

Venango County Regional Planning Commission
Minutes
Meeting 10/20/2015

Those present at the public meeting of the Venango County Regional Planning Commission held at the FICDA building at 6:30 P.M.

Present: Keith Klingler
Albert Abramovic
Mike Swatzler
Keith Klinger
Frank Pankratz
Greg Miller
Rodney Gladd
Bob Cross
Dave Owens
John Neidich
Garnet Wood

Absent: Ken Garland
Barb Crudo

Guests: Sheila Boughner/The Derrick
Brent Thomas/WK Thomas &
Assoc.
Dennis Hickman

Staff Present: Jason Ruggiero
Erik Johnson
Emily Donaldson
Phil Gyskewicz
Sarah McGuinness

Excused: John McClelland
Nick Melnick

Monthly board meeting called to order by Bob Cross at 6:34 P.M.

A majority was present for the meeting. The attendance of 10 board members (of the 14 current appointees) was accounted for by Jason Ruggiero and Erik Johnson.

APPROVAL OF MINUTES

- Garnet Wood made a motion to accept the minutes as presented from the September 15, 2015 meeting; seconded by Dave Owens. So moved.

PUBLIC COMMENTS

None

SPECIAL PURPOSE MATTERS

A. *Review Board Member Terms*

There is one non-elected vacancy currently available. Rodney Gladd has stated that when his term on Borough Council is finished he would be willing to take this position. Therefore, board members are asked to consider elected officials for the upcoming vacancy. In addition, depending on the outcomes of upcoming elections there will be at least two more vacancies in January. Suggestions can go to the commissioners or through Jason Ruggiero.

B. Vice-Chair Nominations

Next month there will be nominations of officers for the board. Dave Owens has been asked to serve as Vice-Chair, Mike Swatzler has been asked to serve as secretary and treasurer. Bob Cross has stated he will be glad to serve as Chair again next year. This will be voted on next month.

C. Proposed 2016 Budget

Erik Johnson broke down the 2015 budget and projected the budget for 2016 for the board to review. The General Budget revenue reflects state funds, fees for services provided, monies held in escrow, map sales and subdivisions. The escrow policy has been established recently and has been successful in eliminating almost all outstanding debts owed to the office. General Budget expenses reflect a shift in spending from projections away from training and towards computer software and advertising. Similar breakdowns were provided for the grants and recycling programs. Bob Cross raised the issue of fee increases for mapping services and reviews in the office. The discussion of restructuring fees was tabled until next year when staff will have time to consider the problem. Erik Johnson reported on the status of state monitoring in the office. This monitoring is being performed by KPMG and has required weeks of preparation. In addition, the state has determined that municipalities with less than 10,000 people can no longer manage their own CDBG programs; therefore the county must now administer Cranberry and Sugarcreek's allotments in addition to the county-wide allotment.

D. Fiscal Update

The county will pass a budget in December, and the 2016 projections provided here will be considered in that budget.

E. Change to Annual Meeting

- A motion was made by Mike Swatzler to Amend the Agenda to include discussion of the annual meeting; seconded by Rodney Gladd. So moved. Notes: The annual meeting is usually held at Two mile Run Park over the course of a morning. Upon consideration it was decided that a regularly scheduled monthly meeting on the third Tuesday of November will adequately cover the agenda.

- A motion was made by Dave Owens to accept the change to reschedule the annual meeting to November 17, 2015 at 6:30 PM; seconded by Greg Miller. So moved.

SUBDIVISIONS AND LAND DEVELOPMENTS

A. Allegheny Mountain Hardwoods land development

Allegheny Mountain Hardwoods in Richland Township petitions for conditional approval of a land development. Emily Donaldson advised the conditions for this approval are the receipt of a performance guarantee, receipt of E&S approval, completion of an O&M agreement, and receipt of six signed, notarized, and fully executed plan sets. The board had recommended to Richland Township that they modify the O&M agreement to include maintenance levels of ponds being used as storm water ponds; the township opted not to follow this recommendation. In addition, the installation of a sprinkler system was considered. However, due to the nature of the kiln dried wood which will be stored in this facility, the distance from any residence, and the expense, a variance was granted by the township, conditional on the installation of a dry pump in one of the storm water ponds. A written maintenance plan was not required. The county has not been asked by the municipality to weigh in on the nature of storm water control and maintenance at this location. An O&M agreement has been completed but has not yet been submitted to the Planning Commission. Receipt of E&S approval has been received electronically, a hard copy will follow. A W9 will be completed in addition to other administrative steps which can be taken after conditional approval is granted by this board.

- A motion was made by Keith Klingler to grant conditional approval to the Allegheny Mountain Hardwoods land development; seconded by Frank Pankratz. So moved. Notes: Once the conditions of this approval have been met this issue will not be brought before this board again.

OFFICER'S AND COMMITTEE REPORTS

- *Executive Committee*-
- *COG Representative* – There will be a meeting November 19 in Cranberry.
- *DEP Roundtable Update* – There was no meeting this month.
- *Comprehensive Plan Workshop Update* – The update of the Venango County Comprehensive Plan is being done in house by a committee which meets from 5:30-6:30 on the third Tuesday of the month. A survey is available and all board members are asked to respond. The next meeting will be November 17 and discuss the Final section of the plan.

EXECUTIVE DIRECTOR AND STAFF REPORTS

-Jason: The office is juggling multiple tasks; progress is being made on all fronts. The new computers have arrived, allowing staff to make use of new software. Jason is also still working on the new comprehensive plan and responding to DCED's ongoing requests for more information in reference to the multimodal grant application. He and Emily are also working on creating a google Earth file displaying development of subdivisions and land developments throughout the county.

-Erik: The recycling collection is coming up on November 7th. Volunteers are welcome but will need to fill out waivers. The vendor will only take one TV per vehicle this year, appliances with Freon are \$15 and fluorescent bulbs are \$1 each. In addition, Erik has been researching the 902 grant, and would like to submit again this round, possibly for moving forward on creating a convenience center for the recycling program. The main issue for moving forward on this would be finding a place to store the material while moving towards opening a full scale convenience center.

-Phil: Last week Phil gave a webinar on the LPDM grant. A representative from PEMA stated that this was the hardest project he had ever worked on, however progress is being made. One basin created by this project has been shrunk due to problems with the current landowner, requiring a recalculation to ensure that this will be feasible. Another basin may need to be discarded due to an unwillingness to sell on the landowner's part. This would not be an impediment to the completion of the project. Phil also reports that he has received the updated aerial imagery ordered last year, which ended up being free.

Emily: Since the last meeting Nick Melnick invited Emily out on a site visit, allowing her to see the daily problems faced by a sewage enforcement officer. She has been working on the Wilson Park rain garden grant, the Complete Streets grant, and attended the Pennsylvania chapter of the American Planner's Association Annual Conference. There she learned that Venango County is part of one of only eight land banks in the state, is one of few counties that have a strong online database for parcels, and that the county already implements some of the policies that are now being recommended across the state. She has also been training on land developments.

-Sarah: Sarah has begun training on subdivisions in addition to contributing to administrative work and community outreach.

PUBLIC COMMENT – GENERAL

None

A motion to adjourn at 7:40 PM was made by Keith Klinger; seconded by Dave Owens. So moved.

Respectfully Submitted,
Sarah Mcguinness