



# Venango County Regional Planning

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## Board Meeting Minutes for the August 2022 Meeting

Monthly board meeting called to order by Frank Pankratz, at 6:30 PM. Those present at the public meeting of the Venango County Regional Planning Commission (VCRPC) on August 16<sup>th</sup>, 2022, at 6:30 pm, held in person at The Courthouse Annex (1174 Elk Street), Room 100 in Franklin, PA :

### Members Present:

- Frank Pankratz (Chair)
- Greg Miller (Vice-Chair)
- Sue Smith (Secretary/Treasurer)
- Anita Fuchs
- Tracy Jamieson - excused
- Keith Klingler
- Fred Krizinsky - excused
- Megan Weber
- Nancy Marano
- Nick Melnick
- Bill Moon
- John Neidich
- Ben Porter
- Julie Powell - excused
- Glenn Speer

# VCRPC BOARD APPROVED

September 20, 2022

### Staff Present:

- Hilary Buchanan (Executive Director)
- Ashley Smith (Deputy Director)
- Erik Johnson (Senior Planner)
- Joshua Sterling (Comm. Dev. Planner)
- Alexandria Shreffler (Geo. Analyst)
- Jenna Dillion (Land Use Planner)

### Guests Present (List):

Sam Breene, Commissioner

Quorum Present:  Yes  No

The attendance of 12 board members (of the 15 current appointees) was accounted for by Alexandria Shreffler .

### APPROVAL OF MINUTES

- Keith Klingler made a motion to approve the minutes of the July 2022 board meeting. Greg Miller seconded. All approved.

**PUBLIC COMMENTS ON AGENDA ITEMS** - None.

### EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Hilary Buchanan** – reported that two (2) applications for the Infrastructure Bank have been submitted in a total amount of approximately 1 million dollars, both slated for sewer pump stations in Cornplanter and Sandycreek. The Comprehensive Plan contract with EADS Group was approved at the commissioner board meeting held earlier today. The next step will be to hold a meeting in September to discuss the process. Monthly zoom calls are ongoing for the Housing Coalition, which seems to be spurring the momentum of ongoing conversation. She is on the committee for the Regional Greenways Plan Update, which will have its first public meeting on Thursday August 18<sup>th</sup> at 6:30 via Zoom.
- **Senior Planner & Recycling Coordinator, Erik Johnson** – shared that we have had about 40 cars visit the center during operating hours, on average. At the end of the two-week cycle, the bins are completely full and almost

overflowing. He shared that there were two instances of improper use of the center, but these have since been resolved. He had some repairs and maintenance on the skid-steer, which is now running properly. The new 902 grant award of \$300,000 will mostly go towards the new building addition, with approximately one-third of the funds going toward equipment. In order to move forward with the buildout, there were measurements taken to record the elevations near the building and the sewer lines. He reported that about 120 cars/households visited the center during the past Household Hazardous Waste (HHW) collection on July 30<sup>th</sup>, and will be reporting the weight of the total collection at the next board meeting. He reminded the board that there will be another collection on October 29<sup>th</sup>. Greg Miller inquired about the company collecting HHW, to which Erik responded that Noble Environmental had been contracted to do these events.

- **Community Development Planner, Joshua Sterling** – was absent from the meeting. Hilary reported that Josh had closed out existing 2019 HOME grant and applied for new 2022 HOME grant in a total amount of \$600,000, which would be divided in half between Oil City and Franklin.
- **Geospatial Analyst, Alex Shreffler** – completed a DCED environmental review audit of the Cornplanter Square and the Rouseville Sidewalk project, which revealed only one concern regarding the posting process as it was found that there were some extra measures taken which took up unnecessary time. This will be corrected for future reviews. In addition, she will be giving additional attention to the process to further improve the workflow and quality of the records. She is currently reviewing three (3) Sugarcreek CDBG Home Rehab projects and two (2) Cranberry CDBG Demolition projects. She also reported that a meeting with the Erie County Data Center revealed insight into powerful data repositories and analytical processes which may be useful to the county moving forward.
- **Land Use Planner, Jenna Dillion** – was absent from the meeting. Ashley Smith reported that the VA clinic is still undergoing construction. Poppy's Place is working through the conditional approval items from last meeting. The financial security for the Log Cabin has been released, which is the final step in the land development process. We anticipate two land developments in the next meeting: 1) Life NWPA, 2) Frenchcreek Township's Sewage Treatment Plant. She shared that she and Jenna will be giving the Cyprus Creek Solar project a full, comprehensive review now that they are planning on moving forward with the plans. There were five (5) subdivision approvals and four (4) stormwater approvals.
- **Deputy Director, Ashley Smith** – reported that she has been collecting bridge inspection reports and sending out bills to municipalities for their portion of the inspection costs. She and Jenna met with the new zoning officer in Cranberry Township, Regina Deloe, to discuss stormwater and land development workflows. She also shared that she appreciates the last five (5) years spent in the county planning department, and that she recently accepted another position at the Franklin School District. She expressed thanks to the board and the staff for their time, and that she would still be around for inspections, but this would be her last board meeting as a staff member.

**SPECIAL PURPOSE MATTERS** - No special purpose matters to discuss.

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

- **Executive Committee** – No report
- **Council of Governments (COG) Report** – Report was given by Greg Miller. This month's COG meeting will be held this coming Thursday August 18<sup>th</sup>. Cornplanter Township is hosting at Oil Creek Cstate Park 7 pm. The Venango County Association of Township Officials Convention will be held September 28<sup>th</sup> at the Oakland Township Volunteer Fire Department. He shared that Hilary Buchanan will be talking about the Infrastructure Bank, and Brian McNulty from PennDOT will also be attending as a presenter. There will be an 8:30 am registration with events beginning at 9:00 AM and concluding at 1:00 PM.

## **SUBDIVISIONS AND LAND DEVELOPMENTS**

- Ashley Smith gave the report in the absence of the Land Use Planner. She shared the detailed plan specifications for the Community Church of God (CCOG), including the construction of a 1600 square foot addition to the chapel and the reconstruction and extension of the existing carport. The planning office has received the final conditional approval item, the fully executed performance bond, which satisfies all requirements of the commission. As such, Ashley recommended that the board give final approval.
- Nick Melnick recommended that the CCOG investigate the existing sand mound and ensure that it can handle the additional capacity that the addition has added to the building. Nancy Marano made a motion to put forward the recommendation and give final approval to the land development. Sue Smith seconded, all approved.

## **PUBLIC COMMENT – GENERAL**

- Anita Fuchs shared that there is an open house at the Wesley Grange (601 Old Route 8, Harrisville), they are hosting Ivy Kuberry, the Environmental Education Specialist from the Oil Creek State Park who will be speaking about the park and some of its history. The event will take place on Wednesday, August 17<sup>th</sup>.

## **ADJOURNMENT**

- At 7:03 PM, Bill Moon made a motion to adjourn, which was seconded by Nancy Marano. All approved.

Respectfully submitted,  
Alexandria Shreffler