

**Venango County Regional Planning Commission
Minutes
Meeting July 21st, 2009**

Those present at the public meeting of the Venango County Regional Planning Commission held in the Courthouse Annex Building:

Matt Carlson
Warren Thomas
Marc Rickard
Jan Beichner
Troy Wood
Debra Kapp
Garnet Wood
Dave Owens
Therese Alcorn
Susan Hileman
Terry Ray

Guests:
Mark Heim

Staff Present:
Judy Downs
Erik Johnson
Chad Cochran
Willis Thomas

Excused:
Ken Garland
Sonja Hawkins
Fred Krizinsky

Chairperson Debra Kapp called the monthly board meeting to order at 6:35 PM

A majority present was established by roll call. The attendance of 11 board members and accounted for by Erik Johnson.

A motion was made by Susan Hileman to approve the minutes from June 16th, 2009 meeting, seconded by Marc Rickard; so moved.

PUBLIC COMMENT ON AGENDA ITEMS

- Susan Hileman inquired on the status of the NSP2 grant. Judy Downs reported that it has been submitted and is awaiting review.

OFFICER'S AND COMMITTEE REPORTS

Executive Committee

- Nothing significant to report.
- Debra Kapp requested that the board members include a bio of themselves for the next Annual Report.

Plan Review Committee

- Per Marc Rickard, a Plan Review Committee meeting was held at 5:30 PM prior to the VCRPC meeting. Action items included the Titusville Airport taxi way extension. Plans were submitted to the VCRPC for adding on an additional 1200 ft. taxi way for safety.
 - o Mark advised the plan has the proper stormwater plan/review and erosion/sediment permitting. Chad Cochran advised it still requires many administrative items: surveyor seal, signature block, northpoint, graphic scale and listed as Cherrytree instead of Titusville.
 - o Due to time constraints, Mark asked for a motion to conditionally approve the plan upon proper inclusion of these administrative deficiencies and performance guarantee. Terry Ray made a motion to conditionally approve this plan, seconded by Warren Thomas, so moved.
- Childhood Development Center in Cornplanter Twp. is looking to make a 3600 sq ft. addition to existing facility off Park Avenue. The facility has been approved, “by default” at the municipal level and a plan will be submitted to the VCRPC and commission engineer for stormwater soon.
- Klapac Cherrytree update:
 - o Judy Downs advised that Rich Winkler confirmed the Planning Commission can hold the performance guarantee as a condition of approval.
 - o Marc Rickard advised he went back to the site and saw deficiencies – but that, Dave Klapac’s wife called him back and said these would be addressed.
 - o Erik Johnson advised Klapac still has outstanding invoices with the VCRPC regarding reimbursement for engineering fees. These invoices will be resent and follow up made to attempt recovery of these monies.

Treasurers Report

- Judy Downs advised the 2010 budget proceedings will start in September. Troy Wood confirmed this. Deb Kapp advised the Executive Committee could use some help working on this and invited VCRPC participation.

Affordable Housing Trust

- NSP2 Grant has been submitted. Nothing further to report.

COG Representatives

- Per Garnet Wood the Oil Region COG met at Sandycreek Twp.
- Judy Downs expressed a need to look at attendance of representatives and advised the northern/southern COGs have recently been inactive.

SPECIAL PURPOSE MATTERS

- Complete Streets: Judy Downs advised Cranberry Twp. is still interested in participating in this program; however, there is only \$1600 available to start and Pashek is requiring \$5000 for the initial plans. Judy explained the \$1600 could be used toward “design build” contract to start the project and was looking for a motion to move forward in this direction. Warren Thomas made a motion, seconded by Matt Carlson; so moved.
- Barkeyville Income Survey: Judy Downs had a request for services from the Borough and recommends the Planning Commission accept this project. She advised the VCRPC would have staff time involved and the Borough would be required to cover the mailing and postage costs. Warren Thomas made a motion, seconded by Matt Carlson; so moved.

EXECUTIVE DIRECTOR AND STAFF REPORT

- Judy reported LUPTAP 3 was denied by the state and that the entire LUPTAP line item on the state budget is \$0.
- State transportation hearings will be on Aug. 5th in Erie and attendance by the VCRPC would be beneficial to discuss our regional needs concerning: complete streets, deficient bridges, corridor study implementation, multi-modal transit/busses/rail corridors, etc.
- Judy advised that the OC/Cornplanter/Rouseville multi-municipal comprehensive plan is just about over the match for VCRPC staff time.
- Erik reported the HHW event will take place Sat. July 25th and that the event has enough volunteers and has been thoroughly advertised.

PUBLIC COMMENT

- No Comment

A motion to adjourn was made by Susan Hileman at 7:45 PM, seconded by Warren Thomas; so moved.

Respectfully Submitted,
Erik Johnson, Planner 1