



Venango County Regional Planning Commission

*Bringing our county's future
into the present.*

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Board Meeting Minutes January 2025

- I. **CALL TO ORDER** – Monthly board meeting called to order by Frank Pankratz, at 4:32 PM.
- II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 01/21/2025, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

- | | |
|--|---|
| ☒ Frank Pankratz (Chair) | ☒ Jim Miller |
| ☒ Greg Miller (Vice-Chair I) | ☒ John Neidich |
| ☒ Sue Smith (Vice-Chair II) | ☐ Ben Porter |
| ☒ John McClelland (Vice-Chair III) | ☒ Glenn Speer |
| ☒ Larry Baughman | ☒ Megan Weber |
| ☒ Ken Bryan | ☒ Amy Whitehill |
| ☒ Anita Fuchs | ☒ Rod Bedow |
| ☒ Tracy Jamieson | |

Staff Present:

- | |
|--|
| ☒ Hilary Buchanan |
| ☐ Erik Johnson |
| ☐ Joshua Sterling |
| ☒ Alexandria Shreffler |
| ☒ Jenna Dillion |
| ☒ Jason Dillion |

Guests Present (List):

- Sam Breene, Commissioner
- Kara O'Neil, The Derrick
- Keith Klingler
- Gavin Fish, EYT Media
- Tyler Piotrowski, Geotech Engineering, Inc.

Quorum Present: ☒ Yes ☐ No

The attendance of 14 board members (of the 15 current appointees) was accounted for by Alexandria Shreffler.

III. APPROVAL OF MINUTES

- a. 11/19/2024 Regular Meeting Minutes
- ✓ Motion to approve the minutes made by Tracy Jamieson, seconded by Sue Smith. All approved.
- b. 01/02/2025 Emergency Meeting Minutes
- ✓ Motion to approve the minutes made by Tracy Jamieson, seconded by Ken Bryan. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS

- A Board member inquired about whether a member of the PA Game Commission would be present for the special purpose matter being discussed that day. The Special Purpose Matter being discussed would be to announce plans for a member of the PA Game Commission to attend a future meeting.

V. SUBDIVISIONS AND LAND DEVELOPMENTS - Jenna Dillion gave the report as Land Use Planner.

- a. **Commonwealth Charter Academy, Cranberry Township** – proposal to construct a 20,168 square foot building and associated entrance drive and parking lot at their property along State Route 322 in Cranberry Township, Venango County. The building is intended to be administrative space for the Commonwealth Charter Academy. Exterior lighting is proposed with the development, not to spill over to any adjacent properties. Water, sewer, and electric utilities are available to the proposed addition. No wetlands or floodplains are present on the property. A minor subdivision plan is proposed with this development, which would create two lots out of Parcel ID #08-07-30A, a roughly 5-acre lot that contains existing residential buildings to be demolished, and a roughly 10-acre vacant lot. There were no waivers requested for the project. Staff recommended conditional approval.
- ✓ Motion to grant conditional approval made by Tracy Jamieson, seconded by Sue Smith. All approved.

VI. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Hilary Buchanan** – provided an update that the infrastructure bank program would be shifting to a rolling application basis in an effort to better accommodate the needs of the municipalities. She shared her participation in the Transportation Consultant Selection Committee to collect proposals, rank, and select consultants for the Transportation Advisory Committee (TAC). The TAC subcommittee has also identified the need for counties to establish a priority list for their bridges that are listed in the National Bridge Inspection Program, which is required for all bridges twenty (20) or more feet in length. She also announced that the Household Hazardous Waste (HHW) events have been scheduled with the first taking place on 03/01/2025.
- **Deputy Director & Recycling Coordinator, Erik Johnson** – was excused.

- **Planning & Recycling Assistant, Jason Dillion** – provided an update of operations at the recycling center, including a description of an ongoing mechanical issue with the skid steer.
- **Community Development Planner, Joshua Sterling** – was excused.
- **Geospatial Analyst, Alex Shreffler** – presented a graph depicting the trend of stormwater applications approved by the Planning Commission to-date, with the final number for the last year being the highest number on record at 126. She also announced her appointment to the Pennsylvania Floodplain Managers Association (PAFPM) Board as vice-president.
- **Land Use Planner, Jenna Dillion** – reported that nine (9) subdivisions had been recorded since the November meeting. She also stated that the plans for Verland Group Home (Cranberry) had met all their conditions.

VII. SPECIAL PURPOSE MATTERS

- a. **By-Laws** – the Bylaws Committee had met with the Commissioners to discuss an appropriate revision of the Bylaws that clarifies the role of the County Commissioners on the Planning Commission Board. The final version Bylaws that had been revised and approved by the Commissioners was presented to the Board for review.
- b. **Board Member Term Updates** – The Board was presented with a summary of each members' terms.
- c. **Election of Officers** – Since multiple officers had filled the maximum term of their positions, the Board was asked to elect new officers for the positions of Chair, Vice-Chair I, and Vice-Chair II.
 - Motion to nominate Jim Miller as Chair made by Larry Baughman. Jim Miller was not yet eligible to serve as Chair because he had not been a member for one full calendar year, as required in the Bylaws.
 - Motion to nominate Tracy Jamieson as Chair made by Larry Baughman, seconded by Sue Smith. Tracy Jamieson declined the nomination.
 - ✓ Motion to nominate Greg Miller as Chair made by Larry Baughman, seconded by Sue Smith. Greg Miller accepted the nomination. All approved to appoint Greg Miller as Chair.
 - ✓ Motion to nominate Tracy Jamieson as Vice-Chair I made by Larry Baughman, seconded by Ken Bryan. Tracy Jamieson accepted the nomination. All approved to appoint Tracy Jamieson as Vice-Chair I.
 - ✓ Motion to nominate Jim Miller as Vice-Chair II made by Larry Baughman, seconded by Sue Smith.
- d. **PA Game Commission Future Meeting Attendance** – The County Commissioners announced an opportunity to submit questions for consideration of a Land Acquisition Specialist with the PA Game Commission. This representative has been invited to attend the February board meeting scheduled for 02/18/2025 at the same time and location.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Greg Miller. The January 01/16/2025 meeting of the Council of Governments (COG) was cancelled due to weather. The meeting has been rescheduled for 01/23/2025 to discuss preparations for group bidding. The meeting will be held at the Cranberry Township municipal building. The Annual Spring Dinner is scheduled for 03/29/2025 at Sandycreek Township Volunteer Fire Department starting at 4:00 PM.

IX. PUBLIC COMMENT – GENERAL

- Tracy Jamieson, Board Member – requested to adjourn to an executive session to discuss a matter of potential litigation with no further action to follow.

X. ADJOURNMENT TO EXECUTIVE SESSION

- ✓ Motion to adjourn the meeting to executive session with no action to follow made by Tracy Jamieson, seconded by Jim Miller at 5:32 PM.

XI. ADJOURNMENT FROM EXECUTIVE SESSION

- ✓ Motion to adjourn by Tracy Jamieson, seconded by Anita Fuchs at 5:39 PM.

Respectfully submitted,

Alexandria Shreffler, Geospatial Analyst