



Venango County Regional Planning Commission

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

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Board Meeting Minutes July 2025

- I. CALL TO ORDER** – Monthly board meeting called to order by Tracy Jamieson, at 4:30 PM.
- II. ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 07/15/2025, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

- | | |
|---|--|
| ☐ Greg Miller (Chair) | ☒ Frank Pankratz (Chair) |
| ☒ Tracy Jamieson (Vice-Chair I) | ☐ John Neidich |
| ☒ 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:

- ☒ Dennis Tobin
- ☒ Erik Johnson
- ☒ Joshua Sterling
- ☒ Alexandria Shreffler
- ☒ Jenna Dillion
- ☒ Jason Dillion

Guests Present (List):

- Kara O'Neil, The Derrick
- Rodney Bedow Sr., Blue Ox Timber

Quorum Present: ☒ Yes ☐ No

The attendance of 11 board members (of the 15 current appointees) was accounted for by Alexandria Shreffler.

III. APPROVAL OF MINUTES

- a. 06/17/2025 Regular Meeting Minutes

✓ Motion to approve the minutes made by Frank Pankratz, seconded by Jim Miller. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS – None.

V. SUBDIVISIONS AND LAND DEVELOPMENTS – None.

VI. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director**, Dennis Tobin – was introduced to the Board by Staff as a new hire. He shared his past experience with the Board and described his priorities and goals for his role at the County.
- **Deputy Director & Recycling Coordinator**, Erik Johnson – reported that the County was able to sell forty (40) bales of cardboard, which is the equivalent of twenty (20) tons. The biweekly recycling pickup at Two Mile will be increasing to weekly pickup in order to meet capacity for a recent increase in demand. He is also investigating the possibility of introducing another Household Hazardous Waste (HHW) event to the southern region of Venango County. The draft of the Solid Waste and Recycling Plan has been submitted to the regulatory agency the Department of Environmental Protection (DEP). He announced that he was invited to share his expertise by speaking on a panel discussion at the upcoming Professional Recyclers of Pennsylvania (PROP) Conference on July 23, 2025. The County Liquid Fuels grant application round has been announced and will begin collecting applications for municipal projects through September 2025.
- **Planning & Recycling Assistant**, Jason Dillion – emphasized the increase in demand for recycling collection and processing. He has also received positive feedback from residents who visit the recycling center. He shared that his asbestos training has been renewed for another year of inspections for the Home Rehabilitation Program.
- **Community Development Planner**, Joshua Sterling – announced that the Emlenton Borough Hughes Park Architectural Barrier Removal (ABR) project has just finished construction and will be submitting final contractor invoice in the coming weeks. The Community Development Block Grants (CDBG) for Home Rehab have been paused until the projects have been selected for the Pennsylvania Housing and Rehabilitation Enhancement (PHARE) Program. There are currently four (4) projects in the intake phase of the Home Rehab program, four (4) projects in the inspection phase, two (2) projects in the construction phase, and two (2) projects cancelled after intake.
- **Geospatial Analyst**, Alex Shreffler – shared an update on progress through the county-wide audit on the National Flood Insurance Program (NFIP) which was initiated by the Federal Emergency Management Agency (FEMA) at

the beginning of 2024. She has also been conducting Environmental Reviews on federal-grant funding projects, including posting notice for Sugarcreek Demolition, Sugarcreek Home Rehab, and Cranberry Home Rehab programs.

- **Land Use Planner, Jenna Dillion** – summarized completion of review for four (4) preliminary subdivisions, and had approved eleven (11) subdivisions. She announced two (2) upcoming pre-application meetings with solar developers to discuss potential projects in Sugarcreek Borough and Frenchcreek Township.

VII. SPECIAL PURPOSE MATTERS

- a. **Annual Report 2024 Draft** – Staff presented a draft of the Annual Report of the Planning Commission for the year of 2024. Staff requested conditional approval from the Board
 - ✓ Motion to issue conditional approval pending minor edits made by Keith Klingler, seconded by Frank Pankratz. All approved.
- b. **Board Terms - Updated List** – An updated list of Board Members and their terms was provided, including a description of the term for the newest vacancy. One Board Member's final term is expiring at the end of the calendar year, and two (2) other members have expiring terms and are eligible to serve another 5-year term.
- c. **SALDO Appendix A: Stormwater Discussion** – Staff presented on potential amendments to the Subdivision and Land Development Ordinance (SALDO), which was discussed amongst the Board. The Board requested a formal written proposal with all proposed amendments to be reviewed at the next scheduled Board meeting.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Ben Porter. The next Council of Governments (COG) meeting will be hosted by Venango County and held at 737 Elk Street on 7/17/2025 at 7:00 PM.

IX. PUBLIC COMMENT – GENERAL

- Keith Klingler, Oil Creek Township Supervisor – requested agenda items to be discussed at the next scheduled Board meeting, including 1) Discuss No Net Loss resolution and references in the comprehensive plan, and 2) Review policies regarding notices provided to the Planning Commission of Land Acquisition of Non-Governmental Agencies funded by Government.

X. ADJOURNMENT

- ✓ Motion to adjourn by Keith Klingler, seconded by Frank Pankratz at 5:22 PM.

Respectfully submitted – Alexandria Shreffler, Geospatial Analyst