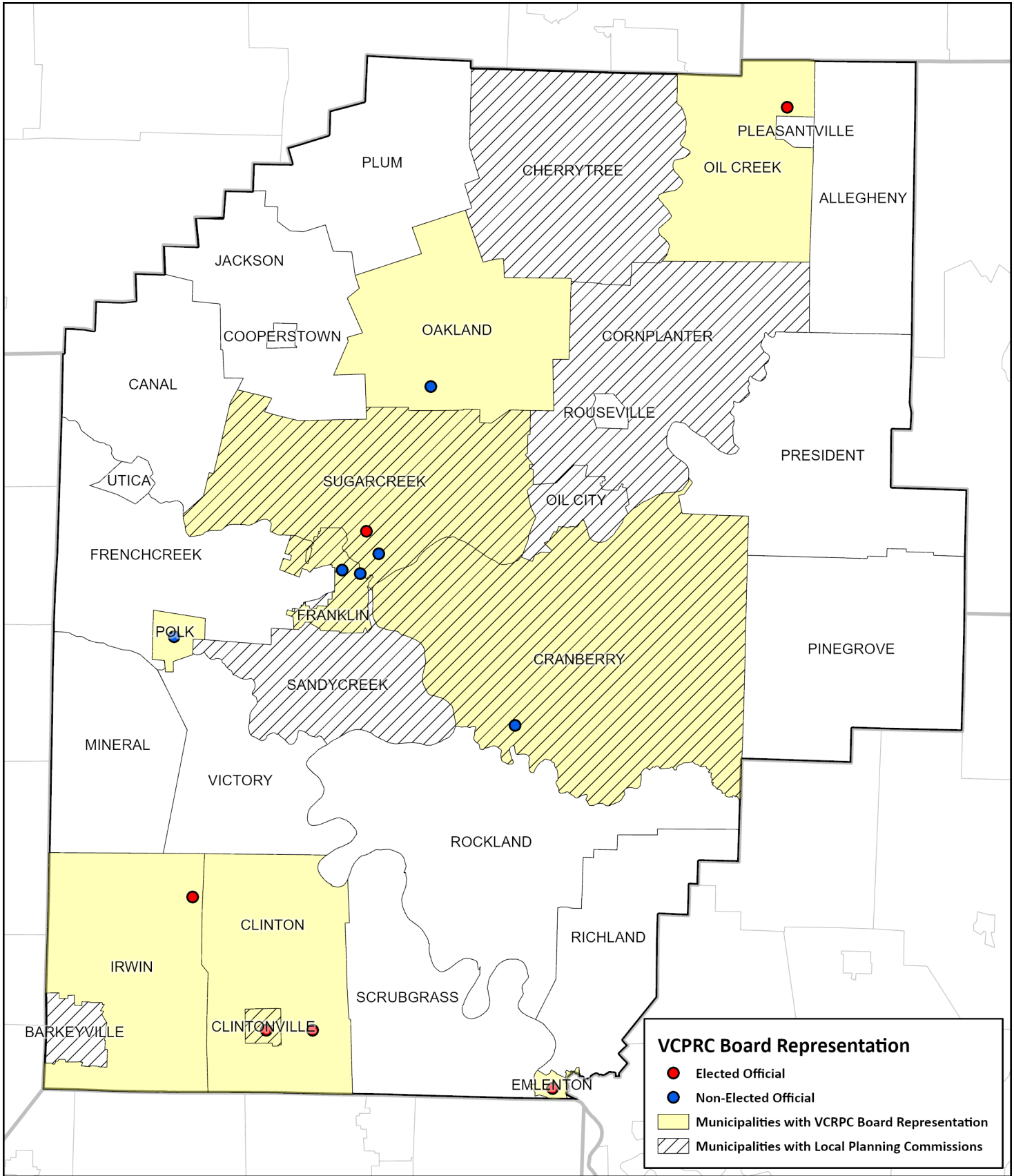
We do not currently have representation from Sandycreek Township. Franklin and Sandycreek are the only two municipalities in the County that DO have their own SALDO.

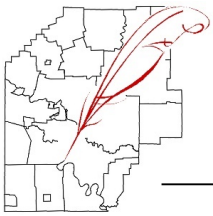
We currently do not have representation from Oil City, which does not have its own SALDO (so they fall under County SALDO).

Recent past municipal representation includes the following representatives:

- Nick Melnick, Cornplanter Township;
- Sue Smith, Frenchcreek Township;
- Fred Krisinsky, Mineral Township;
- Bill Moon, Oil City; and
- Rod Bedow, Rockland Township

The VCRPC Board consists of 15 members each serving a 5-year term where the terms of 3 members expire each year. Members are eligible to serve two full terms consecutively, in addition to the length of any partial terms.





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2026 Board Terms

5-Year Term – 15 Board Members

3 terms expire each year

Majority must be elected officials

Name	Municipality	Appointed	Term	NE = Non-elected E = Elected
Tracy Jamieson – Vice-Chair I	City of Franklin	2/9/2016	1/1/2022 – 12/31/2026 1/1/2017 – 12/31/2021 1/1/2012 – 12/31/2016	NE
John Neidich	City of Franklin	9/15/2015	1/1/2022 – 12/31/2026 1/1/2017 – 12/31/2021 1/1/2012 – 12/31/2016	NE
VACANCY			1/1/2022 – 12/31/2026	
John McClelland – Vice-Chair III	Sugarcreek Borough	1/10/2023	1/1/2023-12/31/2027	NE
Ben Porter	Clinton Township	6/11/2019	1/1/23 – 12/31/27 1/1/18 – 12/31/22	E
Anita Fuchs	Irwin Township	9/10/2019	1/1/23 – 12/31/27 1/1/18 – 12/31/22	E
Frank Pankratz	Cranberry Township	10/13/2015	1/1/2024 – 12/31/2028 1/1/2019 – 12/31/2023 1/1/2014 – 12/31/2018	NE
Larry Baughman	Sugarcreek Borough	12/13/2022	1/1/2024 – 12/31/2028 1/1/2019 – 12/31/2023	E
Ken Bryan	Venango County	1/9/2024	1/1/2024 – 12/31/2028	E
Jim Miller – Vice-Chair II	Polk Borough	8/13/2024	1/1/2025 – 12/31/29 1/1/2020 – 12/31/24	E
Megan Weber	Clintonville Borough	3/8/2022	1/1/2025 – 12/31/29 1/1/2020 – 12/31/24	E
Keith Klingler	Oilcreek Township	2/11/2025	1/1/2025 – 12/31/29	E
VACANCY			1/1/2026 – 12/31/2030	
Glenn Speer	Oakland Township	1/21/2020	1/1/2026 – 12/31/2030 1/1/2021 – 12/31/2025 1/1/2016 – 12/31/2020	NE
Amy Whitehill	Emlenton Borough	1/9/2024	1/1/2026 – 12/31/2030 1/1/2021 – 12/31/2025	E

Red highlighted members have fulfilled two full terms and will need to be replaced following completion of term.

Yellow highlighted members have an expiring term, but are eligible for another full term.

Updated 01/16/2026

Community Dev. Overview – January 2026

(Does not include specific Home Rehab project updates – News in red)

FFY2021

Countywide Home Rehab – \$13,380 Activity balance. Will be expended as part of project along Cornplanter Hill Road, in Cornplanter Township. Currently in Environmental Review.

FFY2022

Clintonville Community Food Pantry – \$5,547.33 Activity balance. **Invoice 4 received 12/31/25, in the amount of \$2,690.50.**

Countywide Home Rehab – \$1,376.21 Activity balance. Same as above.

Moody Park ABR (OBO Cranberry) – \$75,000 Activity balance. New project will install handicapped-accessible parking pad(s), paved walkway from parking to picnic pavilion. This project also includes engineering costs, which will be procured through and RFQ. **Environmental Review complete. Ready for procurement.**

Cranberry Home Rehab – \$12,729 Activity balance. Working on intake for next applicant.

Sugarcreek Home Rehab – \$21,284.57 Activity balance. Awaiting Scope of Work for project along Russell Street before Environmental Review.

FFY2023

Lance Bowes Environmental Trail – \$48,504 Activity balance. Not yet certain where this project stands. I supplied the Park's leadership with documentation and an outline of this project from a CDBG standpoint and a historical park perspective, via email. Awaiting response to know what direction to move.

Countywide Demo/Clearance – \$40,000 Activity balance. Environmental Review for blight demo in Rouseville, at 204 3rd Ave. **Anticipating Authority to Use Grant Funds (AUGF) on Jan. 16.**

Countywide Home Rehab – \$101,076 Activity balance. Same as above.

Cranberry Home Rehab – \$98,919 Activity balance. Same as above.

Sugarcreek Home Rehab – \$64,608 Activity balance. Same as above.

Sugarcreek Demo/Clearance – \$20,000 Activity balance. Project(s) not yet identified for this funding.

FFY2024

Countywide Home Rehab - \$127,902 Activity balance. No update. Likely spring 2026 intake processes, pending costs associated with above relevant home rehab projects.

Common Acronyms

CDBG – Community Development Block Grant

HOME – Home Investment Partnerships Program Grant

PHARE – Pennsylvania Housing And Rehabilitation Enhancement

WHR or WHRP – Whole-Home Repair Program

DCED – Pa Department of Community and Economic Development

DCNR – Department of Conservation and Natural Resources.

HUD – U.S. Department of Housing and Urban Development

DEP – Department of Environmental Protection

PHMC – Pennsylvania Historic and Museum Commission

PHFA – Pennsylvania Housing Finance Agency

ABR – Architectural Barrier Removal (ADA compliance)

FFY – Federal Fiscal Year

LAR – Lead, Asbestos, Radon

SOW – Scope Of Work

LBP – Lead-Based Paint

ER – Environmental Review

Countywide Demo/Clearance - \$ 60,868. This will be part of the funding for Demolition/Clearance of Oil City IOOF Building.

Cranberry Home Rehab - \$77,360 Activity balance. No update. Likely spring 2026 intake processes, pending costs associated with above relevant home rehab projects.

Cranberry Demo/Clearance - \$20,000 Activity balance. No update.

Sugarcreek Home Rehab - \$53,435 Activity balance. No update. Likely spring 2026 intake processes, pending costs associated with above relevant home rehab projects.

Sugarcreek Demo/Clearance - \$30,000 Activity balance. No update.

All projects in FFY2024 are ready to move forward, which will include the Tier 2 Environmental Review (site specific).

FFY2025

Grant application under review by State

2nd Street Rouseville Street Reconstruction - \$106,179.

Countywide Home Rehab - \$22,758.

Countywide Demo/Clearance - \$60,000

Cranberry Home Rehab - \$76,747.

Cranberry Demo/Clearance - \$20,000.

Sugarcreek Home Rehab - \$62,973.

Sugarcreek Demo/Clearance - \$20,000.

OTHER GRANTS/UPDATES

Pennsylvania Historic and Museum Commission's Historic Preservation Construction Grant – Awarded \$100,000 for Courthouse Roof Replacement. Working on reporting/closeout.

Pennsylvania Housing And Rehabilitation Enhancement Grant – Awarded \$300,000. One home completed. Two homes under contract/construction. One home set for intake process.

HOME Investment Partnerships Program Grant – Awarded \$750,000. Two homes currently under contract/construction, in Oil City. Will begin intake on two Franklin homeowners, this spring.

Pa. Whole-Home Repairs Program Grant –

- Home Rehab - 6 owner-occupied housing rehabilitation projects completed.

DCNR Grant – Two Mile Run Park restroom construction. Project complete. Working on reporting/closeout.

Venango County Housing Rehabilitation Program

UPDATE FOR LAND BANK – 1/8/26

Intake Phase

Intake includes correspondence with applicant homeowners to verify all required information, such as ownership, real property tax status, and household income; reviewing all submitted documentation; and submitting through HUD Exchange.

- North Main St., Cranberry Township (CDBG)
 - Determined over-income and ineligible. Will begin intake on next home in waiting list, soon.
- Maple St., Sugarcreek Borough (PHARE)
 - **Landbank Priority K.** Service declined by Homeowner. Cited death of husband as primary reason. Will begin intake on next Landbank priority home, soon. Next priority was **Priority B.** Priority B was cancelled due to change of ownership. Next is **Priority H,** on Cornplanter Hill Road, in Cornplanter Township. SOW completed, so this project is listed, below.

Inspection Phase

Inspection of a project property begins with initial general home inspection. That inspection report and relevant internal Cost Estimate gets referred to environmental hazards inspector for on-site assessment of lead, asbestos, radon (LAR) (for federal funded projects). The LAR report is woven by home inspector into a Final Scope of Work (SOW). Final SOW goes through Environmental Review process (for federal funded projects), prior to Contractor Procurement/construction phase. LBP stands for lead-based paint (LBP).

- Cornplanter Hill Road, Cornplanter Township (PHARE)
 - **Landbank Priority H.** Inspection and SOW complete. Ready for procurement.
- Russell St., Sugarcreek Borough (CDBG)
 - Multiple reschedules by Homeowner. Inspection now scheduled for tomorrow (1/9/26)

Construction Phase

Construction encompasses the term of the work contract, and all ensuing work issues, invoices, and change orders that come to Program administration during that period.

- Bissell Ave. (B), Oil City (HOME 2024)
 - Contract term is 10/3/25-1/2/26. Nearly complete. Contractor crew suffered some illnesses and an injury (off project). Will submit extension request, tomorrow (1/9/26). Anticipated completed, end of January.
- Murray St., Oil City (HOME 2024)
 - Under contract, no work yet started. Contract term is 10/3/25-1/2/26. Contractor submitted extension request. Sending to Homeowner for approval. Correspondence with Homeowner suggests approval of extension.

- Gilfillan St. (B), Sugarcreek Borough (PHARE)
 - **Landbank Priority E.** Contractor expressed inability to complete project in timely fashion, citing capacity issues; and requested withdrawal. Contract then offered to second-lowest bidder, at price as-bid. New contractor called today (1/8/26) to say they signed, and put it in the mail to us. Will go to Homeowner for signature, next, before a Notice To Proceed is issued to new contractor.
- Gilfillan St. (A), Sugarcreek Borough (PHARE)
 - Under contract, no work yet started. Contract term is 10/31/25-1/30/26. Contractor submitted extension request. Sending to Homeowner for approval. Correspondence with Homeowner suggests approval of extension.

Completed/Canceled/Denied

Listing of projects completed or denied, since previous month's report.

- Bissell Ave. (A), Oil City (PHARE/WHRP)
 - Project complete.
- Palmer Ave., Sugarcreek Borough (PHARE)
 - Project complete.

Common Acronyms

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PHARE – Pennsylvania Housing And Rehabilitation Enhancement

WHR or **WHRP** – Whole-Home Repair Program

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PHMC – Pennsylvania Historic and Museum Commission

PHFA – Pennsylvania Housing Finance Agency

ADA – Americans with Disabilities Act

ABR – Architectural Barrier Removal (ADA compliance)

FFY – Federal Fiscal Year

LAR – Lead, Asbestos, Radon

SOW – Scope Of Work

LBP – Lead-Based Paint

MEMORANDUM

TO: Venango County Regional Planning Commission Board

FROM: Erik Johnson, Deputy Director, Recycling Coordinator & Facility Manager

DATE: Jan. 14, 2026

SUBJECT: Monthly Staff Report Dec. – Jan. 2025

Recycling Center Update:

Facility Operations related:

1. **Fence Gate** – Nothing to report.
2. **Electrical/Mechanical** – Waterline pipe to administration trailer frozen again – shut off water in garage to that line and waiting for dry/warmer day to assess if there is a leak.
3. **Baler** – About 80-90% to full load of cardboard available for vendor to pickup.
4. **Signage** – No update.
5. **Paper Shredder** – No update.
6. **Box Truck** – Continuing weekly pickup of cardboard out at the park. Material volume remains consistent.
7. **Misc. Warehouse Equipment** – No update.
8. **Skid Steer** – Still only utilizing this for light duty at the moment. No update.
9. **Fork Lift** – No Update.
10. **Security System** – No Update.
11. **Tri County Recycling Bins** – No update.
12. **Glass Recycling** – No update.

13. **Volunteers** – Continue to have availability for volunteer efforts for upcoming HHW season. This would be for traffic control only.
14. **Commercial partnerships** –Continue to receive additional commercial cardboard from local businesses regularly.
15. **Public Response and Education** – Gearing up to advertise for upcoming HHW quarterly events. Coordinating with Venango Newspaper to have spots in upcoming Business Edition. Will be scheduling Earth Day event for April in coming month.
16. **Mowing/SNOW REMOVAL at the facility** – With the snowfall increased early this season – have been busy with upkeep and removal of snow on the facility lot. Have been utilizing the pickup truck from the Airport to do so as the skid steer is currently only utilized for light duty until I am able to have fuel system looked at again .
17. **HHW Vendor** – Received approval from commissioners for the following 2026 quarter dates: Feb. 28th, May 30th, Aug. 1st, and Oct. 31st. These dates are currently at the state for registration approval. Will begin adverts and update to website after this approval is received – advised from DEP that this is almost complete. Will need to revisit the RFP for HHW vendors this year to secure the next 5 year bid (year to year contract). Looking to send this out in May/June timeframe.
18. **Tire Collection** – Year round tire collection service initiative is on hold at the moment until a staffing re-organization can be assessed. This program would require daily attendance at center with at least 2 staff members present both days for safety purposes. Have initial approval from DEP and have solicited for pricing. Will be revisiting this initiative in months to come.
19. **Facility Tours and Civic Presentations:** Earth Day will event at Center will be scheduled for an April date – looking at possibility of April 22 or 23.
20. **Project Engineer** – Nothing to report.
21. **Recycling Center Staff** – Nothing to report at this time. See Jason Dillion’s staff report for additional information.

Administrative related:

1. **DEP 902 grants (2020/2021)** – Nothing further to report until new round of funding available. DEP typically announces a new round annually(May).
2. **903 Grant Award for 2024** –Nothing further to report. New round to open shortly.
3. **Annual Recycling Report** – Submitted annual report submission requests to municipalities, commercial businesses and institutions in the County. Currently receiving data from entities to be uploaded to the State's RETRAC system to log the County's recycling tonnages for 2025.
4. **901A DEP Grant and Solid Waste and Recycling Plan** – Received Commissioner approval of the final plan at commissioner board on 1/13/2026. The final version can now be submitted back to the State/DEP for their approval Will submit for final reimbursement of 901A DEP grant for this plan once approved. Consultant has been paid for final invoice. Additionally, the commissioners approved the landfill capacity agreements received from the Plan's RFP for capacity requests. This plan update and capacity agreements will satisfy the state's requirements until a new update and capacity request is needed for 2034.
5. **904 Grant Award** – Awaiting award for this typically gets distributed by summer/fall of following calendar year. Submitted the most recent 2024 performance grant (904) request to DEP at the end of 2025 prior to the holiday season.
6. **HHW Cost reimbursements** – Submitted the 3rd/4th Quarter cost reimbursement to DEP for this collection program – in the amount of \$9344.
7. **Earth Day at Center** – Will scheduled and advertised shortly.
8. **Certification Training** – Nothing to report.
9. **Fiscal/Administration** – Processed multiple PO's and deposits related to the planning dept., CDBG/HOME/PHARE invoices and Recycling center operations. Followed up on multiple items for PennDot(project agreement renewals) and Liquid Fuels(County Aid) program and AMD grant.
10. **Shred Vendor** – Nothing further to report.
11. **Safety Committee** – Performed safety inspection of Human Services Complex on Nov. 14th. Submitted inspection report to committee prior to the December meeting.
12. **DEP Food Recovery Grant** – Nothing to report.

13. **Liquid Fuels** – Assisting in administration of the current application round for County Aid. Performing upkeep in DotGrants state system for administrative approval and follow up.

Venango County Planning Commission

To: Venango County Regional Planning Commission Board
From: Jason Dillion, Recycling Center Assistant, & Planning Assistant
Date: 1/20/2026
Re: Monthly Staff Report for January 20th, 2026

Recycling Center Update: January 20th, 2026

Duties Performed:

1. Fence Gate – Monitored and maintained the gate.
2. Ground maintenance – Picked up litter from around the bins and rest of the facility grounds as needed for maintenance.
3. Baler operation – Building, weighing, and stacking of cardboard bales. Each week, we are producing at least a full bale or two at the center.
4. Recycling Bins – Assist county residents with unloading their vehicles when needed. Monitored the bins for unwanted / nonrecyclable items. The number of unwanted items is for the most part staying down, while public appreciation for the center still seems to be extremely positive.
5. Household Hazardous Waste Event (HHW) – The next HHW event is scheduled for February 28th. I have already been receiving calls as to when the next one is.

Planning Assistant / Housing Inspection Update: 1/20/2026

Housing Inspections:

1. Home Rehab Program Housing Inspections – Currently there are 6 projects underway that I am working on. There have been a few delays on some of the projects due to a variety of different reasons. The weather has slowed down some of the outside work on a few of the projects. There also have been some complaints from the contractors about delays in getting the materials. I do expect that most of them should be wrapped up within the next couple of months.

Memo

TO: Venango County Regional Planning Commission Board
 FROM: Jenna Dillion
 DATE: 1/16/2025
 SUBJECT: Monthly Staff Report – December/January

Administration

- Assisted with the creation of the proposed SALDO Decommissioning Amendment

Subdivisions

Preliminary Review	In Process	Recorded	For Consideration
<i>Landright, LLC</i> (Frenchcreek)	<i>Himes</i> (Rockland)	<i>Everett</i> (Sugarcreek)	
<i>R.A. Pape</i> (Jackson)	<i>Mihleder-Wygant-</i>	<i>Rising Trout LLC</i> (Oilcreek)	
<i>McQuaide</i> (Pinegrove)	<i>Slocum</i> (Sugarcreek)	<i>Ritchie</i> (Plum)	
<i>Ritchie</i> (Plum)	<i>Latshaw 2</i>	<i>Fleming</i> (Sugarcreek)	
<i>Mihleder-Wygant-Slocum</i>	(Cranberry)	<i>McQuaide</i> (Pinegrove)	
(Sugarcreek)	<i>Holowell Enterprises</i>	<i>Landright, LLC</i> (Frenchcreek)	
<i>Lloyd</i> (Plum)	(Canal)	<i>Breitenstein</i> (Barkeyville)	
<i>Means-Drayer</i> (Sandycreek)	<i>Flinchbaugh</i>	<i>McCool</i> (Mineral)	
<i>Simon</i> (Canal)	(Cranberry)	<i>Taylor</i> (Rockland)	
<i>Tiedeman</i> (Cranberry)	<i>Deets</i> (Oakland)	<i>Westover</i> (Sugarcreek)	
<i>Yoder, Detweiler & Kuhns</i>		<i>Lloyd</i> (Plum)	
(Clinton)		<i>Yoder, Detweiler & Kuhns</i> (Clinton)	
<i>Fyock</i> (Clinton)			
<i>Boland</i> (Frenchcreek)			
<i>Bethel Church</i> (Oakland)			
<i>Bethel Cemetery</i> (Oakland)			
<i>Means-Smith</i> (Sandycreek)			
<i>Hepler 322 South</i> (Rockland)			
<i>Hepler-Albrecht</i> (Scrubgrass)			
<i>Hepler-Swartzentruber</i>			
(Richland)			

Land Developments

In Review	For Consideration	Conditional Approval	Final Approval
		<i>Feehan Solar</i> (Oakland)	
		<i>Borger Solar</i> (Jackson)	

List of Acronyms

- VCRPC – Venango County Regional Planning Commission
- LSSE – Lennon, Smith, and Souleret Engineering
- LD – Land Development
- P&P – Part and Parcel Subdivision
- SALDO – Subdivision and Land Development Ordinance
- APA – American Planners Association

Subdivision & Land Development Project Log – 2025/2026

[illegible]

MEMORANDUM

TO: Venango County Regional Planning Commission Board
FROM: Alexandria Shreffler, Geospatial Analyst
Date: January 15, 2026
Subject: Monthly Staff Report – January 2026

Mapping and Analysis Services

- Updated the Interactive Zoning Map (Municipal Summary) with new Cornplanter Zoning data
- Designing a printed (large format) copy of Cornplanter Township Zoning
- Mapped Planning Commission Board representation for discussion

Floodplain & Stormwater Administration

- Attended follow-up (virtual) meetings with FEMA to discuss progress
- Drafting the requested Standard Operating Procedures (SOPs) for managing FEMA audit processes
- Coordinating with Venango County Public Safety on Hazard Mitigation Planning related to FEMA auditing compliance
- Drafted an outline for the Substantial Improvement Substantial Damage (SI/SD) Plan as part of the administrative requirements of the FEMA audit
- Re-appointed to Vice-President of the Pennsylvania Floodplain Managers Association
- Attended a PA3D Hydrography Workshop hosted by the Pennsylvania Geoboard subcommittee
- Conducted a Substantial Damage (SD) Inspection on a property in Oil City
- Coordinated with DEP to obtain information and permitting guidance on several projects
- Drafting an Intergovernmental Agreement for professional services related to obtaining FEMA compliance documentation (i.e. site elevations, surveys etc.)
- Approved eleven (11) small projects for stormwater management

Environmental Review

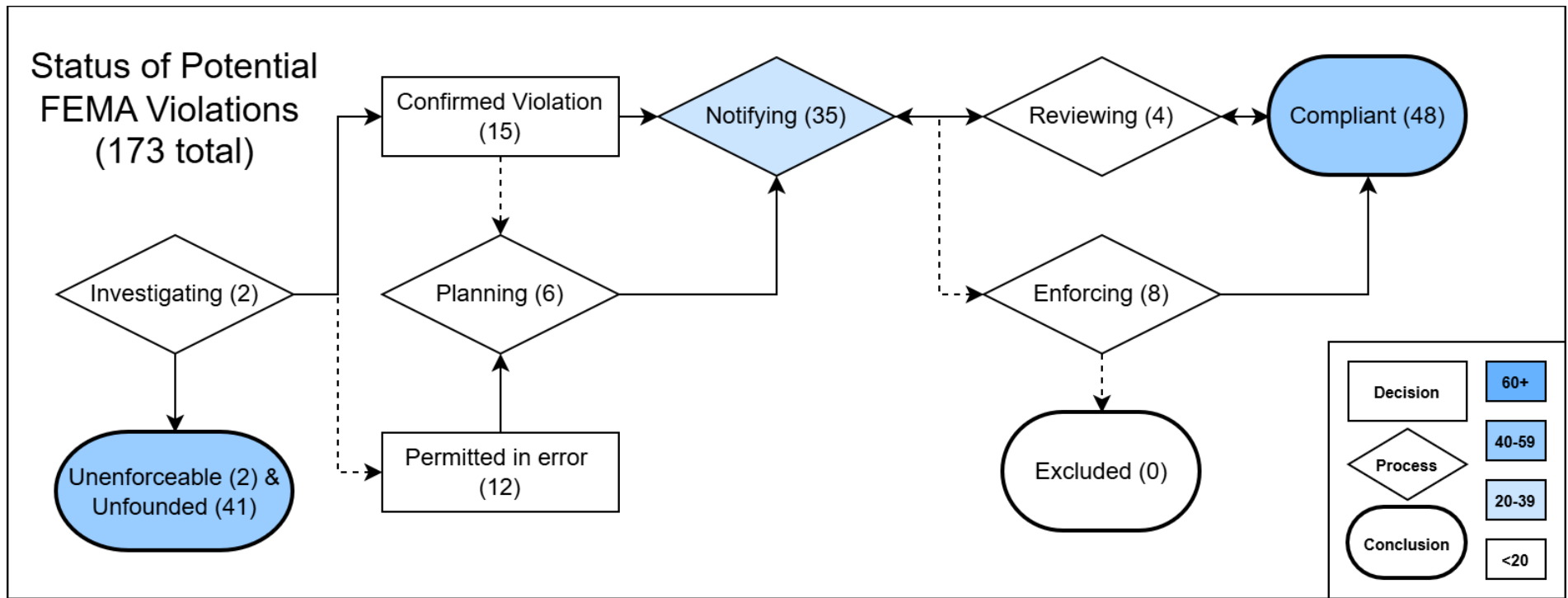
- Received Authority to Use Grant Funds (AUGF) from Department of Community and Economic Development (DCED) for County Demolition CDBG FFY 2024
- Received AUGF from DCED for clearance of Exempt Activities to conduct engineering design for Moody Park Architectural Barrier Removal (ABR) in Cranberry Township (CDBG FFY 2022)

Administration

- Coordinated on Esri licensing migration with Assessment's GIS team to maintain services
- Published a Comprehensive Plan Project Reporting form to collect updates from Partner Organizations on action items identified in the Venango County Comprehensive Plan
- Established a schedule of milestones for drafting the Planning Commission's Annual Report
- Started reviewing the Comprehensive Plan for actions started or completed in 2025
- Reviewing potential Comprehensive Plan actions to prioritize in 2026

Common Acronyms

ATV	All-Terrain Vehicle	GIS	Geographic Information Systems
BMP	Best Management Practice	HMP	Hazard Mitigation Plan
CAC/CAV	Community Assistance Contact/Visit	NFIP	National Flood Insurance Program
CAP	Community Action Plan	ORA	Oil Region Alliance
CDBG	Community Development Block Grant	PAFPM	Pennsylvania Floodplain Managers Association
COG	Council of Government	PEMA	Pennsylvania Emergency Management Agency
DGLVR	Dirt Gravel & Low-Volume Road	SWCM	Stormwater Control Measures
EDA	Economic Development Authority	SWM	Stormwater Management
FEMA	Federal Emergency Management Agency	SWMP	Stormwater Management Plan
FFY	Federal Fiscal Year	WIC	Women Infants & Children



Investigating = Research is being done to determine the details of the violation.

Unenforceable = The violation was determined to be outside of municipal jurisdiction (i.e. state-owned property).

Unfounded = Evidence had shown that the development was either not in the floodplain or may have occurred prior to the ordinance/maps (i.e. not a violation).

Confirmed Violation = No permits had been issued for the development and is considered a violation, but the property owner has not yet been notified.

Permitted in error = A permit was issued by the municipality without undergoing review for compliance with the floodplain ordinance.

Planning = For unique challenges, these violations are currently in discussion before the property owners are notified.

Notifying = The property owner is being notified of the violation and how they will be expected to address the violation (i.e. submitting a floodplain permit).

Reviewing = The property owner has submitted a floodplain permit or other documentation that is under review.

Enforcing = The property owner did not address the violation within the prescribed timeline and is now subject to fines and/or legal action.

Excluded = The enforcement process has concluded without resolution and the municipality has petitioned FEMA to exclude the (insurable) property from the NFIP.

Compliant = The property owner has taken action and the property is now compliant.