



**HALFMOON TOWNSHIP PLANNING COMMISSION**  
**MEETING MINUTES ° TUESDAY – January 19, 2021 ° 6:00 P.M.**  
*100 Municipal Lane, Port Matilda, PA 16870*

## ROLL CALL

**Members In attendance (all by video conference):** Lorin Nauman, Andrew Meehan, Jeff Martin, Joe Soloski, and Marty Mehring

**Others attending (by Video conference):** Corey Rilk (CRPA), Denise Gembusia (Township Manager), Lemuel Adkins (citizen)

## CALL TO ORDER

6:02 pm Ms. Gembusia called the meeting to order.

## INTRODUCTIONS

Mr. Marty Mehring (new member approved by the Board of Supervisors) – has a 1-year appointment to the Planning Commission.

Ms. Gembusia gives Mr. Mehring an overview of the Planning Commission. Mr. Rilk provides overview of Centre Regional Planning, the regional (multi-municipal) comprehensive plan, and how Halfmoon township fits in.

Ms. Gembusia mentions the Ms. Regina Villareal (Planning Commission Alternate) would like to resign, but no formal letter has been received.

## PLANNING COMMISSION REORGANIZATION

- a. **Nominations and Appointment of Chair of the Planning Commission**  
 Mr. Soloski nominated Mr. Nauman, Mr. Meehan seconded. Mr. Nauman accepted. Unanimous approval. Mr. Nauman takes over the meeting. Mr. Nauman will continue as chair.
- b. **Nominations and Appointment of Vice-Chair of the Planning Commission**  
 Mr. Nauman nominated Mr. Meehan, Mr. Soloski seconded. Mr. Meehan accepted. Unanimous approval. Mr. Meehan will continue as vice-chair.
- c. **Nominations and Appointment of Secretary of the Planning Commission**  
 Mr. Nauman nominated Mr. Martin, Mr. Soloski seconded. Mr. Martin accepted. Unanimous approval. Mr. Martin will continue as secretary.
- d. **Nominations and Appointment of Recording Secretary of the Planning Commission**  
 Mr. Nauman nominated Ms. Wodecki, Mr. Soloski seconded. Ms. Wodecki accepted. Unanimous approval. Ms. Wodecki will continue as recorder.

e. **Nominations and Appointment of Representative and Alternate to the Centre Regional Planning Commission**

Mr. Nauman nominated Mr. Meehan, Mr. Soloski seconded. Mr. Meehan accepted but would like an alternate because of family commitments. Mr. Nauman will consider alternate position. Unanimous approval. Mr. Meehan will continue as representative.

f. **Nominations and Appointment of Representative to the Township Open Space Board**

Mr. Meehan nominated Mr. Nauman, Mr. Soloski seconded. Mr. Nauman accepted. Unanimous approval. Mr. Nauman will continue as representative.

## CITIZEN COMMENTS

No comments. Mr. Adkins is an elected auditor for the township and present to listen.

## MEETING DATE APPROVAL FOR 2021

2021 Meeting dates (Tuesdays at 6 pm):

- January 19
- February 16
- March 16
- April 20
- May 19\* (Wednesday; rescheduled date)
- June 15
- July 20
- August 17
- September 21
- October 19
- November 16
- December 21

**Action:** Mr. Meehan motioned to approve the dates. Mr. Nauman seconded. Unanimous vote - Approved.

## ACTION ITEMS

### 1. Approval of minutes

Motion: Mr. Meehan motioned to approve the December 15, 2020 Planning Commission (PC) minutes. Motion was seconded by Mr. Martin and passed unanimously.

### 2. Finalization of Planning Commission Workplan

This discussion is continued from the December 15<sup>th</sup> meeting.

Note: Mr. Nauman wants the Planning Commission to be more than a “reviewing board.” Would like to see more involvement.

Topics for Workplan (from December 15 meeting minutes):

#1. Update the Official Map

- What is valid on the current map? This map can be the starting point towards an “Official” township map. The Board of Supervisors would like to see an Official Map as well. A joint meeting discussion topic.

#2. Review and amend the Driveway Ordinance

#3. Review the RPD Standards and Applicability

- In the current RPD, streets have different setbacks. Need consistency (Mr. Nauman)
- In the current RPD, there are multiple descriptions with different road lengths (affects ingress and egress). Need consistency.

#4. Review of the Zoning Districts

#5. Creation of a Ridgetop Overlay District (Open Space)

- Simple idea that would protect the Skyline (Bald Eagle mtn). It is not very restrictive.
- Created for the possibility of development on the ridgetop. There are specific requirements/guidelines for any development on ridgetops.
- Mr. Rilk believes that 2021 will be a boom in development.

#6. “Wet” Township Designation

- Alcohol. Review the process (referendum) to allow establishments within the township to sell alcohol.
- For this to move forward, residents would need to sign a petition. Petition would then be submitted to the Board of Supervisors to become a referendum.
- How do we want to handle alcohol sales in Halfmoon township?
- Jason at Ways Fruit Farm has expressed interest in establishing a Cidery.
- Possibly look at how other townships have approached this subject.

#7. Incentivizing Fire Suppression

- It is the Insurance Companies that drive fire suppression policies
- Mr. Rilk and Ms. Gembusia met with the new Port Matilda Fire Chief. Noted that there are updates to Fire Suppression.
- Ms. Gembusia – look at ways to ease the burden of fire suppression. Have discussions with Port Matilda Fire Department and Halfmoon Water Company

Any other topics? Suggestions on prioritization?

- Mr. Rilk suggests waiting for Board of Supervisors to suggest their priorities

Comments:

- Ms. Gembusia – Development plan submission procedure is streamlined. Submit by the 15<sup>th</sup> of the month (for initial staff review), goes to the next month’s Planning Commission meeting. All costs go back to the developer. Now require a pre-submission meeting to help solve many possible issues before actual submission.

- Mr. Nauman – What is the status of Parkland/Fee in Lieu Ordinance? Ms. Gembusia stated that it is currently with the Solicitor for comments. Must go to the CRCP for review and then to the Board of

Supervisors to approve.

- Ms. Gembusia – year in review report includes:
  - 3 development plans, 2 approved (Seifert, Houtz and Wilson – in review)
  - Riparian Buffer ordinance approved
  - Parkland/Fee in Lieu ordinance
  - SALDO/RPD reviewed and modified for consistencies
  - Driveway ordinance reviewed
- \*\* New, Board of Supervisors do not like waivers

### 3. Set Date(s) for Possible Joint Meeting with Board of Supervisors

Ms. Gembusia – Having a Joint meeting of Board of Supervisors and Planning Commission would provide good discussions and guidance. Both groups want to meet.

- Protocol: must advertise the joint meeting; meeting would be workshop type format.
- Proposed Date: Monday February 8 (would work for the all Planning Commission members)
- Alternative Dates: Tuesday February 9 (no Mr. Martin), Friday February 12 and Wednesday February 17

### 4. New Planning Commission membership application

Mr. Rick Bates. Possible interview by the Board of Supervisors will be at the January 28, 2021 Board of Supervisors meeting.

**Motion:** -- Mr. Nauman motioned to recommend Rick Bates for a Planning Commission seat. The motion was seconded by Mr. Martin and passed unanimously.

## REPORTS

### 1 Centre Regional Planning Commission

Mr. Meehan – no meeting.

### 2 Halfmoon Township Open Space Board

Mr. Nauman – Halfmoon has 8600 acres that cannot be developed. There is over 15,000 acres in the township.

30 letters sent to current lease holders, looking for interest in converting to a permanent lease. 9 people responded for a total of 722 acres that could be converted to a permanent lease. How do you prioritize?

### 3 Board of Supervisors/Manager Report

Ms. Gembusia – Open Space Preservation Board may help apply for grant that will allow for more land preservation monies.

- Act 102: Personal Delivery Devices (PDD). These devices can be on public roads and sidewalks (Amazon uses these mostly in high density areas/cities). While phase 1 requires an operator to be within 300 ft, phase 2 is totally remote.

- Hazard Mitigation Update (on COG website).
- Township Reorganization meetings occurring this month
- Joanne Fisher would like to join the Open Space Board
- Vandalism of the Ice rink liner (major damage). A survey of the residents on replacement gave the following results as of the meeting date: 98 yes, 32 no. Common comment: install cameras

#### 4 Centre Regional Planning Agency Report

Mr. Rilk – CRCP and COG offices are still closed

-- Public Services and Environmental Committee (PSE) and Transportation and Land Use Committee (TLU) may combine into one committee in the near future.

-- New: Climate Action and Adaption Plan (CAAP) – goal is to manage flooding and reduce erosion which would reduce nitrogen in the water and Chesapeake Bay. This is a very broad/vague. Questions include how is designation done? how is monitoring done? (possible MS4 credits ... Municipal Separate Stormwater Sewer Systems)

#### ADJOURNMENT

Call for adjournment at 7:37 pm by Mr. Meehan. Motion was seconded by Mr. Martin and passed unanimously.

Next Planning Commission Meeting is scheduled for February 16, 2021.

Respectfully submitted,

Mary Joan Wodecki  
Recording Secretary