



COUNTY OF ERIE

Erie County Planning Commission
Erie County Courthouse
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Gerry Dahl
Chair

Edward Kissell
Vice-Chair

**ERIE COUNTY PLANNING COMMISSION
MEETING MINUTES**

Thursday, March 10th, 2016

An executive board meeting for the Erie County Planning Commission was held at **6:00 PM** on **Thursday, March 10th, 2016** in the cafeteria of Ft. LeBoeuf High School, 931 North High Street, Waterford, PA.

Those in attendance were:

ECPC Executive Board Members:	Representing:
Gerry Dahl	County of Erie
Jim Cardman	Fairview Township
Patricia Pfadt	Venango Township
Flory Kondzielski	Waterford Township
Charles S. Casey	Erie City
Edward S. Kissell	County of Erie
Paul Pangratz	Girard Township
William Kuhn	Platea Borough
ECPC Members:	
Darrell Kimmy	Amity Township
Linda Bliley	Greene Township
Kenneth Neuburger	McKean Township
Matthew Waldinger	Millcreek Township
Planning Department Staff:	
Katherine Wyrosdick	Director of Planning
Rena Trapp	County Planning
Guests:	
N/A	

Executive Board members present – 8 of 9; quorum attained.

I. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Charles Casey called the meeting to order and the pledge of allegiance was given.

II. **APPROVAL OF FEBRUARY 25TH, 2016 MINUTES**

Motion to approve minutes of February 25th, 2016 as submitted by Charles Casey and Seconded by Jim Cardman. All members in favor, none opposed.

III. **REVIEW AND REVISION TO BY-LAWS AND MEETING DATES**

A. Executive Board review of by-laws

The executive board was asked to review and make revisions to the ECPC by-laws. Kathy Wyrosdick indicated that she was concerned with the current membership of the board as it appears out of line with the requirements of the Municipal Planning Act (Act 247). She noted that the MPC suggested that, "Such commissions shall have not less than three no more than nine members."

At this time, there was some confusion among members of the commission. Kathy Wyrosdick, Director of County Planning and the ECPC explained commission members should be nominated by the County Executive and ratified by County Council. Ms. Wyrosdick suggested that the Executive Board receive guidance from the County Solicitor on how to proceed with revising the membership of the Planning Commission.

Jim Cardman expressed his concerns with those municipalities who do not attend meetings and do not respond to communications. To ratify this problem, he proposed we make revisions to the way we appoint each member of the commission. Again, Mr. Cardman referred to the MPC. This time, in reference to Art. II, Section 203, or Appointment, term and vacancy. He quoted, "(A) All members of the commission shall be appointed by the appointing authority of the municipality."

Next, Mr. Cardman presented his findings concerning membership requirements as stated under the ECPC by-laws. Again, referencing MPC requirements, "the ECPC Executive Board must maintain nine active, participating members from the municipalities" (Section VI, 1st paragraph). To current date, there are a total of 48 members on the ECPC and too many current members who are not actively participating in ECPC meetings, as stated by Kathy Wyrosdick. She further explained, her repeated efforts to contact each of these members, asking if they wish to maintain their membership. Still, most of the ECPC members are not attending meetings or replying to correspondence.

B. Annual work plan for ECPC/Strategic Structure of moving forward (need to provide a value to attending the ECPC).

Kathy Wyrosdick suggested that the Commission add an Annual Work Plan in June to identify training needs, research for the County and funding plans for work items. This would allow more focus and involvement for future planning initiatives by Commissioners. Furthermore, the ECPC must add more actionable items to the agenda. The commission expressed similar feelings and members with regular attendance strongly agreed with her ideas.

i. Re-structuring the ECPC to meet membership requirements

There was advanced discussion about how the ECPC should be re-structured to remediate their deficiency in attendance. Kathy Wyrosdick and Mr. Cardman proposed that these 9 members would become the only official members of the ECPC and there would no longer be an executive board or additional members. This proposal caused some discussion among members who felt the ECPC would have less presence if there is not a representative from each municipality. Also, future replacement of these 9 members was a concern. Jim Cardman and Mr. Ed Kissell suggested these 9 members be responsible for giving a bid to 3 alternates to attend meetings and take the seat of any executive board member who fails to meet membership/attendance requirements, required training, chooses to no longer serve as an executive board member, or term expires. Thus, the ECPC would have a total of 9 Executive Board members, 3 alternates, and a total of 12 members overall. Discussion will continue on this issue.

ii. Frequency of Meetings

Due to lack of attendance, Kathy Wyrosdick proposed that the executive board meet monthly with all meetings open to the public. Moreover, these meetings can be cancelled if no actionable items are on the agenda. The committee showed no opposition to this proposal. Mr. Ed Kissell suggested a letter be sent to each municipality, notifying them of these changes if the ECPC is to take action on them in the future.

OTHER BUSINESS

i. Welcoming of new ECPC members

The ECPC welcomed Mr. Matthew Waldinger to the ECPC, representing Millcreek Township.

An ECPC member from Greene Township, also serving on the Executive Board will no longer be participating in ECPC meetings. To fill this vacancy, the ECPC welcomed Ms. Linda Bliley to represent Greene Township on the ECPC.

ii. Election of new Executive Board member

To fill the Executive Board vacancy and maintain quorum, the nominating committee nominated ECPC member, William Kuhn to serve on the Executive Board starting in April. Jim Cardman made a motion to accept Mr. Kuhn as the newest Executive Board member of the ECPC and Charles Casey Seconded his request and Mr. William Kuhn accepted.

ADJOURNMENT

Motion to adjourn the meeting was submitted by Jim Cardman and Seconded by Gerry Dahl. The meeting was adjourned at 7:00 PM.