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ADMINISTRATIVE AGENCY  
FOR THE  
BRADFORD COUNTY PLANNING COMMISSION

DEPARTMENT OF COMMUNITY PLANNING AND MAPPING SERVICES

North Towanda Annex No. 1  
29 VanKuren Dr., Suite 1  
Towanda, PA 18848

Minutes

**BRADFORD COUNTY PLANNING COMMISSION**

Progress Authority Building

1 Elizabeth Street, Towanda, Pa 18848

In-person attendance will be limited to 25 people including Planning Commission and Staff Members on a first come first serve basis. All others may attend via Zoom or Conference Call.

September 15, 2020

6:00 P.M.

MEETING INFORMATION

Join Zoom Meeting

<https://us02web.zoom.us/j/85379206844?pwd=V3d4ZnNuckJMK2x5N2dCbMZYVmhYdz09>

Meeting ID: 853 7920 6844

Call-in Information

(877)853-5247 US Toll-free

(888)788-0099 US Toll-free

- 1) **Roll Call:** Board members present were: Warren Knapp, Raul Azpiazu, Robert Storch, Theodore Pinkard, Don Murray, Andrew Bishop, and Mary Neiley. Staff members present were: Matthew Williams, Megan Wanck, Megan Johnson, and John Thompson (solicitor).
- 2) **Minutes:** Raul Azpiazu made the motion to accept the August 18, 2020 Minutes. Seconded by Robert Storch. The motion carried unanimously.
- 3) **Subdivision/Land Development Administration**
  - A.) **Monthly Report:** Warren Knapp made the motion to accept the Monthly Report. Seconded by Robert Storch. The motion carried unanimously.

**PLANNING COMMISSION MEMBERS**

• Glenn Aikens • Raul Azpiazu • Andrew Bishop • Warren Knapp • Don Murray • Mary Neiley • Robert Storch • Scott Williams • Theodore Pinkard

**B.) New Application Acceptance** (\*Indicates Modification Request) Andrew Bishop made the motion to accept the following new applications. Seconded by Theodore Pinkard. The motion carried unanimously.

-2020-054	Thomas R. Horn	South Waverly Borough*
-2020-055	Michael & Louann Kilmer	Wyalusing Borough
-2020-056	Jon L. & Terrie A. Darrow	Springfield Township
-2020-057	Rebecca & Joseph Cantale	Albany Township
-2020-058	Richard & Mary Isbell	Ulster Township*
-2020-059	Richard F. & Stephanie M. Manchester	Orwell Township

**C.) Visitors to be Heard:** There were no visitors to be heard at the September 15, 2020 meeting.

**D.) Subdivision Plan Reviews:**

- **2020-054- Thomas R. Horn / South Waverly Borough-** The subdivision of lands of Thomas R. Horn is a 3-lot subdivision of a 31624.1240 SF parcel of land. Lot #1 (13926.0948 SF) is occupied by a house with a garage. Proposed Lot #12 (16310.4200 SF) is occupied by a church building that has been turned into a day care center.) Lot #1A (1387.6092 SF) is to be part and parceled to the adjoining lot #11, owned by Thomas R. Horn to form a single lot of 100725.7552 SF. All lots are serviced by municipal water and sewage services.

**Action Taken:** Andrew Bishop moved to grant a Modification Request from Section 401.11 "Street Widths. A minimum street right-of-way width for a private road is 50" Seconded by Raul Azpiazu. The motion carried unanimously.

**Action Taken:** Warren Knapp made the motion to grant a Modification Request from Section 401.17 "Private roads are to be discouraged unless otherwise provided for in this Ordinance. Private roads will be accepted only under circumstances where the municipality does not desire to accept a proposed street or where the municipality feels a public street may be unnecessary and further where it serves four (4) or more users and must adhere to PENNDOT Local Road Standards" Seconded by Andrew Bishop. The motion carried unanimously.

**2020-058 Richard & Mary Isbell / Ulster Township:** The subdivision of lands of Isbell is a two-lot subdivision of a 150-acre parcel described in Bradford County Inst. 200111060. Proposed Lot 2 (1.99 acres) is occupied by a house with on-site septic and water supply systems. Lot 1 is the remaining land. It is occupied by a house with on-site septic and water supply systems. The surrounding parcels in this area are generally used for agricultural and residential purposes. There is no sewage collection system in the vicinity of this subdivision.

**Action Taken:** Warren Knapp made the motion to grant a Modification Request from Section 404.1 "All lots shall abut a street" for lot #2. Seconded by Andrew Bishop. The motion carried unanimously.

**E.) Land Development Reviews**

- There are no Land Development Applications for the September 15, 2020 BCPC meeting.

**F.) Municipal Planning Commission Review:**

-There are no municipal reviews for the September 15, 2020 BCPC meeting.

**G.) Possible Violations**

**H.) Violations**

**DC Rauscher – Ulster Township-** Matthew Williams spoke to the applicant and we are waiting on final documents.

**Four Friends (Fulmer) – Wysox Township-** John Thompson took legal action and a determination of a staff/board member to testify in court is in the works.

**Ark of the Covenant Church – Monroe Township-** John Thompson took legal action and he said they were waiting on the 30 day time lapse scheduling.

**I.) Sketch Plan Review:**

**J.) DEP Permit Review:**

**K.) Items Reviewed With Solicitor**

**L.) Other: *For Informational Purposes***

5.) Communications (*See below*)

6.) Reports

7.) Old Business (*See summary*)

8.) New Business -Robert Storch made the motion to grant contract renewals with Keystone Associates and Hunt Engineers to continue their work with the county planning commission. Seconded by Raul Azpiazu. The motion carried unanimously.

9.) Adjournment- Robert Storch made the motion to adjourn. Seconded by Raul Azpiazu. The motion carried unanimously.

(Communications Summary):

A. **Incoming:**

B. **Outgoing:**

## **Old Business Summary**

**2004 SALDO Amendments:** The Community Planning and Mapping Staff is currently in process of performing an update to the Bradford County SALDO in coordination with the County Planning Commission. A draft document was provided to the Planning Commission for comment on August 20, 2019 which contained the first two sections of the SALDO with new definitions for review. Updates will be provided periodically to the BCPC and public as the process is completed.

**NBIS Local Bridge Inspection Program:** The 2017-2021 NBIS Umbrella Agreement has been fully executed and will go into effect on January 1, 2017. This Program will ensure that all locally owned bridges are inspected at their needed interval for the next 5 year cycle. Inspections for the 2017 season have recently been completed and the final inspection reports are being reviewed by PennDOT for approval. The County currently has 22 bridges that are classified as structurally deficient. We are currently in the process of working with our engineers to weigh the options for reducing this number through a bridge bundling process.

**County Act 13 Bridge Group Project:** The County is currently undertaking an 8 Bridge Group Project wholly funded by the County's Act 13 Allocation. This project will replace 8 County Bridges simultaneously and will result in a 35% reduction in Structurally Deficient Bridges on the County roster, while also providing a significant cost savings. The project timeline is for Design to occur throughout 2018-2019 and Construction to follow in 2019-2020 when all the bridges will be fully completed.

Phase 1 Construction is complete as of June 5, 2020.

Phase 2 has been bid for the remaining 3 Bridges. Bridges, 36, 44, and 51 received a total of 11 bids with the apparent low bidder being Susquehanna Valley Construction at a cost of \$ 1,377,144.43. The Commissioners awarded the contract on March 12, 2020.

Bridge #51 was open to traffic on August 10, 2020. Bridge #44 will begin Construction within the next week and is expected to take approximately 6 weeks. Bridge #36 will follow sometime in September.

**County Bridge # 38 / Wells Twp.:** This Structure is currently included on the adopted 2017-2020 Northern Tier RPO – TIP. It is slated to be replaced in 2020. This is a historic Structure which may cause some delays in the replacement process. Preliminary Engineering has completed the in-depth inspection of the structure and is now in a holding pattern waiting for approval to move forward as this bridge is attached to the Historic Metal Truss Bridge Management Plan. FHWA has reviewed the draft needs assessment and agrees the current structure does not currently meet the public need in the area. A re-scoping field view of the project is being held on November 18, 2019 to reclassify the project from rehabilitation to a replacement.

**Bradford County Historic Metal Truss Bridge Management Plan:** The County is currently undertaking the a Historic Metal Truss Bridge Management Plan being funded through the Federal Highway Administration (FHWA) as part of a Letter of Agreement with the PennDOT, PHMC-SHPO and FHWA to establish a project need and method of progression to clear the remaining County Owned Truss Bridges as required by the National Historic Preservation Act. This study will begin the clearance process for the remaining 6 historically eligible bridges owned by the County and includes Bridges: #6 (Burlington Township), #8 (West Burlington Township), #13 (Franklin Township), #27 (South Creek Township), #38 (Wells Township) and #41 (Wyalusing Township). The end result of this plan will be an in-depth needs assessment and long range management plan to address the issues associated with these structures. Public Outreach meetings have been held on the following Dates:

Bridge #38 – Wells Twp. – 9/3/2018  
Bridge #27 – South Creek Twp – 9/5/2018  
Bridge #13 – Franklin Twp – 9/10/2018  
Bridge #41 – Wyalusing Twp – 10/2/2018  
Bridge #7 – West Burlington Twp – 10/8/2018  
Bridge #6 – Burlington Township – Public meeting was waived, Public Meeting held to Bridge Bundle was sufficient.

Plans have been approved by SHPO, PHMC and Consulting Parties. Management and Funding Plan will be developed in cooperation with PennDOT District 3-0.

### **New Business Summary**

#### **County Parks Master Plan and County Parks Advisory Committee:**

May 6<sup>th</sup> Meeting Canceled due to COVID-19 Pandemic.  
Previous Meeting was held on December 4, 2019.

#### **Natural Gas Exploration Advisory Committee:**

The next meeting is TBD. Meetings are being held in coordination with the Penn State Extension Natural Gas Webinar Series. These webinars are no longer held at regular intervals, meetings will be announced 7 days prior once the next webinar is scheduled.

*The previous meeting was held February 27<sup>th</sup>, 2020.*  
Webinar from 1:00pm-2:00pm “Using Drones in the North Dakota Oil Fields”

**APPLICATIONS ACCEPTED FOR REVIEW 2020**

2020-001	Wallace E. and Jean L. Nichols	Smithfield Township
2020-002	H. Sherman & S. Ann Barnes	Wysox Township
2020-003	Martin & Connie West	Granville Township
2020-004	Gary Kingsbauer	West Burlington Township
2020-005	Richard & Brenda Saxe	Albany Township
2020-006	Keith Kinsman	N. Towanda Township
2020-007	Dennis & MaryBeth Carter	N. Towanda Township
2020-008	Fredrick J. & Betty J. Lamont	LeRoy Township
2020-009	Frank S. & Joyce Landon	Canton Township
2020-010	Thomas & Kristine Burns	Windham Township
2020-011	JLM Real Estate Investments, LLC	Burlington Borough
2020-012	JLM Real Estate Investments, LLC	Burlington Borough
2020-013	Sayre Christian Church	Sayre Borough
2020-014	Jack L. & Jeannie M. Burbage	Springfield Township
2020-015	David & Elma Miller	Orwell Township
2020-016	Karl Kitzwater & Craig Harkness	South Creek Township
2020-017	Mountain Paradise Club, LLC	Overton Township
2020-018	Lavern & Tammy Jackson	Springfield Township
2020-019	Daniel N. Annette M. Patton	Springfield Township
2020-020	Jack Johnson & Deanna Lamphere	Towanda Township
2020-021	Ralph & Myra McNeal	Towanda Township
2020-022	James W.S. & Kathleen E.K. Moyer	Wells Township
2020-023	Clara M. Folkers Grubb Estate	Ridgebury Township
2020-024	David M. DeCristo & Randy L. Castle	LeRoy Township
2020-025	Robert E. & Ruth D. Palmer	Canton Township
2020-026	Frandsen Real Estate, LLC	South Waverly Borough
2020-027	Roxanne, Dorothy, Cindy & Richard Stevens	South Waverly Borough
2020-028	D.J. Ricci Holdings, LLC	Sayre Borough
2020-029	Aaron Russell	Rome Township
2020-030	John & Mary Anne Flynn	Albany Township
2020-031	DeeAnn & Taylor Marcy	Monroe Township
2020-032	Gary F. & Wendi F. Raupers	Ulster Township
2020-033	Robert L. & Jody L. Smith	Smithfield Township
2020-034	Wayne & Barbara Wright	Pike Township
2020-035	Stevensville DPP, LLC (LD)	Stevens Township
2020-036	Stevensville DPP, LLC (SD)	Stevens Township
2020-037	JK & JK Investments, LLC	Standing Stone Township
2020-038	Melissa Drake	Ulster Township
2020-039	Mary L. & Clarence R. Fenton	Terry Township
2020-040	Clair & Patricia Thrush	Sheshequin Township
2020-041	Raymond A. Scrivens	Sheshequin Township
2020-042	Ruth W. Parsons	Wilmot Township
2020-043	Timothy & Lynda Wells	Wilmot Township
2020-044	Edward & Sandra Teel	Terry Township
2020-045	Bresee Trust	Sheshequin Township

2020-046	Lawrence P. & Jane R. Schichtel	South Waverly Borough
2020-047	Marcia Carnwright	Canton Borough
2020- 048	Sandra Schoonover	Standing Stone Township
2020-049	James Davis	Ridgebury Township
2020-050	Chauncey Family Trust	Columbia Township
2020-051	Michael & Dianne J. Maslov	Pike Township
2020- 052	Nancy E. & Kenneth R. Sharer	Pike Township
2020-053	David L. Powell	Warren Township