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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

Public Safety Building

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.

April 20, 2021

6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/86800788956>

Meeting ID: 868 0078 8956

877 853 5247 US Toll-free

888 788 0099 US Toll-free

- 1) **Roll Call:** Board members present were: Robert Storch, Andrew Bishop, Jim Souto, Warren Knapp, Scott Williams, Raul Azpiazu, Mary Neiley and Glenn Aikens (via zoom). Staff members present were: Matthew Williams, Megan Wanck, Patricia Tuttle and John Thompson (solicitor).
- 2) **Minutes:** Andrew Bishop made the motion to accept the **March 16, 2021 Minutes.** Seconded by Robert Storch. The Motion carried unanimously.
- 3) **Subdivision/Land Development Administration**
 - A.) **Monthly Report:** Raul Azpiazu made the motion to accept the Monthly Report. Seconded by Jim Souto. The motion carried unanimously.
 - B.) **New Application Acceptance** (*Indicates Modification Request) Warren Knapp made the motion to accept the following new applications. Seconded by Raul Azpiazu. The motion carried unanimously.

PLANNING COMMISSION MEMBERS

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

-2021-027	Jerry E. Lyon & Amy Daniels	Sylvania Borough
-2021-028	Donald Huffman	Wilmot Township
-2021-029	Harry & Diane Wuethrich	Wilmot Township
-2021-030	Greg Roberts	Wysox Township*
-2021-031	Wilma J. Senn Estate	Windham Township
-2021-032	Valorie Huckabee & Vanessa Emeno	Springfield Township*
-2021-033	Mary T. O'Neil Estate c/o Patti O'Neil	Albany Township
-2021-034	Charles W. Brown, Jr.	Monroe Township
-2021-035	Mark & Margaret E. King	Tuscarora Township*
-2021-036	Hugh F. Beckwith	Windham Township
-2021-037	James N. Ameigh	Wells Township

C.) **Visitors to be Heard:** Matt Hicks (The Daily Review, via zoom), James Lowenstein (Rocket Courier, via zoom) and Martin Meeter (via zoom).

D.) **Subdivision Plan Reviews:**

2021-030 Greg Roberts Wysox Township- The Subdivision lands of Wilson F. Martin and Mary Ellen Martin is a two-lot subdivision of a 42-acre parcel described in Bradford County Deed Book 159 at Page 871. Access to Lot 12 will be through a Proposed 50-foot wide Access Easement. Proposed Lot 12 (2.00 acres) is vacant and has percolation testing as shown. Percolation testing has been performed as shown on the plan for a residential system of one EDU (400 g/day). Lot 6 is the remaining land. It is occupied by a house with on-site septic and water supply systems. Lots 1-5, and 7-11 were previously conveyed. The surrounding parcels in the area are generally used for agricultural and residential purposes. There is no sewage collection system in the vicinity of this subdivision.

Action Taken: Andrew Bishop made the motion to grant Modification Request from Section 404.1 "Every Lot Shall Abut a Street" for Lot #12. Seconded by Robert Storch. Scott Williams abstained. Motion carried unanimously.

2021-033 Valorie Huckabee & Vanessa Emeno / Springfield Township- The subdivision lands of Valorie Huckabee & Vanessa Emeno is a two-lot subdivision of a 77-acre parcel described in Bradford County Inst. 201703119. Proposed Lot 3 (10.00 acres) is occupied by a house with on-site septic and water supply systems. Lot 1 is the remaining land. It is vacant and is for agricultural use at this time. Lot 2 was previously conveyed. 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: Andrew Bishop made the motion to grant Modification Request from Section 504.2 "On-Lot Septic" for Lot #1. Seconded by Robert Storch. Scott Williams abstained. Motion carried unanimously.

2021-035 Mark & Margaret E. King / Tuscarora Township- The project proposes to subdivide a 0.67 acre residential parcel, designated as Lot #4, from a parent tract of approximately 33 acres, (Lot 1). Lot #4 formerly had a single family mobile home residence, which has been removed, and has an existing on-lot septic system and an existing driveway.

The private water supply to this homesite was from an existing well on an adjacent lot, and that water service has been terminated. Future water supply to Lot #4 will be by joint use of an existing well on the previously approved adjacent Lot #2. It is proposed that a side lot addition of 0.16 acre, designated as Lot A, will be subdivided from the lands of Kimberly S. Galvin and merged with Lot #4 to make a single lot of 0.83 acre, which will include the tested septic back-up area. The residual lands of Mark & Margaret King parent tract, (32+/- acres) has an existing single family residence with on-lot well and septic system. The residual lands of Kimberly S. Galvin parent tract, (4.3 acres) has an existing single family residence with on-lot well and septic supply. No new development is being proposed by this subdivision that would increase sewage flow from these parcels. Adjoining parcels are agricultural and residential.

Action Taken: Warren Knapp made the motion to grant Modification Request from Section 404.06.A.2 “Dimensions and Areas of a Lot” for Lot #4. Seconded by Raul Azpiazu. Motion carried unanimously.

E.) Land Development Reviews

- There are no new or pending Land Developments for review for the April 20, 2021 meeting.

F.) Municipal Planning Commission Review:

-2021-004	John Barrett	Asylum Township
-2021-005	Mavis Tire	Athens Township
-2021-006	Lowes Tool Shed	Athens Township
-2021-007	The Jones Trust	Troy Township
-2021-008	Broadleaf Holdings, LLC	Troy Township
-2021-009	Charles H. Ingham	Wyalusing Township

The Planning Commission reviewed the above subdivisions/land developments. There were no adverse comments.

G.) Possible Violations

H.) Violations

DC Rauscher – Ulster Township – John Thompson prepared the complaint. The planning staff has yet to receive a submission of land development plans.

Four Friends (Fulmer) – Solicitor John Thompson stated we have a new hearing date of June, 2021.

Ark of the Covenant Church – Monroe Township – The formal complaint has been filed and served, as per John Thompson. As of April 20, 2021 no response, but they still have some time to respond.

I.) **Sketch Plan Review:**

James and Leona Fitzgerald / Wilmot Township – Scott Williams made the motion to grant a waiver from Section 504.2 “On-Lot Septic” for an agricultural use lot. Seconded by Jim Souto. Motion carried unanimously.

J.) **DEP Permit Review:**

K.) **Items Reviewed With Solicitor**

-Wyalusing Township Proposed SALDO Repeal - Wyalusing Township and their council has approached the Department Staff regarding the proposed repeal of their SALDO and adopting the County Ordinance as dictated by MPC. They have proposed delegating the County Staff and Commission as the administrative authority to close out all on-going projects under their existing ordinance and to act as the administrative authority for all new projects moving forward under the County’s existing SALDO. The County Planning Commission reviewed this proposal and concurs to the enactment. Motion was made by Raul Azpiazu. Seconded by Robert Storch. The motion carried unanimously.

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

- 5.) Communications (*See below*)
- 6.) Reports
- 7.) Old Business (*See summary*)
- 8.) New Business (*See summary*)
- 9.) Adjournment: Meeting was adjourned at 6:41pm.

(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 inspections reports are being review 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 is under construction and will be completed shortly. Bridge #36 will follow sometime in the spring of 2021

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 6th 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 27th, 2020.

Webinar from 1:00pm-2:00pm “Using Drones in the North Dakota Oil Fields”

APPLICATIONS ACCEPTED FOR REVIEW 2021

- 2021-001	Edward J. Slocum	Towanda Township
- 2021-002	David & Barbara Moore	Windham Township
- 2021-003	Merrie Hotaling	Standing Stone Township
- 2021-004	David & Barbara Moore	Windham Township
- 2021-005	Donald L. Grace	Smithfield Township
- 2021-006	Thomas & Joy Calaman	Wysox Township
- 2021-007	Gene & Shirley Schaeffer	Towanda Borough
- 2021-008	Lois Neuber	Wilmot Township
- 2021-009	Robert E. & Josephine N. Bardo	Alba Borough
- 2021-010	Mary & Glenn Wolfe	Warren Township
- 2021-011	Kenneth Bartholomew	Franklin Township
- 2021-012	Justin & Alicia Clouse	Wilmot Township
- 2021-013	The Roger A. Madigan Estate	Burlington Township
- 2021-014	James G. Wilcox, Trustee	Smithfield Township
- 2021-015	Robert L. & Deborah L. Smith	Canton Township
- 2021-016	Howard E. & Jessica L. Fowler	Monroe Township
- 2021-017	Charles & Patricia Houseknecht	Smithfield Township
- 2021-018	Ron & Karen Burlingame	Smithfield Township
- 2021-019	Encounter Free Methodist Church	Ulster Township
- 2021-020	T. Leon & Carole Powell	Windham Township
- 2021-021	John S. Brown	Armenia Township
- 2021-022	Jodi Sechrist	Orwell Township
- 2021-023	The Patterson Family Trust	Towanda Township
- 2021-024	Fred McNeal & Kelsey McNeal	Towanda Township
- 2021-025	Melissa Drake	Ulster Township
- 2021-026	Calvin L. & Shelia L. Bacon	Pike Township