



Venango County Regional Planning Commission

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

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Board Meeting Minutes February 2026

- I. **CALL TO ORDER** – Monthly board meeting called to order by Jim Miller, at 4:30 PM.
- II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 02/17/2026, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

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

Staff Present:

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

Guests Present (List):

- Richard Cedar, Kessel Construction

A quorum of 15 board members (a majority of the 15 current appointees) was present.

III. APPROVAL OF MINUTES

a. 01/20/2026 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Ken Bryan, second by John McClelland. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS – None

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

- a. **Webco Addition**, City of Oil City – a proposal to construct a 460 square-foot enclosure over an existing loading dock ramp on existing impervious surface. The Conservation District has confirmed that there will be no Erosion & Sedimentation Controls required. The contractor has requested a waiver from the requirements of the Venango County Subdivision and Land Development Ordinance to be considered as an exempted project based on the lack of impact and meeting or being exempt from all other regulatory requirements.
- ✓ Motion to grant the waiver request made by Larry Baughman, second by John Neidich. All approved.

VI. SPECIAL PURPOSE MATTERS

- a. **Proposed Fee Schedule Update** – A proposal was presented by Staff to amend the fee schedule following a comprehensive review of regional county planning commission fees.
- ✓ Motion to recommend the updated fee schedule proposal to the County Commissioners for approval made by Frank Pankratz, second by Glenn Speer. All approved.

VII. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Joshua Sterling** – announced that the Planning Department would be undergoing a reorganization to shift responsibilities following the elimination of a staff position as part of his recent internal transition to Executive Director and establish a new department for County Recycling. This reorganization effort was established with the intent to reduce costs to the General Fund, provide for more efficient delivery of services, and retain current employees with valuable training and experience. Jenna Dillion, currently Land Use Planner, would be promoted to Deputy Director with additional fiscal and supervisor responsibilities. Alex Shreffler would also take on responsibilities for Transportation initiatives and programs while retaining her title as Geospatial Analyst. In part of an overview of community development projects, the Clintonville Food Pantry has invoiced for about \$10,000 of the approximate total of \$14,000 awarded as an eligible project under County Community Development Block Grant (CDBG) for the 2022 funding year. The Courthouse Roof Replacement project funded in part by a \$100,000 grant from the Pennsylvania Historic and Museum Commission's Historic Preservation Construction Grant will be closed out as the project has concluded.

- **Deputy Director & Recycling Coordinator, Erik Johnson** – reported reimbursements had been submitted to the State for work completed on the Solid Waste and Recycling Plan, and for the 3rd-4th Quarter Household Hazardous Waste (HHW) collection events. He has also been researching grants to fund updated signage at the Recycling Center and off-site collection locations. A new request for proposals is being prepared to contract for the next 5-years and identify a HHW Collection Vendor. Regarding the reorganization proposal, he shared plans to establish a new department with two (2) full-time employees currently employed by the Planning Commission and will allow the Recycling Center to submit for additional grant reimbursement on staff time allocated, increase on-site operating hours, and establish year-round tire-collection services rather than only annual collection events.
- **Planning & Recycling Assistant, Jason Dillion** – pointed out the upcoming HHW collection on February 28th is expected to be popular and anyone interested in registering should sign-up as soon as possible to guarantee their appointment. Cardboard collection has been keeping pace with 1-2 bales produced each week and a truck-load is expected to be scheduled soon for pick-up. He is currently working on continuing education credits for renewal of his Radon inspection to continue to support the Home Rehabilitation program.
- **Land Use Planner, Jenna Dillion** – noted an observed increase in development in Cranberry Township and shared that a quarterly meeting schedule has been established with their Zoning Officer to ensure peak communication and coordination on major projects. She had provided letters of consistency for two (2) projects requesting grant funding, one for the City of Oil City as part of a PennDOT Multimodal Accessibility project and another for the Franklin General Authority to support an application for PennVEST funding to establish a new wastewater treatment plant on Barrett Flats. She acknowledged work on administrative duties related to grant reimbursements and would be looking forward to taking on additional grant administration and fiscal responsibilities as part of her promotion. There were four (4) subdivisions in preliminary review, six (6) in process, and two (2) approved and recorded. There had been one land development in review which had been under consideration of the Board for a waiver, and no changes on status for any other land developments in process.
- **Geospatial Analyst, Alex Shreffler** – reported working on the analysis for the updated fee schedule, administrative deficiencies identified in the National Flood Insurance Program (NFIP) audit, and comprehensive planning related to the Annual Report.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Ben Porter. The Council of Governments (COG) was reported to be meeting on 02/19/2026 at 7:00 PM at the Sandycreek Township Building.

IX. PUBLIC COMMENT (GENERAL) – Staff reminded the Board to submit Statements of Financial Interest to meet State documentation requirements.

X. ADJOURNMENT

- ✓ Motion to adjourn by Keith Klingler , seconded by Frank Pankratz at 5:32 PM.

Respectfully submitted,

Alexandria Shreffler, VCRPC Staff