

**Venango County Regional Planning Commission**  
**Minutes**  
**2/16/21**

Those present at the public meeting of the Venango County Regional Planning Commission of February 16, 2021, at 6:30 p.m., held via teleconference.

Present: Bill Moon

Keith Klingler  
Frank Pankratz  
John McClelland  
Greg Miller  
Ben Porter  
Anita Fuchs  
Glenn Speer  
Nancy Marano  
Nick Melnick  
Sue Smith

Guests: Kara O'Neil

Greg Snyder

Staff: Ashley Smith

Hilary Buchanan  
Erik Johnson  
Alex Shreffler  
Jason Ruggiero

Absent Excused:

Absent: John Neidich

Tracy Jamieson

Monthly board meeting called to order by Chair Nancy Marano, at 6:30 p.m.

Majority of board members was present for the meeting. The attendance of 11 board members (of the 13 current appointees) was accounted for by Ashley Smith.

**APPROVAL OF MINUTES**

- All approved.

**PUBLIC COMMENTS ON AGENDA ITEMS**

- None.

**SPECIAL PURPOSE MATTERS**

- Up for a decision was the election of the 2021 Planning Board officers. It was proposed that all current officers remain in their positions in 2021. Sue Smith made the motion to retain all officers, and Bill Moon seconded. The motion carried.
- A letter from to the Planning Board regarding potential funding for feasibility and safety studies and plans was discussed. Greg Miller recommended sending the letter to Pam Exley for distribution to the COG.

#### **OFFICERS AND COMMITTEE REPORTS**

- A. Executive Committee – No report
- B. COG Meeting – The January COG meeting was held via Zoom. Troy Cyphert discussed the 2021 seal coating bid. The February COG meeting was cancelled.

#### **SUBDIVISIONS AND LAND DEVELOPMENTS – ASHLEY SMITH**

- A. Ashley Smith provided the board with a summary of a subdivision waiver request from Greg Snyder, who is requesting a waiver from section 506.A of the Venango County SALDO which requires lots to have a minimum width of 200 feet at the building line. Multiple concerns regarding the cemetery and electric utility right-of-way were discussed. It was recommended to table the request until additional information could be provided regarding the width of the right-of-way and rules the electric company has regarding cemeteries in its right-of-way. Nancy Marano made a motion to table the request until this information can be provided. Annie Fuchs seconded the motion, which carried.

#### **EXECUTIVE DIRECTOR AND STAFF REPORTS**

- A. Ashley Smith reported that she has continued working with Jason Ruggiero on the Eastgate Plaza development, in Barkeyville. She has been in ongoing conversation with Cherrytree Township, regarding solar farm development. Smith noted that the Pinegrove Township Dollar General is completing their sewage planning module and that she met with LSSE engineer for a site inspection in Barkeyville for Team Hardinger’s addition. Smith noted that she has attended a training with Strong Towns regarding community engagement.
- B. Hilary Buchanan told the board that she has been focused on completing the PEMA LPDM grant. The generator portion has been reviewed by PEMA and is awaiting reimbursement. The fiber lines have all been run, and will be lit once David Reeves and MCP complete their portion of the projects. Buchanan finished the Annual Reports for Liquid Fuels, Act 44 and Act 89; and worked with the state auditor on the 2018-2019 Liquid Fuels Audit. She also reported that the Allegheny Boulevard Multi-Use Trail is moving forward with the Right-of-Way portion of the project. She has completed sixteen Environmental Reviews for CDBG and five additional are in process. She assisted with the ranking of the HHW bid proposals and has begun to train Alex in the Environmental Review process.

- C. Erik Johnson continued follow up on the 902 grant award and Recycling Convenience Center initiative. He advertised the RFP for HHW/Electronics and received two RFP's from regional vendors. The County will be awarding contract to ECS&R to provide service. He also put Security Gate/Fencing contract out to bid. Snyder Electric and Penelec are currently working on a three phase/overhead service upgrade to 480 Volt capacity for the facility and should be completed by end of Feb. Johnson also held an onsite visit with MobileCom to provide a quote for security. Equipment ordered to date includes: Box Truck, Skid Steer w/ attachments, Baler, and Trailer w/ Bins. Another budget revision will be submitted to DEP to adjust funding to be able to purchase paper shredding equipment and collection bins, warehouse equipment, and fencing and electrical upgrades. Anticipated operational timeframe for facility is targeted for July/August 2021. HHW/Electronics events are being scheduled for 2021. Data collection is underway for the 2020 Annual Report of County recycling. Received foundation funding from Keep Pa. Beautiful for new trifold brochures, HHW schedule magnets and a promotional video for County Recycling, which will be posted to the County Recycling webpage. Johnson also began the process of completing the 2020 DEP 903 Reimbursement grant request.
- D. Alex Shreffler reported that she has been attending many webinars and trainings in preparation for completing Environmental Reviews and becoming a Certified Floodplain Manager. She has begun to work on the SHPO portion of the Environmental Review process and has assisted two different townships with floodplain issues. Schreffler has been reviewing the current GIS architecture and weighing different mapping options for the enterprise GIS implantation. She also mapped all PennDOT poles that are available for county acquisition to support broadband development.
- E. Jason Ruggiero told the board that the multimodal transit hub, in Oil City, is on track for substantial completion, in March. The façade of the building is nearly finished, he added. The Eastgate Plaza project has also been a recent focal point; and Ruggiero noted that this project predates every current Planning Department staff member. On Cornplanter Square, also in Oil City, he said the project is into the design phase of building out one of the floors of the facility – to be known as the Business Innovation Center. Ruggiero said he and the Economic Development Authority have been working with Design Lab Architects on the project. For the interior build-out phase of the project, Ruggiero is hoping to go out to bid in spring 2021.

#### **ADJOURNMENT**

- At 7:45 p.m., Keith Klingler made a motion to adjourn; Frank Pankratz seconded.

Respectfully submitted,  
Hilary Buchanan