



Venango County Regional Planning Commission

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

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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