

**Venango County Regional Planning Commission**  
**Minutes**  
**Meeting 11/17/2015**

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  
Nick Melnick  
Frank Pankratz  
John McClelland  
Greg Miller  
Rodney Gladd  
Barb Crudo  
Bob Cross  
Dave Owens  
John Neidich

**Absent:** Albert Abramovic  
Ken Garland

**Guests: None**

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

**Excused:** Mike Swatzler  
Garnet Wood

Monthly board meeting called to order by Bob Cross at 6:30 P.M.

A majority was present for the meeting. The attendance of 10 board members (of the 14 current appointees) was accounted for by Sarah McGuinness.

**APPROVAL OF MINUTES**

- Rodney Gladd made a motion to accept the minutes as presented from the October 20, 2015 meeting; seconded by Keith Klingler. So moved.

**PUBLIC COMMENTS**

None.

**SPECIAL PURPOSE MATTERS**

**A. Officer Nominations**

Bob Cross stated that he is willing to remain Chair for another year. In addition, Dave Owens has agreed to be Vice Chair for the upcoming year and Mike Swatzler has agreed to be Secretary-Treasurer. Further nominations were requested but none were put forward.

- A motion was made by Barb Crudo to accept the nominations as stated; seconded by Frank Pankratz. So moved. Notes:

## **B. Pending Board Vacancies**

Jason summarized the status of each board member's term and upcoming board vacancies. A table summarizing these terms and vacancies was provided. Rodney Gladd will be moving from an elected to a non-elected position in January, this non-elected term will expire in 2019. Rodney's current elected term will then be vacant in January. Ken Garland will be resigning from the board shortly. Garnet Wood's term will be expiring in January leaving another elected vacancy. The new Oil City Mayor has been approached and is interested in taking over Barb's term in January when she leaves office. The Commissioners have suggested reaching out to Tracy Jamieson to fill Rodney's upcoming vacant elected position. They have also asked if the board bylaws allow an elected commissioner (Albert Abramovic) remain on the board as a citizen in a non-elected position. Commissioners cannot fill elected seats due to their status as county officials. Another suggestion was the possibility of seeking to fill a non-elected vacancy with someone from southern Venango County. Suggestions are still being sought in an effort to find people who will be active and valuable members of the board.

## **SUBDIVISIONS AND LAND DEVELOPMENTS**

Emily Donaldson recapped current and anticipated projects. The Cranberry Retail Plaza land development has a new engineer who has said they will be resubmitting in December. Liberty Electronics has had a pre-development meeting to expand their Reno facility to 30,000ft<sup>2</sup>. They have paid escrow and review fees but have not yet submitted plans. A final inspection has been done for Oil City Automotive and the bond has been released. Another inspection has been done for the Clintonville Family Dollar. The engineer still needs to certify that several items have been completed appropriately. Allegheny Mountain Hardwoods has fulfilled the requirements for the conditional approval and will be submitting final plans for recording soon.

## **OFFICER'S AND COMMITTEE REPORTS**

- *Executive Committee*-None.
  
- *COG Representative* – The next meeting is Thursday, November 19 in Cranberry.
  
- *DEP Roundtable Update* – Keith Klingler reported that the DEP had a meeting last Thursday (November 12) and had a conference call with the new Citizens Advisory Council (CAC) director.

- *Comprehensive Plan Update* – Emily Donaldson reported on the review of the Community Facilities and Services Section of the old Comprehensive Plan. Kim Woods and Kay Koyack were in attendance from Human Services. In addition, the survey has had 497 responses to date, and will be having another big push before it is closed in January to allow analysis and drafting to begin. Suggestions for distributing the survey to a broader demographic included: Distributing surveys through Human Services, asking schools to make it available to parents, and distributing them at the COG meeting.

## **EXECUTIVE DIRECTOR AND STAFF REPORTS**

-Jason: Jason reports that he and Emily are continuing to pursue funding options for demolition in Oil City. They are compiling a report of the various individual efforts being made to improve downtown Oil City. The complete streets project in Sugar creek Borough is something both the commission and Penn DOT are interested in, but will likely need to be planned for the future. A review of CDBG programs from 2006-2009 is still in Progress. The county is also taking on CDBG administration for Cranberry and Sugar creek.

-Erik: Erik has been working to aid the CDBG monitoring for the last month. He is also aiding in the review of a HOME's Grant. The electronics collection was a big success, with numerous volunteers from both staff and board and over 500 cars. Due to this success, he plans to approach a company out of Pittsburgh which came to collect household hazardous waste in the past. The cost estimate for the recycling center has required a re-evaluation of other funding options in the future.

-Phil: Phil has created a 3D interactive map of Downtown Oil City. He has also been continuing to make progress on the LPDM grant and will be participating in another conference call tomorrow.

-Emily: Emily and Jason attended a DCNR grant workshop to prepare for the next round of funding. The Wilson Park rain garden is moving forward, two out of three gardens have been built, and the third should be constructed in the spring. Emily also attended a heritage Advisory Council meeting at which Kim Harris was soliciting volunteers for a Christmas event in Oil City, "Santa Comes by Train".

-Sarah: Sarah has been administering subdivisions and organizing survey responses in addition to aiding on other office projects.

**PUBLIC COMMENT – GENERAL**

None.

A motion to adjourn at 6:34 p.m. was made by Keith Klingler; seconded by Rodney Gladd. So moved.

Respectfully Submitted,

Sarah Mcguinness