

## **PERRY COUNTY PLANNING COMMISSION**

### **Minutes of the Meeting**

**January 16, 2008**

The regular monthly meeting of the Perry County Planning Commission was held on Wednesday, January 16, 2008 in the Perry County Veteran's Memorial Building, New Bloomfield, PA. Chairman James Turner called the meeting to order at 7:35 p.m.

#### **1. ROLL CALL**

Members present were Jim Turner, Robert Shaffer, Wendy Bruner, Tom Graupensperger, and Terry Meek. Perry County Commissioner Stephen Naylor was in attendance as the Commissioner liaison to the Planning Commission. Jim Szymborski and Jason Finnerty of the staff were present. There were no visitors present to be heard.

#### **2. MINUTES**

Chairman Turner asked the Commission members if they would like to offer any edits to the minutes from December 19, 2007 meeting. There were no edits offered by the Commission members at the meeting.

A motion was made by Mr. Graupensperger to approve the minutes of the December 19, 2007 as presented. The motion was seconded by Mr. Meek and passed unanimously.

#### **3. REORGANIZATION**

Chairman Turner opened the meeting up to nominations for officers.

Mr. Shaffer made a motion that the Commission retain its present slate of officers in their present positions. The motion was seconded by Mr. Graupensperger and the motion passed unanimously.

#### **4. GOOD AND WELFARE**

There were no visitors present for the good and welfare.

#### **5. COMMUNICATIONS AND PAYMENTS OF EXPENSE**

##### **A. Communications**

Chairman Turner asked staff and the Commission members if there were any communications needing to be brought to the Commission's attention. None of the Commission members requested any additional information on the communications list attached to the official copy of these minutes. Staff indicated, from the communications list there were a few items requiring action by the Commission but these items were listed separately on the agenda.

##### **B. Payment of Expenses**

A motion was made by Mr. Shaffer to approve the following expenses. The motion was

seconded by Mr. Graupensperger, and passed unanimously.

To the TCRPC for monthly collected fees:

Check #1041 -----\$240.00

**6. REPORTS**

A. Treasurer's Report

A motion was made by Mr. Shaffer to accept the Treasurer's Report in the form of a financial statement for the period of January 1, 2007 through December 31, 2007 for filing subject to audit. The motion was seconded by Ms. Brunner and passed unanimously.

B. Staff Report

Mr. Szymborski indicated there was nothing new to report on staff.

**7. UNFINISHED BUSINESS**

A. Progress: Regional Transportation Project, 2006-2007.

Mr. Szymborski advised the Commission of the January 25<sup>th</sup> Coordinating Committee Meeting. At the meeting the Committee will take action on the Transportation Improvements Program (TIP).

Mr. Shaffer asked staff if the Sunnyside Drive and Rock Slide on Routes 11/15 were still on the TIP. Staff indicated the project was not listed on the TIP. Mr. Shaffer made a motion to add the Rock Slope Project in Penn Township back on the TIP. The motion failed to receive a second.

Mr. Szymborski indicated staff could suggest the rock slope project be reconsidered for inclusion on the TIP. He further encouraged municipal participation and even attendance at the next Coordinating Committee meeting.

Five existing and potential park and ride facilities were also discussed. On this subject potential sites involving the Duncannon and Millerstown areas were discussed. The existing facility near Newport (Howe Township) and two in close proximity to the County (East Pennsboro and Clarkes Ferry) were also discussed.

B. Local Planning Assistance (LPA) Report.

Staff highlighted a few items pertaining to the Marysville Borough monthly LPA Report.

A staff change with the LPA Program will be taking place in 2008 involving Marysville Borough. Drew Ames will be taking over LPA responsibilities in Marysville for Omar Syed.

The final LPA report is attached to the file copy of the recorded minutes.

C. Multi-Hazard Mitigation Plan.

Staff stated the next meeting is scheduled for February 6, 2008 in Perry County.

Staff indicated surveys and project submission forms should be in the hands of all municipalities by this time. So far, the Planning Office has only received information returned from five municipalities.

D. Model Subdivision and Land Development Ordinance and Model Zoning Ordinance Guides.

Staff will be conducting nine community meetings to present the content of the model subdivision and land development ordinance to the public. The series of nine community meetings will consist of three meetings in each of the Region's three counties. The community meetings will be followed by three separate meetings with each of the three County Planning Commissions in the Region.

E. Regional Strategic Plans for Land Use, Transportation, and Economic Development.

The South Central PA Regional Strategic Plans for Land Use, Transportation, and Economic Development Staff indicated the RFP is out and proposals are due next week. The search for participants on a consultant selection committee has been initiated. The TCRPC will be administering the grant.

There were no additional meetings held on the SEDA COG Regional Strategic Plan for Land Use, Transportation, and Economic Development during the month.

F. PA DCNR and PA DCED Grant Applications for Perry County (Greenways, Open Space, and Recreation Study)

Staff indicated it did not have the opportunity to work on the grants between monthly meetings. Work on the grants will resume after staff is able to finish work on the Annual Report.

G. Perry County Digital Flood Insurance Rate Maps.

Staff indicated a meeting is scheduled to take place in the Perry County Agriculture Extension Office on Tuesday, January 29, 2008 regarding revisions to FEMA's Digital Flood Insurance Rate Maps (DFIRM) and the Flood Insurance Study (FIS).

**8. NEW BUSINESS**

A. Subdivision and Land Development Matters

1). Review and Report – Attached Summary Table

Chairman Turner asked the Commission members if there were any Plans on the monthly Review and Report Table the members would like to view. None of the plans listed were requested by any of the Commission members for further review.

A motion was made by Ms. Brunner to ratify staff review of all subdivision and land development plans appearing on this month's Review and Report Table. The motion was seconded by Mr. Graupensperger and passed unanimously. A copy of the Review and Report Table is attached to the file copy of these minutes.

B. Zoning Matters

1). Marysville Borough – Article VII (Nonconformities)

Staff indicated the Commission received a request from Marysville Borough to review an ordinance amending the Borough's Zoning Ordinance covering Article VII, Nonconformities.

Staff indicated after reviewing the ordinance amendment it had prepared a letter for the Commission to consider and went over the four response points highlighted in the letter.

A motion was made by Ms. Brunner to authorize the Chairman to sign the letter recommending the minor edits to the ordinance. The motion was seconded by Mr. Graupensperger and passed unanimously.

C. Sewage Planning Modules

1). Millerstown Borough Act 537 Plan Update

Staff indicated the Commission received a request from Glace Associates, Inc. on behalf of Millerstown Borough to review the Borough's Act 537 Plan update.

Staff indicated after reviewing the plan it had prepared a letter for the Commission to consider and highlighted the significant points of the letter.

A motion was made by Mr. Shaffer to authorize the Chairman to sign the letter supporting the plan update in consideration of the eleven points listed in the letter. The motion was seconded by Mr. Meek and passed unanimously.

D. Other Matters

1). US Census Bureau – Local Update to Census Addresses (LUCA)

Staff indicated it had received the packet of information from the US Census Bureau and was now commencing with work on the project.

Those working on the project are Rand Waggoner, Chief Assessor, Dave Unger, GIS Coordinator, and Jason Finnerty.

The project must be completed in early April.

4). Municipal Planning Advisory Services Agreement – Bloomfield Borough

A motion was made by Mr. Graupensperger to approve the Municipal Planning

Services Agreement with Bloomfield Borough authorizing the Chairman to sign and staff to attest. The motion was seconded by Mr. Shaffer and passed unanimously.

## **9. ADJOURNMENT**

Mr. Szymborski requested the Commission nominate four members to represent the PCPC on the TCRPC. The two-year term of appointment is 2008/2009. Those nominated were Ms. Brunner, Mr. Graupensperger, and Chairman Turner. Mr. Turner was nominated to serve as the TCRPC Vice Chairman.

A motion was made by Mr. Shaffer to adjourn the meeting at 8:50 p.m. The motion was seconded by Mr. Graupensperger and passed unanimously. The next meeting of the Perry County Planning Commission is scheduled for Wednesday, February 20, 2008 at 7:30 p.m. The meeting will be held in the Commissioner's Hearing Room of the Perry County Veteran's Memorial Building.

Respectfully submitted,

*Robert E. Shaffer, Sr.*

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Secretary