



COUNTY OF ERIE

Erie County Planning Commission

Erie County Courthouse
140 West Sixth Street - Room 111
Erie, Pennsylvania 16501
Phone: (814) 451-6336
www.eriecountyplanning.org

Gerry Dahl
Chair

Edward Kissell
Vice-Chair

ERIE COUNTY PLANNING COMMISSION MEETING MINUTES

September 10, 2015

A meeting of the Erie County Planning Commission was held at 6:00 PM on Thursday, September 10, 2015 in the Admiral Room at the Raymond M. Blasco, M.D. Memorial Library, 160 East Front St., Erie PA.

Those in attendance were:

ECPC members:	Representing:
Charles Casey	Erie City (Exec. Board)
Jim Cardman	Fairview Township (Exec. Board)
Paul Pangratz	Girard Township (Exec. Board)
Edward Kissell	County of Erie
Patricia Pfadt	Venango Township (Exec. Board)
Flory Kondzielski	Waterford Township (Exec. Board)
Terry Bowersox	Cranesville Borough
Ken Barner	Elk Creek Township
Mark Kukla	Lawrence Park Township
Ken Neuburger	McKean Township
Gerry Dahl	County of Erie (Exec. Board)
William Kuhn	Platea Borough
Carol Loll	County Council (Exec. Board)
Karen Watson	Lake City Borough
Luke Weldon	Springfield Township
Al Pernisek	Washington Township
Daniel Brumagin	Union City Borough
Planning Department Staff:	
Katherine Wyrosdick	Director of Planning
Joe Berdis	CDBG Program Administrator
Guests:	
Matt Jonas	Urban Engineers
Ron Van Tassel	Springfield Township
Bill Marino	Springfield Township
Chip Folletti	Springfield Township
Bruce Coffin	Waterford Municipal Authority

Executive Board members present – 6 of 9; quorum attained

AMENDMENT TO THE AGENDA

Gerry Dahl amended the agenda to add under New Business a request by Harold and Timothy Cornish on behalf of the property owner, Blaine Melnick, for modification to a replot of land located within Leboeuf Township.

Amended the agenda to move Item VI. B. Review and Prioritization of proposed FY 2015 County CDBG Projects to item IV on the agenda.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Gerry Dahl called the meeting to order and the pledge of allegiance was given.

Gerry Dahl asked for a moment of silence in remembrance to Jan Cornwell, long time member and friend.

HEARING OF THE PUBLIC

None

APPROVAL OF JUNE 11, 2015 MINUTES

Motion to approve minutes of June 11, 2015 as submitted by Charles Casey and Seconded by Bill Kuhn. All members in favor, none opposed

REVIEW AND PRIORITIZATION OF PROPOSED FY 2015 COUNTY CDBG PROJECTS

Joe Berdis, CDBG Program Administrator, presented the applications for Planning Commission consideration. He indicated that the 2015 allocation for this program is \$277,768 and since 1985, Erie County has received approximately \$12.5 million in funding.

County CDBG funding is to assist the 29 “non-entitlement” boroughs and townships to undertake housing and community development projects which principally benefit low-to-moderate income person. Application packets were mailed on April 17th with deadline to submit requested for funding due July 31 which was later extended to August 13.

Six applications were received with requests totaling \$435,500. After deducting 18% of the allocation for administration there is \$227,770 available for the projects.

Applicants were asked to present their requests. Those in attendance to present included Springfield Township, Waterford Municipal Authority, Lawrence Park Township, and Union City Municipal Authority. Those not in attendance to present were Union City Borough and Wattsburg Borough.

Bill Marino, on behalf of Springfield Township's request for improvements to Bicentennial Park and Meredith Borstorff, Township Secretary presented their project. Ed Kissell asked if there were contingency funding available if the grant was not approved and they responded yes, they have the ability to downsize the project and use more in-kind labor if needed.

Bruce Coffin, manager for Waterford Municipal Authority, presented their request for funding of a waterline from on East First street. Ed Kissel asked if the Borough or Township funded the KLN potato chip factory infrastructure upgrades. Bruce responded no but they purchase tap fees for the project. Gerry Dahls asked the age of the line and Bruce responded that it was installed around 1930's. Charles Kasey asked if this line was connected to other 4" lines? Bruce responded that it was and those lines would likely have to be improved in the future however the other lines would not qualify for use of CDBG funding.

Matt Jonas from Urban Engineers attended on behalf of Lawrence Park Township. The Township is requesting funding for a sewer line replacement serving a mobile home park. Charles Casey asked if the engineers have used the process or line replacement by a liner in the past? Matt replied that they have, over 100 lines in the Township have been improved with liners, and that there is tremendous cost savings if it can be done in comparison to full line replacement. Carol Loll questioned how it would narrow the size of the line and would this impact capacity? Matt responded that there is sufficient capacity with the new line. Ed Kissel asked if man hole covers could be relined later if funding was not sufficient. Matt said yes.

Dan Brumagin, Operation Manager from the Union City Borough Municipal Authority presented their request to reline a sanitary sewer along 2nd street to Main and Parade. Charles Casey asked if this was the same project which was applied for in 2014? Dan replied it was not but money from their 2014 has not been released yet by the State so that is why the 2014 project is still on hold.

Joe Berdis asked each Planning Commissioners to please rank the applications and once tallied by Joe and Katherine Wyrosdick the overall ranking was as follows with the top 3 applicants receiving awards: 1) Waterford Municipal Authority, 2) Union City Municipal Authority, 3) Springfield Township, 4) Lawrence Park, 5) Wattsburg, 6) Union City Borough Housing Rehab.

Motion to accept ranking and recommend the 3 applicants receiving the highest ranking to be funded to the County Executive by Bill Kuhn, Seconded by Charles Casey. All in favor, no one opposed.

ECDP MONTHLY ACTIVITY REPORT

Katherine Wyrosdick presented information on several topics included in a handout distributed with the meeting notice, including:

Agriculture Preservation

Currently working to preserve 7 farms; approximately 725 acres. 3 North East Twp; 3 Venango Twp; 1 Union Twp. Currently 7,400 acres preserved. Preservation of 7 remaining would increase preserved acreage to approx. 8,100 acres

Municipal Assistance Program

The County Planning Department is expanding their services to accommodate critical needs for Erie County's municipalities. Although our capacity is limited at this time due to current staffing levels, it is our desire to increase services to meet critical areas of concern. To begin, the ECPD is updating Venango Township's Zoning code. During this process the County will also create a model zoning ordinance which should be completed by the end of the year. Once the model is completed, our ability to help other municipalities will be easier to achieve. At this time the ECPD will be working with Union Township and Union City Borough to update their zoning based on the model ordinance as well as assist with updating their multi-municipal Comprehensive Plan

In order to gauge other services that the Department could be providing the ECPD will be sending out a Municipal Needs Survey and hopes to have it finalized by the end of September. Goal is to get a good idea of what types of assistance may be needed and desired by municipalities; ex-zoning, comp planning, grant assistance (administration, writing, identification of opportunities), recycling assistance, energy efficiency audits for municipal buildings, GIS, etc. The ECPD will then work the County and other service agencies to provide critical services. The ECPD is working with the Erie Area Council of Governments and economic development entities to inform them of the results of the survey and how all groups can provide better and more direct services.

Recycling

Municipal Solid Waste Plan – did not make the deadline for the August County Council meeting, looking toward one of the two September meetings. Still waiting on the final draft document from consultant. Reminder that Recycling Performance Grants are due to the DEP by Sept 30th. Anyone needing help can give Brittany a call.

GIS

County has formed a steering committee to create strategic plan for Erie County GIS. Steering committee chair is Kathy Wyrosdick. Members include GIS staff and department heads currently using GIS. The goals of the strategic plan are to identify the current and future stakeholders in Erie County GIS, and conduct a GIS needs assessment. Based on the needs of the stakeholders, the steering committee will come up with recommendations and a strategy to increase accessibility of GIS data to both

the public, and our internal departments. Project is anticipated to be completed by February 2016.

Coastal Zone Management

Applications for the CZM grant are open and all applications are due to the Coastal Resource office by October 19th. Applications and program guidance may be accessed at <https://www.dep.state.pa.us/river/czmp.htm>. Those interested may also contact Amy Murdock with Erie County Planning Department at (814)451-6018.

OLD BUSINESS

None

NEW BUSINESS

A request by Harold and Timothy Cornish on behalf of the property owner, Blaine Melnick, for modification to a replot of land located within Leboeuf Township. Kathy Wyrosdick went over the requested modification. Blaine Melnick will be selling his property in Leboeuf Township. Mr. Melnick's property is located on Stone Quarry Road in Leboeuf Township and Mr. Cornish owns a 3.72 acre parcel located north and contiguous to Mr. Melnick's property. Cornish property is landlocked with no access to a public road. Mr. Cornish wishes to purchase a 50 foot strip of Melnick's parcel to provide such access thus creating a flag lot. However, the County SALDO require flag lots to have a minimum of 5 acres not including the appendage access to the road. Applicant is requesting a modification to allow the creation of the flag lot which allow access to his existing 3.72 acre parcel. Gerry Dahl asks for discussion, Carol Loll questioned if the lot was large enough to be built upon, yes the parcel is 3.72 acres and the building envelope would be sufficient for a single family home. Flory Kondzielski motioned to approve the modification request as presented, Second by Paul Pangratz. All in favor, none opposed.

Appointment of a Vice Chair to fill a vacancy created with the resignation of Jan Cornwell, appointment to end January 2016. Gerry Dahl opened nominations for Vice Chair and Pat Pfadt nominated Ed Kissel to serve as vice chair. Commission Kissel accepted the nomination and Florey Kondzielski motioned to close nominations and appoint Ed Kissel as Vice Chair, Carol Loll seconded. All in favor, none opposed

OTHER BUSINESS / MUNICIPAL REPORTS

Ken Neuburger noted that the McKean Comp Plan is complete and adopted by the Township.

ADJOURNMENT

Being no further business, the meeting was adjourned.



COUNTY OF ERIE

OFFICE OF COUNTY EXECUTIVE

Kathy Dahlkemper
COUNTY EXECUTIVE

To: CDBG Applicants, County Council Members, and ECPC Board Members

From: County Executive Kathy Dahlkemper *KD*

Re: FY 2015 Community Development Block Grant (CDBG) Program / County Projects

Date: September 28, 2015

The PA DCED has informed the County that the amount of FY 2015 Community Development Block Grant funds the County is eligible to apply for and receive to benefit its non-entitlement and entitlement municipalities is **\$721,956**. The application will be prepared by County Planning and submitted to DCED by December 11, 2015.

Pursuant to state program requirements, the funds are to be disbursed as follows:

- \$277,768 - Erie County *(to benefit 29 non-entitlement municipalities)*
- \$100,959 - Erie County *"on behalf of"* Edinboro Borough
- \$ 90,384 - Erie County *"on behalf of"* Girard Township
- \$ 84,899 - Erie County *"on behalf of"* McKean Township
- \$ 83,989 - Erie County *"on behalf of"* North East Borough
- \$ 83,957 - Erie County *"on behalf of"* Conneaut Township

The *"on behalf of"* allocations will directly benefit the above noted municipalities and County Planning as the administering agency is coordinating the planning process with these communities. The County's allocation of \$277,768 is to assist "non-entitlement" boroughs and townships which are provided an opportunity each year to request a share of the County's CDBG dollars.

In response to the County's solicitation letter of April 17, 2015, six (6) applications totaling \$435,500 were submitted to County Planning for funding consideration. Requests were capped at \$75,000. The requests/applications were reviewed and ranked by the Erie County Planning Commission on September 10, 2015. Their funding recommendations, with which I concur, are as follows:

- \$75,930 - Waterford Municipal Authority East First Street Waterline Replacement Project
- \$75,920 - Union City Municipal Authority Second St./Main St. Sanitary Sewer Rehabilitation Project

- \$75,920 - Springfield Township Bicentennial Park Improvement Project
- \$49,998 - Program Administration

A final public hearing to take comments on the proposed projects will be held before County Council sometime in November or early December. Following the hearing, Council will consider passing a resolution approving the application and authorizing its submission to DCED.

In closing, as Congress continues to deliberate the FY 2016 budget, please let our representatives and senators know that our County and its municipalities depend on the CDBG program to undertake needed community development and housing projects to benefit its most needy citizens; oppose any further cuts, and at a minimum, maintain funding of the CDBG program at no less than the FY 2015 level of \$3.0 billion nationally.

Thank you for your attention to this matter. Should you have any questions or concerns regarding the CDBG program, please contact Joe Berdis of County Planning at 451-6016 or jberdis@eriecountygov.org.

OFFICIAL TABULATION
PROJECT PRIORITIZATION MEETING
FY 2015 ERIE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
(September 10, 2015)

Ranking Instructions: Rank the projects in order of funding priority, with "1" being the highest priority and "6" being the lowest priority.

APPLICANT	PROJECT NAME	DESCRIPTION	BENEFICIARIES	FUNDABILITY (= to or >51% LMI) [Survey/Census]	TOTAL COST	LOCAL CONTRIBUTION	CDBG REQUEST/ AWARD	RANK
Union City Borough	Union City Borough Single-Family Housing Rehabilitation Project	Provide housing rehabilitation assistance to income qualified resident homeowners to improve substandard housing conditions. Improvements may include roof repairs/replacement, plumbing and/or electrical upgrades, minor structural repairs, mitigation of lead-based paint hazards, and accessibility improvements.	It is anticipated that 4 families will benefit.	100% LMI Direct benefit to income qualified homeowners.	\$70,000	None	\$70,000/ \$0	6 (91 pts.)
Wattsburg Borough	Wattsburg Borough Single-Family Housing Rehabilitation Project	Provide housing rehabilitation assistance to income qualified resident homeowners to improve substandard housing conditions. Improvements may include roof repairs/replacement, plumbing and/or electrical upgrades, minor structural repairs, mitigation of lead-based paint hazards, and accessibility improvements.	It is anticipated that 4 families will benefit.	100% LMI Direct benefit to income qualified homeowners.	\$70,000	None	\$70,000/ \$0	5 (77 pts.)
Springfield Township	Springfield Township Bicentennial Park Improvement Project	Purchase and installation of safe, durable, and modern playground equipment at Bicentennial Park which will meet the developmental needs of children and provide a safe play environment for families. The equipment will be for children ages 2-5 and 5-12.	Communitywide 3,390 persons-total 1,800 persons- LMI	53.1% LMI [Census Information] Census Tract 0101.01	\$84,648	\$9,648 (includes in-kind work approximating \$1,100)	\$75,000/ \$75,920	3 (49 pts.)
Waterford Municipal Authority	Waterford Municipal Auth. East First Street Waterline Replacement Project	Replacement of approximately 710 feet of 4-inch diameter waterline with new 6-inch line and appurtenances along East First Street between Cherry Street and Chestnut Street in Waterford Borough.	19 families 45 persons-total 26 persons- LMI	57.8% LMI [Survey]	\$89,400	\$14,400 [\$2,650 construction + \$11,750 engineering]	\$75,000/ \$75,930	1 (31 pts.)
Lawrence Park Township	Lawrence Park Township Gindy's Mobile Home Park Sanitary Sewer Rehabilitation Project	Installation of 740 linear feet of "cured-in-place" liner in existing 8-inch diameter vitrified clay pipes and spray-on manhole liners in 10 brick manholes for the sanitary sewer line servicing Gindy's Mobile Home Park in Lawrence Park Township.	73 families 136 persons- total 92 persons- LMI	67% LMI [Survey]	\$80,500	\$10,000 [engineering]	\$70,500/ \$0	4 (51 pts.)
Union City Municipal Authority	Union City Municipal Auth. Second Street /Main Street Sanitary Sewer Rehabilitation Project	"Slip line" approximately 1,575 linear feet of 12-inch diameter clay sanitary sewer line along the following streets in Union City Borough: Second Street to Main Street and Main Street to Parade Street.	2,100 persons-Total 1,165 persons- LMI	55.4% LMI [Census Information] Block Groups 2,3 & 4 of Census Tract 0120.02	\$94,500	\$19,500 [\$3,750 construction + \$15,750 engineering]	\$75,000/ \$75,920	2 (37 pts.)
TOTAL							\$435,500/ \$277,770 (Available after deducting for administration)	