



Venango County Regional Planning Commission

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

Phone: (814) 432-9689
Fax: (814) 432-9679
www.venangocountypa.gov/Planning

1168 Liberty Street
P.O. Box 831
Franklin, PA 16323

Board Meeting Minutes May 2025

I. **CALL TO ORDER** – Monthly board meeting called to order by Greg Miller, at 4:30 PM.

II. **ROLL CALL** – Those present at the public meeting of the Venango County Regional Planning Commission on 05/13/2025, held in-person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA :

Members Present:

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

Staff Present:

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

Guests Present (List):

- David Halverson, UPS Representative (Virtual)
- David Neill, EADS Group
- BFS Representative (Virtual)

Quorum Present: ☒ Yes ☐ No

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

III. APPROVAL OF MINUTES

- a. **02/18/2025 Regular Meeting Minutes** – a correction was noted in the COG Report for the time of the Spring Dinner, which began with registration at 5:30 PM and dinner was served at 6:00 PM.
- ✓ Motion to approve the minutes made by Larry Baughman, seconded by Keith Klingler. All approved.

IV. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

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

- a. **Bruceton Farm Service, Cranberry Township** – proposal to construct a 5900 square-foot convenience store with a fast food restaurant attached, 12 gas pumps and 6 diesel pumps, canopies, and associated parking and stormwater management facilities. The proposed building site is a 2.83 acre parcel (08-14-43) that is currently a Kwik Fill Gas Station and convenience store at the intersection of State Routes 257 and 322 in Cranberry Township, Venango County. 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. The proposed gas station would utilize the existing underground tanks, which have been inspected and approved by DEP for reuse. The Developer has requested a waiver from SALDO 403.D.26 which requires the submission of a geotechnical report on the condition of the property related to potential contamination on the basis that the existing tanks will be reused and the site has already passed DEP inspection. Staff recommended granting the waiver and conditional approval.
- ✓ Motion to grant conditional approval with the requested waiver made by Keith Klingler, seconded by Frank Pankratz. All approved.
- b. **United Parcel Service, Cranberry Township** – proposal to construct a 14-Car Mobile Distribution Center (MDC) at their current business located at 259 Quaker Drive in Seneca, PA. The proposed building site is a 1.72 acre parcel (08-08-42P) in Cranberry Township, Venango County. No additional exterior lighting is proposed with the development. Water, sewer, and electric utilities are available to the proposed addition. The site is not located in the regulatory floodplain. The project would include a dry swale in the rear portion of the lot to manage stormwater runoff. No additional parking spaces for the business are proposed with the development. Staff recommended final approval.
- ✓ Motion to grant final approval made by Sue Smith, seconded by Tracy Jamieson. All approved.

VI. EXECUTIVE DIRECTOR AND STAFF REPORTS

- **Executive Director, Hilary Buchanan** – notified the Board of her departure from the Planning Commission, which will occur at the end of this week.
- **Deputy Director & Recycling Coordinator, Erik Johnson** – thanked Hilary for her dedication to the Planning Commission for the last seven years. Reported that the lights at the Recycling Center have been fixed, and the skid steer is still having mechanical issues. The upcoming tire collection has amassed about 50 registrants and about 800 tires are expected to be delivered at the Center on Saturday, May 17th 2025. The next Household Hazardous Waste (HHW) collection is scheduled for May 31st, 2025. He also shared that a total of \$60,000 in state funding has been collected from DEP in the form of reimbursements and grants for recycling.
- **Planning & Recycling Assistant, Jason Dillion** – was excused from the meeting.
- **Community Development Planner, Joshua Sterling** – provided an overview of CDBG projects for funding years 2021-2023. He mentioned that the environmental reviews for funding year 2024 are ongoing. There are five (5) home rehabilitation projects in the inspection phase, one (1) project in the construction phase, and two (2) that were recently cancelled due to no-response from the property owner.
- **Geospatial Analyst, Alex Shreffler** – provided an update on the general status of the FEMA audit, which spurred some discussion on the process used to develop FEMA flood maps and how they may be appealed or changed. She mentioned that she attended the PA GIS Conference, which included a workshop on Land Surveying Fundamentals for GIS Professionals. She reported on Act 167 notifications for a gas pipeline project in Sugarcreek Borough and a multi-municipality transmission line replacement project.
- **Land Use Planner, Jenna Dillion** – expressed appreciation to Hilary for her leadership and guidance, and also requested patience from the Board while her role remains unfilled. Regarding ordinances regulating solar development, she called for collaboration with municipalities who may be interested in adopting ordinances in order to fully communicate the responsibilities involved. She reported preliminary review for six (6) subdivision plats, four (4) currently in review, and fifteen (15) recently approved and recorded. There is one (1) land development in review with the County's contracted engineer, two (2) having been considered at this meeting, and three (3) which has received final approval.

VII. SPECIAL PURPOSE MATTERS

- a. **Revision of Approved Minutes** – Staff reported that after consulting with the County solicitor, it was determined that meeting minutes cannot be revised after they are approved. No action was taken.

VIII. OFFICERS AND COMMITTEE REPORTS

- a. **COG Representatives** – Report was given by Greg Miller. The April meeting of the COG was held in Pinegrove Township on 04/17/2025 at 7:00 PM and involved finalizing the seal-coat bid. The May meeting will be held at the Clintonville Presbyterian Church on 5/15/2025 at 7:00 PM

IX. PUBLIC COMMENT – GENERAL

- Hilary Buchanan, Executive Director – reported that she had just received the resignation of Board Member Sue Smith, which would be effective as of 05/14/2025.

X. ADJOURNMENT

- ✓ Motion to adjourn by Keith Klingler , seconded by Sue Smith at 5:24 PM.

Respectfully submitted,

Alexandria Shreffler, VCRPC