

PERRY COUNTY PLANNING COMMISSION

Minutes of the Meeting

October 18, 2023

The regular monthly meeting of the Perry County Planning Commission (PCPC) was held on Wednesday, October 18, 2023, in the Perry County Commissioners' Hearing Room of the Veteran's Memorial Building, New Bloomfield, PA, and via Zoom telecommunication software, with members participating in compliance with the provisions authorized under PA Act 15 of 2020. Chairman Turner called the meeting to order at 7:00 PM.

1. ROLL CALL

Members present were Chairman Jim Turner, Robert Shaffer, Dan Kirk, Michael Hartley, and Dave Rice, with Cathy Gilbert, Tom Graupensperger, and Donny Bartch participating virtually through the Zoom meeting arrangements, as was PCPC Solicitor Isaac Wakefield. Jason Finnerty was in attendance representing the staff. TCRPC Executive Director Steve Deck was also present remotely, representing staff and handling the logistics of the virtual meeting participation. County Commissioner Brenda Watson was present serving as the liaison to the Board.

2. MINUTES

Chairman Turner asked the members if they had read through the September 20, 2023, monthly meeting minutes and if they had any edits they would like to offer.

Mr. Kirk motioned to approve the minutes as drafted without edit. Mr. Rice seconded the motion, and the motion passed unanimously.

3. GOOD AND WELFARE

Tom Palm was in attendance for the Debra S. Sparler Et Al C-o Dirks E. Koser subdivision in Jackson Township, the Russell R. Reeder and Jill S. Reeder subdivision in Northeast Madison Township, and the Allen C. Sheaffer and Brenda J. Sheaffer subdivision in Southwest Madison Township. Draton Koser and Dirks Koser were in attendance for the Debra S. Sparler Et Al C-o Dirks E. Koser subdivision. Hailey Palm and Patricia Palm accompanied Mr. Palm as observers.

Bill Sloss was in attendance to offer comments regarding the illegal driveway/ private drive issue along SR 233 in Southwest Madison Township.

4. COMMUNICATIONS AND PAYMENTS OF EXPENSES

A. Communications

Chairman Turner asked the PCPC members if there was anything from the monthly communications list needing to be discussed, or if staff had any items to bring to the PCPC's attention. None of the members requested any additional information from the list of monthly communications. Staff did not have anything from the list to highlight.

B. Payment of Expenses

Mrs. Gilbert made a motion to approve the following expenses. Mr. Rice seconded, and the motion passed unanimously.

Transfer amount.....\$850.00

5. REPORTS

A. Treasurer’s Report

Mr. Shaffer motioned to accept the Treasurer’s Reports in the form of financial statements for the period of January 1, 2023, through October 31, 2023, for filing subject to audit. Mr. Hartley seconded the motion and the motion passed unanimously.

B. Staff Report

1. Local Planning Assistance (LPA) Report

Staff was requested to attend three LPA meetings during the past month. The municipalities included Bloomfield Borough, Newport Borough, and Oliver Township. Work involved ordinance assistance and participation in a public hearing for a proposed rezoning.

2. Program Progress Report

Covering Transportation, Mr. Deck stated it is HATS TIP development season. Outreach is continuing to gather the list of regional transportation needs. The HATS TIP includes several local bridges that are federal aid eligible from the recommendations of the County’s bridge engineer. HATS is looking to improve the prioritization to include other bridges outside the TIP 4-yr timeframe.

TCRPC’s outreach to municipal officials at the Annual Convention of Township Officials was mentioned. Items discussed were the Active Transportation Plan, Safe Streets for All plan and the TCRPC’s safety App, and Picture Perry implementation.

Regarding regional efforts, Mr. Deck mentioned the Countywide Action Plan (CAP) is being implemented and the plan is being updated for 2024 to continue the effort for the four counties involved.

A few staff members attended the APA-PA Chapter’s Annual Conference in Scranton earlier in the week. The TCRPC Planning Toolkit received an APA-PA award at the convention.

6. UNFINISHED BUSINESS

A. Perry County Comprehensive Plan (PICTURE PERRY) Implementation

On September 26th the Housing and Transportation workgroups convened their sessions and the Economic Development workgroup met on October 3rd. Summary reports for all five workgroups were prepared and posted on the PICTURE PERRY website alongside the agendas. Moving forward each of the workgroups will be meeting on a tri-annual basis.

B. County Hazard Mitigation Plan Implementation

A quarterly report was submitted to the Pennsylvania Emergency Management Agency. Staff will be working with the MCM Consulting Group to revise the work schedule for 2024.

C. Perry County Countywide Action Plan (CAP)

Nothing new to report for the month, as staff was attending the APA PA Annual Conference in Scranton, PA.

7. NEW BUSINESS

A. Subdivision and Land Development Matters

1). Approval Consideration

a. File # 23-067 Debra S. Sparler Et Al C-o Dirks E. Koser - Jackson Township

Mr. Palm provided an overview of the plan.

Mr. Finnerty went through all of the review comments and responses provided by the surveyor. He also shared the modification request letter provided by Mr. Palm.

There was discussion involving the addition of a second user to an existing driveway and whether PennDOT would need an additional Highway Occupancy Permit or a revision to an existing permit if one exists, or if no permit exists, would the Department require one at this time.

Mr. Bartch asked whether farm machinery and accessing the state roadway from a field required a highway occupancy permit. Commissioner Watson stated there had been an accident recently with farm machinery and a vehicle where this had occurred. Mr. Finnerty indicated that the ACRE Law may be applicable to whether farm machinery accessing the state roadway from a field would warrant a highway occupancy permit.

A motion was made by Mr. Kirk to grant modifications to Section 403. - Preliminary Plan: Procedure and Section 407. Preliminary Plan: Specifications to review the plan as a final plan with it only proposing one additional lot; Section 409.5.D.5) for displaying bearings and distances for existing easements considering the only existing easement is within the road rights-of-way; Section 409.5.D.10) for displaying areas of steep slope with no proposed ground disturbance or construction within areas having steep slopes;

Section 409.5.J.1). for the final grading and earth moving plan with the proposed ground disturbance less than an acre; Section 409.5.J.2).a). - Approval date of Erosion and Sedimentation Control Plan by Perry County Conservation District, also with the proposed ground disturbance less than an acre. The motion was seconded by Mr. Hartley and passed unanimously, with Mr. Rice abstaining.

A motion was made by Mr. Kirk to approve the plan subject to receipt of a revised plan removing plan note eight regarding the non-existence of wetlands. The motion was subject to securing a highway occupancy permit from PennDOT as the Department determines it to be necessary, or documentation to the contrary covering Section 409.5.D.17) and an agreement for the maintenance of the shared use driveway within the proposed rights-of-way (Section 409.6.F). The motion was seconded by Mr. Shaffer and passed unanimously, with Mr. Rice abstaining. Chairman Turner asked Mr. Palm if he accepted the conditions. In response to the question, Mr. Palm responded yes.

Following the review of Subdivision File # 23-067 the Commission went into executive session at 7:36 PM to discuss pending legal matters. The PCPC returned to the meeting at 7:55 PM.

b. File # 23-068 Russell R. Reeder and Jill S. Reeder – Northeast Madison Township

Mr. Palm provided an overview of the plan.

Mr. Finnerty shared the modification request letter provided by Mr. Palm.

A motion was made by Mr. Rice to grant modifications to Section 403. for Preliminary Plan: Procedure and Section 407. For Preliminary Plan: Specifications to review the plan as a final plan with it only proposing one additional lot; Section 409.5.D.5). for displaying bearings and distances for existing easements considering the only existing easement is within the road rights-of-way; Section 409.5.D.10). for delineating areas of steep slope with no proposed earth disturbance or construction within areas having steep slopes; Section 409.5.J.1). for the final grading and earth moving plan with the proposed ground disturbance less than an acre; Section 409.5.J.2).a). for the approval date of erosion and sedimentation control plan by Perry County Conservation District, also with the proposed ground disturbance less than an acre. The motion was seconded by Mr. Graupensperger and passed unanimously.

A motion was made by Mr. Rice to approve the plan without edit. The motion was seconded by Mr. Hartley and passed unanimously. The approval is subject to the receipt of the completed Form B non-building waiver.

c. File # 23-069 Allen C. Sheaffer and Brenda J. Sheaffer – Southwest Madison Township

Mr. Palm provided an overview of the plan.

Mr. Finnerty shared the modification request letter provided by Mr. Palm.

A motion was made by Mr. Rice to grant modifications to Section 403. - Preliminary Plan: Procedure and Section 407. For Preliminary Plan: Specifications to review the plan as a final plan with it only proposing one additional non-building lot; Section 515.1. self-supportive for sewage disposal both with the understanding the subdivision is for a non-building lot for timbering and hunting only; Section 409.5.D. for the final plat area map scale to keep the plan at 18 x 24; Section 409.5.D.5). for existing and proposed easements with the existing utility easements being located within road rights-of-way and the natural drainage easements are subject to stream channel adjustments over time; Section 409.5.D.10). for delineating areas of steep slope with no proposed earth disturbance or construction within areas having steep slopes; Section 409.5.D.1). for displaying 5' elevation contour lines with no proposed development; and Section 409.5.F.9). for the required statement indicating the presence or absence of archaeological resources, historical features, and important natural habitat recognizing no building construction, earthmoving activities, or sewage disposal systems are proposed. The motion was seconded by Mr. Shaffer and passed unanimously.

A motion was made by Mr. Graupensperger to conditionally approve the plan with one edit. The edit was for providing the PennDOT Highway Occupancy Number covering Section 409.5.D.17) for the existing driveway servicing proposed Lot 2 or securing a highway occupancy permit from PennDOT if the Department determines it to be necessary, or documentation to the contrary. The motion was seconded by Mr. Rice and passed unanimously. Chairman Turner asked Mr. Palm if he accepted the conditions. In response to the question, Mr. Palm responded yes.

2). Review and Report

Chairman Turner asked the Commission members if there were any questions regarding the monthly review and report table. None of the PCPC members asked to see any of the plans and staff did not present any.

Mr. Rice motioned to ratify staff reviews of all plans listed in the monthly review report table. The motion was seconded by Mr. Shaffer and passed unanimously.

A copy of the Review and Report Table is attached to the file copy of these minutes.

B. Zoning Matters

1) Proposed Ordinance amending the Watts Township Zoning Ordinance (Solar Provisions)

An ordinance was resubmitted to revise content in the Watts Township Zoning Ordinance. The purpose of the proposed ordinance was to address solar energy facilities.

Mr. Graupensperger asked if the model had any provisions related to stormwater management. Mr. Finnerty mentioned the proposed ordinance followed the TCRPC model ordinance which included stormwater provisions.

A motion was made by Mr. Hartley to authorize the Chairman to sign the prepared letter supporting the adoption of the prepared ordinance as submitted. The motion was seconded by Mr. Kirk and passed unanimously.

C. Sewage Facilities

1) Planning Modules

- a) File #23-06 Lloyd and Minnie Sheaffer and Loretta L. Sheaffer and Ronald J. Miley - Carroll Township

A motion was made by Mr. Rice to ratify the staff review of the Sewage Facilities Planning Module for Lloyd and Minnie Sheaffer, Loretta L. Sheaffer, and Ronald J. Miley. The motion was seconded by Mr. Graupensperger and passed unanimously.

D. Other Matters

1. 2024 PCPC meeting dates and advertisement

It was the consensus of the PCPC members to table action and have staff revise the associated documents to reflect a 5 PM meeting time adjustment.

2. 2024 LPA Program Municipal Notification

Mr. Finnerty stated between meetings all thirty Perry County municipalities were notified of the availability of the LPA Program for 2024. For PICTURE PERRY partnering municipalities, one additional form of assistance has been offered to help municipalities prepare additional actions or projects for inclusion.

3. PCPC Bylaws Update

Mr. Finnerty indicated between meetings all the PCPC members should have received copies of a revised set of bylaws incorporating changes that included time allowances during the good and welfare portion of the agenda, and virtual meeting arrangements.

Comments were received between meetings from Mrs. Gilbert and Mr. Graupensperger. Mr. Graupensperger's recommendation involved additional clarification of the in-person arrangements in addition to the proposed mention of the virtual option.

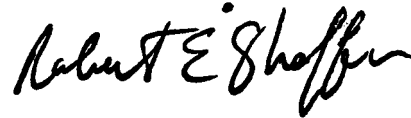
It was pointed out that there had been some discussion about reducing the membership to a level of seven members.

1. An omnibus motion was made by Mr. Kirk to table discussion on the PCPC Bylaws Update and the 2024 PCPC meeting dates and advertisement until the November meeting. The revised bylaws should incorporate Mr. Graupensperger's recommendation and input from solicitor Wakefield. The motion was seconded by Mr. Rice and passed unanimously.

8. ADJOURNMENT

Chairman Turner adjourned the meeting at 8:55 PM. The next meeting of the Perry County Planning Commission is scheduled for Wednesday, November 15, 2023, at 7:00 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert E. Shaffer, Sr." The signature is written in a cursive style with a large, prominent "R" and "S".

Robert E. Shaffer, Sr., Secretary