



Venango County Regional Planning Commission

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

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Board Meeting Minutes January 2026

- 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 01/20/2026, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

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

Staff Present:

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

Guests Present (List):

- Kara O'Neil, The Derrick
- Sam Breene, County Commissioner

The attendance of 11 board members (of the 13 current appointees) represented a quorum.

III. APPROVAL OF MINUTES

- a. 11/17/2025 Regular 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. SPECIAL PURPOSE MATTERS

- a. **Election of Officers** – The Board discussed candidates for officer positions during the 2026 year.
- ✓ Motion to nominate Jim Miller for Chair made by Ken Bryan, second by Frank Pankratz. All approved. Jim Miller accepted the nomination.
 - ✓ Motion to **elect Jim Miller as Chair** made by Ken Bryan, second by Tracy Jamieson. All approved.
 - ✓ Motion to nominate Tracy Jamieson for Vice-Chair made by Ken Bryan, second by Larry Baughman. All approved. Tracy Jamieson accepted the nomination.
 - ✓ Motion to **elect Tracy Jamieson for Vice-Chair** made by Ken Bryan, second by Frank Pankratz. All approved.
 - ✓ Motion to nominate John McClelland for Vice-Chair II made by Larry Baughman, second by Frank Pankratz. All approved. John McClelland accepted the nomination.
 - ✓ Motion to **elect John McClelland as Vice-Chair II** made by Larry Baughman, second by Frank Pankratz. All approved.
 - ✓ Motion to nominate Anita Fuchs for Vice-Chair III made by Tracy Jamieson, second by Frank Pankratz. All approved. Anita Fuchs declined the nomination.
 - ✓ Motion to nominate Frank Pankratz for Vice-Chair III made by Larry Baughman, second by Tracy Jamieson. All approved. Frank Pankratz accepted the nomination.
 - ✓ Motion to **elect Frank Pankratz for Vice-Chair III** made by Larry Baughman, second by Ken Bryan. All approved.
- b. **Board Representation** – Staff provided information regarding the current Board vacancies and letters of interest. The Board discussed soliciting potential candidates from municipalities without current representation.
- ✓ Motion to table made by Larry Baughman, seconded by Tracy Jamieson. All approved.
- c. **Annual Report** – Staff presented updates on gathering information for the Annual Report. Partner organizations were invited to submit feedback on projects with progress supporting the Comprehensive Plan during the 2025 reporting year. No action was taken by the Board.

VI. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Joshua Sterling** – informed the Board that a resolution was being considered by the Commissioner Board for an increase and tiered escrow fee schedule for land developments subject to the Venango County Subdivision and Land Development Ordinance (SALDO). Additionally, an amendment to the SALDO to include provisions for Solar Decommissioning would be considered for adoption at the next scheduled Commissioner Board. Regarding the Home Rehabilitation program, one project was moved between grant funding sources, two (2) projects were in the intake phase, two (2) projects were in the inspection phase, four (4) pictures were in the construction phase, and two (2) were completed. The Lance Bowes Environmental Trail project is currently on hold while research is being conducted for matching grant funding. The final invoice for the Workforce Development element of the Pennsylvania Whole-Home Repairs Program has been paid, which represents a total investment of \$194,257.00 in education supporting the building/construction sector.
- **Deputy Director & Recycling Coordinator, Erik Johnson** – announced the schedule for quarterly Household Hazardous Waste (HHW) collections, which will be February 28, May 30, August 1, and October 31. The annual recycling report containing data from municipalities, commercial businesses, and institutions is underway with submissions being collected from entities throughout the County. Maintenance at the facility has included snow removal using the airport snow plow rather than the skid steer due to the heavy amounts of snow received this season. The Solid Waste and Recycling Plan has been finalized, approved, and submitted back to DEP for approval and represents compliance with state requirements until 2034.
- **Planning & Recycling Assistant, Jason Dillion** – echoed the work mentioned by Erik and reported that at least 1-2 bales of cardboard have been collected consistently each week. Instances of bin contamination with non-recyclable items has remained less frequent. He reported work on six (6) projects for Home Inspections in the Home Rehabilitation program.
- **Geospatial Analyst, Alex Shreffler** – reported a shift in her work to focus on the administrative deficiencies with the floodplain audit rather than the site-specific development deficiencies. She also shared her recent appointment to a second term as Vice-Chair of the Pennsylvania Floodplain Managers Association. A substantial portion of her time was dedicated toward an effort in folding elements of the Comprehensive Plan progress into the annual report.
- **Land Use Planner, Jenna Dillion** – reported involvement and assistance with moving forward on the SALDO Decommissioning Amendment. She also reported that eighteen (18) subdivisions were in preliminary review, six (6) in process, and twelve (12) completed and recorded. The solar developments previously granted conditional approval had no update in status.

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

- a. **SALDO Amendment – Provisions for Solar Decommissioning** – Staff provided an update to the Board on the status of a SALDO Amendment which has been considered by the Commissioners since the last Board meeting. The purpose of the amendment was to provide decommissioning regulations on land developments meeting the definition of a Solar Energy System. The first public hearing had been held on January 13th at 3:30 PM, and the amendment would be expected to be considered for approval at the next scheduled Commissioner Board meeting. No action was taken by the Board.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Ben Porter. He reported that the municipalities have been busy with snow plowing and removal. The Venango County Association of Township Officials (VCATO) Spring Dinner has been scheduled for April 11, 2026 and will take place at a new location, which will be the Oakland Township Volunteer Fire Department. Registration will begin at 5:30 PM and dinner served at 6:00 PM.

IX. PUBLIC COMMENT (GENERAL) – None

X. ADJOURNMENT

- ✓ Motion to adjourn by Glenn Speer, seconded by Tracy Jamieson at 5:37 PM.

Respectfully submitted,
Alexandria Shreffler, Geospatial Analyst