

Venango County Regional Planning Commission
Minutes
3/16/21

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

Present: Bill Moon

Keith Klingler
Greg Miller
Anita Fuchs
Glenn Speer
Nick Melnick
Sue Smith
Tracy Jamieson

Guests: Kara O'Neil

Absent Excused: Frank Pankratz

John McClelland
John Neidich

Staff: Ashley Smith
Hilary Buchanan
Erik Johnson
Alex Shreffler
Joshua Sterling
Jason Ruggiero

Absent: Ben Porter

Nancy Marano

Monthly board meeting called to order by Secretary/Treasurer Greg Miller, at 6:30 p.m.

Majority of board members was present for the meeting. The attendance of 8 board members (of the 13 current appointees) was accounted for by Ashley Smith.

APPROVAL OF MINUTES

- Bill Moon made a motion to accept the February board meeting. Keith Klingler seconded. All approved

PUBLIC COMMENTS ON AGENDA ITEMS

- None.

SPECIAL PURPOSE MATTERS

- The staff presented the board members with a draft copy of the Commission's 2019-2020 Annual Report. This year's Annual Report covers two years, due to the pandemic upsetting the regular course of office business at a time when the 2019 Annual Report would have

been drafted, under typical circumstances. The Report was designed by the Commission's Geospatial Analyst Alex Shreffler. Sue Smith made a motion to accept the Report, and Anita Fuchs seconded.

OFFICERS AND COMMITTEE REPORTS

- A. Executive Committee – No report
- B. COG Meeting – The February and upcoming March COG meetings were cancelled, due to the pandemic, COG representative Greg Miller explained. He said the Council of Governments plan to meet again in April, at the Pinegrove fire hall, which will allow for appropriate social distancing. Miller said the COG intends to award a combined seal coat bid, at that meeting.

SUBDIVISIONS AND LAND DEVELOPMENTS – ASHLEY SMITH

- A. Ashley Smith followed up on a subject from the February – a lot reconfiguration request from Greg Snyder, which will require a part and parcel subdivision survey to be recorded. Snyder is proposing the lot to be changed from a 1-acre, 200' X 217.8' rectangle to a rectangle being 10' X 416'. Lot 1 will serve as an Amish cemetery, as it already exists within the larger lot. Smith said she spoke with a representative from Central Electric Co-op, which has a 15' Right-Of-Way (ROW) for utility poles that cuts through the lot, including through part of the cemetery. Smith explained that the Co-op does not have any regulation regarding cemeteries in their ROW agreements. After consulting the County's solicitor and reviewing Section 506A.3 of the County's Subdivision and Land Development Ordinance (SALDO) knowing the lot will only serve cemetery purposes, Planning staff determined the new cemetery lot would best fit categories under Section 506A.3 and 4, which requires a lot minimum of 1 acre, with a width-to-depth configuration ratio of 1:4. Staff has a non-building waiver on file from the 2020 approved subdivision, stating this lot is for cemetery purposes. As a condition of any board approval, Snyder and Levi Mast must complete a subdivision survey part and parcel submission for approval and recording. The lots must meet 506A.4 ratio of 1:4 with 1 acre. Staff is recommending to review survey lots to the SALDO requirements, to create lots that serve their most efficient purpose. As currently proposed, the new lot is 1:4, but falls short of the 1-acre requirement. Planning Commission Executive Director Jason Ruggiero said it should not be too difficult for a surveyor to meet both requirements.

EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Ashley Smith reported to the board that she met with Shawn Wingrove, of LSSE engineers, to inspect the site of a Team Hardinger development, in Barkeyville. Further, Smith said that, over the past month, she has approved seven small stormwater applications. She also has reviewed seven subdivision applications, and approved five. Smith said she joined a Zoom meeting group for the organization Strong Towns. She said the topics covered by the organization, so far, have been: "How to Clear a Path for Small Scale Developers in Your Town," "Steps to a More Resilient Local Food System," and "Establishing a Street Design Team." Additional virtual trainings included "Community Heart and Soul Grant Information" and "Positive Leadership."

- B. Erik Johnson has continued his follow-up work on establishing the County Recycling Center, he told the board. Lately, he has been working with contractors related to the facility's fence and gate installation, as well as upgrades to the electrical system. Johnson said the Center's box truck is ordered. The manufacturer is installing the truck's box, currently; and delivery is expected sometime by May. Additionally, he said the baler is anticipated for an April delivery date. Johnson added that he is also working to compile the County's annual recycling report, which is a requirement of the DEP via Act 101. The next Household/Hazardous Waste disposal event will be held March 27. Johnson said the company that partners with the County for those quarterly recycling events – ECS&R, of Cochran – will also be partnering with the County at the Center. He explained that the company will conduct weekly collections and monthly recycling events. The monthly one-day events will utilize the same discount as has been provided in the quarterly events, at the Cranberry Mall parking lot.
- C. Hilary Buchanan stated that the County has received notification from ZITO Media that all sites on the broadband line have been activated, as part of the LPDM grant. The County is currently awaiting reimbursement from PEMA for the generator portion of the grant project; and reimbursement will also be requested for the Emergency Operations Centers upgrades, along with the fiber reimbursement – as both are on the same subgrant. Buchanan said she anticipates the grant to be wrapped up by the end of June. On the subject of 2018-19 Liquid Fuels administration, she said she some loose ends have been tied up for a State auditor. Under the County Bridge Program, Buchanan said a large number of bridge inspection reports are coming through for her review, this month. Regarding the Allegheny Boulevard Multi-Use Trail, she said a Right-Of-Way plan has been signed by the Commissioners, so they can move the project forward. Buchanan added that she attended a pair of virtual trainings over the past month – for new Pennsylvania Historic and Museum Commission PA-SHARE software; and for the updated Cultural Resources GIS website.
- D. Joshua Sterling told the board that the Venango County Home Rehabilitation Program has completed its first project. He said a project at a home on Otter Street was completed as part of the HOME Investment Partnerships grant, in the City of Franklin. This project is now awaiting lead testing clearance before it can be closed out. Three other homes in the Franklin program are now under contract – these projects are on Elk and Pacific streets and Feldman Way. Another Franklin project is being studied by an engineering firm, as structural components caused concern among County and City staff during a preliminary inspection. Sterling added that seven home rehab projects are currently out to bid – five will be opened on March 24, and two more on March 30. These seven bids are for home rehabilitation projects in the Sugarcreek and Cranberry Community Development Block Grant (CDBG) programs, as well as the countywide Pennsylvania Housing And Rehabilitation Enhancement (PHARE) program. He also noted that the County has received its CDBG-CV grant, which is part of the Federal CARES Act. However, a modification of the grant contract may be necessary, as some of the projects included in the County grant will be covered by another grant funding source; and the CDBG-CV monies may be better used elsewhere.

- E. Alex Shreffler reported that she has completed six credits toward Floodplain Manager certification. She added that she attended the PA-SHARE platform demonstration, which will be used for ongoing Environmental Reviews. She said she's been working with GAI Consultants, which submitted a floodplain permit application, on behalf of National Fuel Gas, for a streambank stabilization project, in Mineral Township. Under floodplain management, Shreffler noted that she assisted in the planning of an upcoming demolition of a cabin, in Rockland Township. The cabin is to be replaced by a manufactured home, which will need to have a completed floodplain permit. She included in her report that she has been working on a web-map to track progress of the Home Rehabilitation Program. Shreffler noted there is a possible collaboration project with Penn State Telecommunications Agency regarding broadband mapping.
- F. Jason Ruggiero provided the board members with an update on two large, ongoing projects in Oil City. He said the multi-modal transit hub is in the "home stretch," and that all involved parties are on board with holding a ribbon cutting ceremony and walkthrough, once complete. CATA is expected to move its operations into the facility in April. On the subject of the former Mellon Bank Building (previously unofficially referred to as Cornplanter Square), Ruggiero said he is hoping the fifth floor buildout will be out to bid sometime in April. He and the Economic Development Authority, which owns the building, are currently assembling the bidding documents for that part of the project. The building will be officially called 100 Seneca at Cornplanter Square.

PUBLIC COMMENT – GENERAL

- Greg Miller asked for an update on Bull Moose Marketing's work in marketing 100 Seneca. Ruggiero said the Meadville-based company is moving forward in its marketing efforts to attract tenants to the building.
- Glenn Speer asked about partnerships with the Recycling Center. Johnson said the bid for recycling services went to ECS&R for the Friday collections and monthly events.

ADJOURNMENT

- At 7:30 p.m., Keith Klingler made a motion to adjourn, and Bill Moon seconded.

Respectfully submitted,
Joshua Sterling