VENANGO TECHNOLOGY CENTER
JOINT COMMITTEE
1 Vo-Tech Drive
Oil City, Pennsylvania 16301

MINUTES

December 4, 2025

The regular meeting of the Venango Technology Center Joint Committee was held this evening in the Cafeteria of the Venango Technology Center, 1 Vo-Tech Drive, Oil City, PA 16301. Mrs. Neely called the meeting to order at seven o'clock (7:00) p.m.

Mrs. Neely asked the members to pause for a moment of silence.

Mrs. Neely asked the members to stand for the Pledge of Allegiance.

Roll Call: Present: Shari Neely, Mark Marterella (Zoom), Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman (Zoom), Cindy Swendsen

Absent: Troy Johnston, Monica Chatham, Cheryl Ferry

Also Present: Mr. Bob Moore, Dr. Lynda Weller

Mrs. Neely asked for nominations for Temporary Chairman.

Mrs. Marterella, seconded by Mr. McFall, moved to nominate and approve Ben Carbaugh as Temporary Chairman.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried

Mr. Carbaugh took the Chair.

Mr. Carbaugh asked for nominations for Chairman.

Mr. Marterella, seconded by Mr. McFall, moved to nominate and approve Shari Neely as Chairman.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None.

Abstention: Shari Neely

Motion carried.

Mrs. Neely took the Chair.

Mrs. Neely asked for nominations for Vice Chairman.

Mrs. Neely, seconded by Mr. Carbaugh, moved to nominate and approve Justin McFall as Vice Chairman.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None.

Abstention: Mr. McFall

Motion carried.

Mrs. Neely stated the following meeting schedule for 2026 for the Joint Committee was presented:

Monday, January 5, 2026
Monday, February 2, 2026
Monday, March 2, 2026
Monday, April 6, 2026
Monday, May 4, 2026
Monday, June 1, 2026
Monday, July 6, 2026
Monday, August 3, 2026
Tuesday, September 8, 2026
Monday, October 5, 2026
Monday, November 2, 2026
Thursday, December 3, 2026

Mrs. Neely requested approval to appoint Brian K. Cressman of MacDonald, Illig, Jones & Britton, LLP Solicitor of the Joint Committee for 2026 at a cost of $200 per hour.

Mr. Carbaugh, seconded by Mr. McFall, moved to approve reorganization Item 4. d) Adoption of the 2026 Joint Committee Meeting Schedule and e) Appoint Brian K. Cressman of MacDonald, Illig, Jones & Britton, LLP Solicitor of the Joint Committee for 2026 at a cost of $200 per hour in one motion.

Mr. Carbaugh, seconded by Mr. McFall, moved to approve those items in one motion.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried.

Mrs. Neely stated the Joint Committee members had received copies of the Minutes of the November 3, 2025 meeting. She asked if there were any additions, corrections or deletions.

Mr. Carbaugh, seconded by Mr. McFall, moved to approve the Minutes of the November 3, 2025 meeting as submitted.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried.

The Treasurer and Secretary's Report as of 12/4/25 was submitted for information.

Mr. Carbaugh, seconded by Mr. McFall, moved to accept the Treasurer and Secretary's Report as of 12/4/25.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried.

Ms. Sharp explained that VTC had been a victim of fraud and the PLGIT bank account had been closed and a new one opened. The bills presented for payment will be paid pending receipt of the new checks for the new account.

A list of bills from 11/4/25 – 12/4/25 in the amount of $416,214.64 was presented for approval.

Mr. Carbaugh, seconded by Mr. McFall, moved to approve the list of bills as presented.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried.

Under Communications, Mr. Moore discussed the Professional Advisory Committee. The Enrollment Report as of 12/4/25 was submitted.

Mrs. Neely requested approval of the action items: Item 8. a) i. through v. in one motion.

Mr. Carbaugh, seconded by Mr. McFall, moved to approve action Item 8. a) i. through v. in one motion, as follows:

i. Approve changes to OAC members.
ii. Approve letter of resignation from Amber Cann, Practical Nursing Secretary – Warren, effective 11/21/25.
iii. Approve advertising for Practical Nursing Secretary – Warren.
iv. Approve Danielle Benson and 2 students to attend the 2026 Pennsylvania ProStart Invitational in Hershey, PA February 23-24, 2026, at a cost not to exceed $1,100.00. Funding - Local.
v. Adopt resolution authorizing Bob Moore to sign electronic agreements with the PA Department of Education.

Roll Call: Ayes: Shari Neely, Mark Marterella, Ben Carbaugh, Dennis Baker, Justin McFall, Lynn Cressman, Cindy Swendsen

Nayes: None, motion carried.

Ms. Sharp discussed membership of the VTC Authority Board.

Ms. Sharp distributed the 2026-2027 proposed budget. The approval vote will be held at the January 5, 2026 meeting.

Mrs. Neely asked if there was any old business.

None was noted.

Mrs. Neely asked if there was any new business.

None was noted.

Upon motion by Mr. Carbaugh, seconded by Mr. McFall, the meeting adjourned at twelve minutes past seven (7:12) p.m.

Recorded by



Melissa Sharp
Secretary, Joint Committee