

**SUSQUEHANNA COUNTY  
DEPARTMENT OF  
PLANNING AND DEVELOPMENT**



Duane A. Naugle Jr., Director

Carol Ainey, Deputy Director

Susquehanna County Planning Commission

Brandon Cleveland

John Ramsay

Chris Caterson

Richard Franks

Robert Housel

John Kukowski

Joseph Kempa

BJ Zembrzycki

**Location**

Susquehanna County Office Building 81 Public Ave, Montrose, Pa 18801

**Minutes**

**January 30<sup>th</sup>, 2024,**

**7:00 PM**

- I. Call to Order. The Meeting was called to order at 7:02 PM by Secretary Housel. In attendance were members Cleveland, Caterson, Kukowski, Kempa and Zembrzycki. President Franks phoned in at 7:05 from home due to illness. It was decided that Secretary Housel had called the meeting to order that he should continue to administer the meeting proceedings.
- II. Pledge of Allegiance.
- III. Reorganization. Secretary Housel Appointed Chris Caterson as Chairman Pro Tem. Caterson was also the nominating committee and put forth the following nominations: Chairman Rick Franks, Vice-Chair BJ Zembrzycki, and Secretary Bob Housel. John Kukowski made a motion to accept the nominations and Brandon Cleveland gave the second. Caterson called 3 times for additional nominations and there were none. The motion was made by Brandon Cleveland to close nominations and the second was made by BJ Zembrzycki. Chairman Pro Tem Caterson then instructed the secretary to cast the unanimous ballot for the slate of officers presented. Chair Pro Tem Caterson closed the reorganization meeting at 7:15 and turned the meeting back over to Secretary Housel.
- IV. Approval of Minutes – #1223. Chris Caterson made a motion to accept the minutes with a second by John Kukowski. The vote was unanimous.
- V. Public Comment – There was no Public in Attendance

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(570) 278-5950 Fax (570) 278-5951  
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**VI. Communications:** Communications were discussed, Planning Director Naugle Informed the commission that communications were being presented in a new format and would be presented a month behind so that the full month could be presented at once instead of using the agenda cut off date.

**VII. Old Business**

**1. Subdivision and Land Development Review**

1. Verizon Tower Final approval has not been requested, per Verizon construction is not complete. The generator is on Backorder until December and Fiber will not be run until July of 2024
2. Brookhaven Land Development is still awaiting funding.
3. Dimock Water Plant is awaiting a decision from the Commonwealth Court

A brief discussion was held about old business and the status of projects. Chris Catterson mentioned that the hospital was approached by Brookhaven for support and that the hospital responded positively. This will allow Brookhaven to move forward with more funding pursuits.

**2. Report of Finalized Conditional Approvals**

**None**

**VIII. New Business**

**1. Subdivision and Land Development Review**

**None**

**2. Section 102.2 – Review and Comment**

**None**

**3. Subdivisions and Land Developments - Staff Actions – December 19th, 2023- January 23rd, 2024**

1. *Mattes, Rudolph, - Addition to Lands – Choconut Township – (11 Acres w/100.56 Remaining Lands)*
2. *Taylor, Robert & Yvonne – Minor Subdivision – Lenox Twp – (11.98 Acres with 55 Remaining Lands)*
3. *Decker, Joseph R. Sr. – Minor Subdivision – Gibson Township – (45 Acres, 2 Acres)*
4. *Grant Family Trust – Minor Subdivision – Harford Township – (29.4 Acres, 2.9 Acres, w/46.01 Remaining lands)*
5. *Tall Pines Players Club, LLC – Minor Subdivision – Forest Lake Township – (10.1 Acres, 7.94 Acres, w/99.21 Remaining lands)*

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A motion was made to accept staff actions by BJ Zembrzycki and seconded by John Kukowski to accept staff actions. The motion carried.

**IX.** Other items of discussion

1. Letter of Support Leatherstocking NG to Mountain View School District Project
2. Municipality Update Letters
3. Open SCPC Letter sent to District 1 Municipalities.
4. PA American Water Conditional Approval for Dimock Twp.
5. Annual Report Discussion
6. YTD 2023 \$11,185 vs YTD 2022 \$6,367 59% increase

A brief discussion was held concerning updates that Director Naugle wanted the commission to be aware of. Rick Franks made a motion to present the End of Year Report to the County Commissioners for approval and was seconded by Chris Caterson. The motion was carried out with no disagreement. Bob Housel wanted the minutes to reflect that commission members received rewritten rough drafts of section I and II of the SALDO for input. Director Naugle explained the process for rewrite and the prospective timeline for adoption.

**X.** Public Comments for non-agenda Items that they wish to address the commission. There was no public in attendance.

**XI.** Adjournment. Chris Caterson called for adjournment at 7:29 PM and was seconded by Joe Kempa. The motion was carried out to adjourn the meeting.

Minutes Prepared by:  
Duane Naugle, Director

Certified to be a true and correct copy of the minutes of the regular meeting of the Susquehanna County Planning Commission held January 30<sup>th</sup>, 2024.

Respectfully Submitted



Robert Housel, Secretary  
Susquehanna County Planning Commission

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**SUSQUEHANNA COUNTY**  
**DEPARTMENT OF**  
**PLANNING AND DEVELOPMENT**



Duane A. Naugle Jr., Director

Carol Ainey, Deputy Director

Susquehanna County Planning Commission

Brandon Cleveland	John Ramsay	Chris Caterson
Richard Franks	Robert Housel	John Kukowski
Joseph Kempa	BJ Zembrzycki	

Location

Susquehanna County Office Building 81 Public Ave, Montrose, Pa 18801

**Minutes**

**April 30<sup>th</sup>, 2024**

**7:00 PM**

- I. Call to Order @7:02. In attendance were John Ramsey, Chris Caterson, Rick Franks, Bob Housel, Juhn Kukowski, Joe Kempa, BJ Zembrzycki, Duane Naugle, Carol Ainey, Martina Backarella, Kim Smith, John Devine, Lucas Taylor, Ashley Kilmer, and Nate Tompkins.
- II. Pledge of Allegiance
- III. Approval of Minutes – #0124 Bob Housel made the motion to approve the January minutes. Chris Caterson seconded. Motion carried.
- IV. Public Comment – (If members of the audience wish to address the commission on topics on the agenda, let the Chairman know what item that they wish to address. There is a 3-minute time limit)  
There was no public comment at this time.
- V. Communications (See Attached January 1-31 and February 1-29, and March 1-31, 2024)  
Duane went over the communication. Bob Housel made the suggestion to have the communications sent to the Planning Commission members for review on months when no public meeting is held. John made the motion to accept communications, Joe seconded, motion carried.
- VI. Old Business
  1. Subdivision and Land Development Review
    1. Verizon Tower Final approval has not been requested, per Verizon construction is not complete. The generator is on Backorder until December and Fiber will not be run until July of 2024
    2. Brookhaven Land Development is still awaiting funding.

2. Report of Finalized Conditional Approvals
  1. *Williams – Land Development – Jessup Twp – Bolles Compressor Station Final Inspection and approval 20 March 2024 (Application Submitted 1/12/2022)*

Duane gave a brief rundown of the above listed items.

## VII. New Business

1. Subdivision and Land Development Review
  1. *Susquehanna Recreation Center – Land Development – New Milford Twp Preliminary presentation by architect and Nate Tompkins*

Duane read the memo.

Nate gave a rundown of the preliminary plans. He stated that there would be a change to the sewer plans. They are now looking into an on lot system. The location for this will be dependent on soils testing. He also discussed the parking issues and stated they will be submitting a waiver for the required parking spaces citing a large portion of the square footage of the Center will be large playing surfaces. They will also be adding 2 handicapped parking spaces.

Martina gave an overview of the Center's design and layout. Plans include daycare space to be run by the YMCA and the possibility of leasing office space. Possible tenants are Trehab, NEPA Area Agency on Ageing, and Johnson College.

Bob Housel made a motion to accept Staff Recommendation for Conditional Approval pending receipt of Municipality Report form from New Milford and Harford Townships within the Commission's allowable review period (Section 306.5), DEP approval, and a Preliminary approval for a waiver required number of parking spaces. Chris Caterson seconded the motion. Motion carried. Nate then asked if the Commission would consider waiving the application fee. Rick made the motion to waive the application fee. Chris Seconded. Motion carried.

2. Section 102.2 – Review and Comment
  1. *Graham & Newman – Lot Line Adjustment – Clifford Twp*
  2. *Coney, James & Katherine – Addition to Lands – Silver Lake Twp*

Rick read the Review and comments. John Ramsey made the motion to concur with the review and comments. John Kukowski seconded. Motion carried.

3. Subdivisions and Land Developments - Staff Actions – January 23<sup>rd</sup>, 2024 – April 23<sup>rd</sup>, 2024
  1. *Homestead Village at the Glen – Minor Subdivision – Apolocan Twp (6 lots, 138.62 acres, 10.00 acres, 10.12 acres, 85.58 acres, 15.47 acres, 0.28 acres)*
  2. *Bischoff – Minor Subdivision – Dimock – 2 Lots (3.03 Acres each)*

3. *Perry, William – Minor Subdivision – Susquehanna Depot Borough – 2 Lots (.026, .057 Acres)*
4. *Marvin Estate – Minor Subdivision – Jackson Twp – 2 Lots (128.14, 121.13 Acres each)*
5. *W.A.Y. Storage – Land Development – Great Bend Twp – Additional 2000 Sq Ft Structure*
6. *Richards, James L – Addition to Lands Subdivision – Franklin Twp – 2 Lots (80, 75.91)*
7. *Galazin, Kathleen – Addition to Lands Subdivision – Auburn Twp – 2 Lots (2.82 acres, 44.27 acres)*
8. *Corson, Thaddeus – Addition to Lands Subdivision – Choconut Twp – 2 Lots (2.69 acres, 15.35 acres)*
9. *Hunsinger Estate – Minor Subdivision – Rush Twp – 3 Lots (135 acres, 12 acres, 10 acres)*
10. *Dimock Twp – Land Development – Dimock Twp – 6000 Sq Ft (Salt Storage)*
11. *Deangelo, Nicholas, and Elizabeth – Minor Subdivision – New Milford Twp – 2 Lots (0.15 acres, 0.5 acres)*
12. *Leonard, Edward & Beth – Minor Subdivision – Choconut Twp – 2 Lots (11.66 acres, 36.06 acres)*
13. *Mirabito Holdings – Minor Subdivision – Bridgewater Twp – 2 Lots (21.16 acres, 0.16 acres)*
14. *Driesbaugh Estate – Minor Subdivision – Rush Twp – 2 Lots (103.13 acres, 1.67 acres)*
15. *Tatarka, Breann & Heather – Addition to Lands Subdivision – Lenox Twp – 2 Lots (.2 acres, 1.71 acres)*
16. *Hellmuth, Greg & Karen – Addition to Lands Subdivision – Bridgewater Twp – 2 Lots (1.82 acres 51.17 acres)*
17. *Mirabito Holdings – Addition to Lands Subdivision – Bridgewater Twp – 2 Lots (.16 Acres, 1.16 Acres)*

Rick read the Staff Actions. Chris made a motion to concur with Staff approval, removing #13 as it was a duplicate. John Ramsey seconded and the motion carried.

#### **VIII. Other items of discussion**

1. Letters of Support generated for the following:
  1. Clifford Twp Stream Bank/ADA compliant fishing access
  2. Brooklyn Twp Park ADA Improvements
  3. Herrick Twp Park ADA Improvements
  4. EMHR C2P2 Grant Application
2. Other Issues
  1. Sinkiewicz Complaint
  2. Great Bend 911 Tower
  3. Thompson Solar Project
  4. Eureka Project Dimock Twp
  5. Subdivision Fees Collected EOM Mar 2024 \$1770 vs EOM Mar 2023 \$2965 down 40%.
  6. 16 Subdivisions in the pipeline

Letters of support and other issues were read, with little discussion.

- IX.** Public Comments for non-agenda Items that they wish to address the commission.  
(There is a 3-minute time limit)

There were no public comments

- X.** Adjournment

Chris Caterson made the motion to adjourn at 8:30. John Ramsey seconded. Motion carried and meeting was adjourned.

Respectfully Submitted

A handwritten signature in blue ink that reads "Robert A. Housel". The signature is written in a cursive style.

Robert Housel, Secretary  
Susquehanna County Planning Commission

**SUSQUEHANNA COUNTY  
DEPARTMENT OF  
PLANNING AND DEVELOPMENT**



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Richard Franks	Robert Housel	John Kukowski
Joseph Kempa	BJ Zembrzycki	

**Location**

Susquehanna County Office Building 81 Public Ave, Montrose, Pa 18801

**Minutes**

**May 28<sup>th</sup>, 2024**

**7:00 PM**

- I.** Call to Order The meeting was called to order by President Franks at 7:05 P.M. In attendance were members Franks, Ramsay, Catterson, Housel, Cleveland, Kukowski, Kempa, and Zembrzycki. Also in attendance were Planning Director Naugle, and Loren Salsman representing Bollinger Solar.
- II.** Pledge of Allegiance The Pledge Was Said
- III.** Approval of Minutes – #0424 Member Catterson made a motion to approve the Minutes from April, second by Member Housel. The motion carried.
- IV.** Public Comment – (If members of the audience wish to address the commission on topics on the agenda, let the Chairman know what item that they wish to address. There is a 3-minute time limit) There was no Public Comment.
- V.** Communications (See Attached April 1-30, 2024) Communications were discussed. Member Zembrzycki questioned water testing for the 911 Gibson Facility. Because this is used as a public meeting place and emergency shelter water tests must be done annually. Member Zembrzycki made a motion to approve communications and a second was made by member Housel. The Motion Carried
- VI.** Old Business
  1. Subdivision and Land Development Review



1. Verizon Tower- Final approval has not been requested, per Verizon construction is not complete. The generator is on Backorder until December and Fiber will not be run until July of 2024
2. Susquehanna County Recreation Center – Awaiting plan submission. Old business was discussed without further comment.

2. Report of Finalized Conditional Approvals  
*None*

## **VII. New Business**

### **1. Subdivision and Land Development Review**

#### *1. Planning Commission Review and Comment Bollinger Solar – Thompson Twp*

A lengthy discussion was held concerning the Thompson Solar project with the majority in agreement that this was a Thompson project and that we had no dog in the fight. Adherence to the township SALDO Solar Amendment was talked about with questions concerning enforcement. Member Housel made an argument to not comment, and a response was worded as such: “The Planning Commission has reviewed the proposal and chosen to reserve comment until such time as it falls under county jurisdiction.” Member Housel made the motion to accept the commission recommendation and the second was made by Member Zembrzycki. The motion carried with Member Kempa abstaining from the vote.

### **2. Section 102.2 – Review and Comment**

1. *Cramer & Jones – Minor Subdivision – Clifford Twp*
2. *Amato – Minor Subdivision – Clifford Twp*
3. *Jane Matthews – Lot Line Adjustment – Clifford Twp*

The motion to accept Staff Actions Review and Comment was made by member Kukowski and the second by member Kempa. The motion Carried.

### **3. Subdivisions and Land Developments - Staff Actions – January 23<sup>rd</sup>, 2024 – April 23<sup>rd</sup>, 2024**

1. *Anthony, Daniel & Linda – Addition to Lands – Brooklyn Twp (2 lots, 10.94 acres, .58 Acres)*
2. *Weida/Whengreen – Addition to Lands – Lenox Twp (2 lots, 48.27 acres, 51.19 Acres)*
3. *Stoneback et al – Addition to Lands – Apolacon Twp (2 lots, 75.45 acres, 13.23 Acres)*
4. *Dimock Church – Addition to Lands – Dimock Twp (2 lots, 2.076 acres, 0.28 Acres)*
5. *Jenner, Pamela – Minor Subdivision – Rush Twp (4 lots, 10.56 acres, 2.86 Acres. .08 Acres (x2))*

6. MVPGB, LLC – Minor Subdivision – Great Bend Twp (2 lots, 6.9 acres, .07 Acres)
7. Rought, Kevin – Minor Subdivision – Brooklyn Twp (3 lots, 6.68 acres, 1.34 Acres, 1.98 Acres)

The motion to accept Staff Actions Subdivisions and Land Developments was made by member Caterson and the second by member Kukowski. The motion Carried.

**VIII.** Other items of discussion

1. Letters of Support generated for the following:
  1. Rail-Trail Council NEPA DCED Greenways, Trails, and Recreation Program
2. Other Issues
  1. Subdivision Fees Collected EOM Apr 2024 \$2960 vs EOM Mar 2023 \$4320 down 32%.
  2. 17 Subdivisions in the pipeline

A brief conversation was held about enforcement of SALDO actions within municipalities and possible courses of action. Director Naugle will reach out to other counties to find out what methods they are using.

**IX.** Public Comments for non-agenda Items that they wish to address the commission. There is a 3-minute time limit)

**X.** Adjournment The motion to adjourn was made at 8:12 PM by member Caterson and seconded by member Kempa. The Motion Carried

Minutes Prepared by:  
Duane Naugle, Director

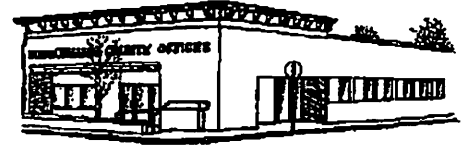
Certified to be a true and correct copy of the minutes of the regular meeting of the Susquehanna County Planning Commission held May 28<sup>th</sup>, 2024.

Respectfully Submitted



Robert Housel, Secretary  
Susquehanna County Planning Commission

**SUSQUEHANNA COUNTY**  
**DEPARTMENT OF**  
**PLANNING AND DEVELOPMENT**



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Carol Ainey, Deputy Director

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Richard Franks	Robert Housel	John Kukowski
Joseph Kempa	Bernard "BJ" Zembrzycki	

Location

Susquehanna County Office Building 81 Public Ave, Montrose, Pa 18801

**Minutes**

**July 30, 2024**

**7:00 PM**

- I. Call to Order  
*The meeting was called to order at 7:01 PM by President Franks*
- II. Pledge of Allegiance  
*The Pledge was said*
- III. Approval of Minutes – #0524  
*Chris Catterson made a motion to approve the minutes from the May meeting. John Kukowski gave a second. The motion carried.*
- IV. Public Comment – (If members of the audience wish to address the commission on topics on the agenda, let the Chairman know what item that they wish to address. There is a 3-minute time limit)  
*There were no public comments.*
- V. Communications (See Attached Spreadsheet)  
*There were no staff questions concerning communications.*
- VI. Old Business
  - 1. Subdivision and Land Development Review
    - 1. Verizon Tower Final approval is awaiting a walk through.
    - 2. Brookhaven Land Development is still awaiting funding.

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2. Report of Finalized Conditional Approvals
  1. Clearwater Technology – Industrial Development – Jessup Twp  
***Brandon Cleveland made a motion to give final approval for Clearwater technology. Chris Caterson gave a second, the motion carried.***

## VII. New Business

1. Subdivision and Land Development Review  
*None*
2. Section 102.2 – Review and Comment
  1. *Diane Nowik – Minor Subdivision – Silver Lake Twp*
3. Subdivisions and Land Developments - Staff Actions – April 26<sup>th</sup>, 2023-  
September 19<sup>th</sup>, 2023
  1. *Coleman, Kevin & Paula– Minor Subdivision – Rush Twp – 2 Lots (10.54, 1 Acre)*
  2. *Warner, Richard & SCHRA – Addition to Lands – New Milford Borough – 2 Lots (.57, .42 Acres)*
  3. *Richards, Gail & James – Addition to Lands – Franklin Township – 2 lots (17, 1 Acres)*
  4. *Decker, Roland & Nancy – Addition to Lands – Harford Township – 2 lots (13.1, .46 Acres)*
  5. *Colwell, Jay, Estate of, – Minor Subdivision – Great Bend Township – 3 lots (62.09, 1.5, 1.5 Acres)*
  6. *Alexander, Robert & Cheryl, et al – Minor Subdivision – New Milford Township - 3 lots (22.81, 22.81, 22.81 Acres)*
  7. *Vullo, Charles – Minor Subdivision – Jessup Township – 2 Lots (43.11, 1.836 acres)*
  8. *Maxey, Peter – Minor Subdivision – Great Bend Township – 2 Lots (87.85, 2 acres)*
  9. *Hollister Estate – Minor Subdivision – Auburn Township – 4 lots (1.505, 29.197, 29.197, 29.197 Acres)*
  10. *Hawley, Ben – Addition to Lands – Choconut Township – 2 lots (120.03, 10)*
  11. *Vaverchak Estate – Minor Subdivision – Ararat Township – 4 lots (10.35, 4, 4, 4 acres)*
  12. *Troup, Noah – Lot Line Adjustment Subdivision – Susquehanna Depot Borough – 2 lots (.030 acres, .004 acres)*
  13. *Liepinis, William and Cindy – Minor Subdivision – Jackson Twp 3 lots (191.13, 12, 2)*

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**Bob Housel made a motion to accept Staff actions section 2 and 3. John Kukowsky gave the second, the motion carried.**

**VIII. Other items of discussion**

1. YTD 2024 \$4150 (41 Actions) vs YTD 2023 \$5135 (53 Actions)
2. Ararat Township possible Planning Commission reinstatement

**Planning Director Naugle discussed listed other items of discussion and included notification that the county would be taking over planning responsibility from Thompson Township.**

**IX. Public Comments for non-agenda Items that they wish to address the commission.  
There is a 3-minute time limit)**

**There was no public comment**

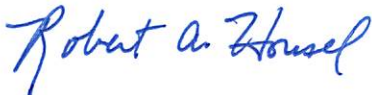
**X. Adjournment**

**Chris Catterson made the motion to adjourn at 7:12 PM. Bob Housel made the second and the motion carried.**

Minutes Prepared by:  
Duane Naugle, Director

Certified to be a true and correct copy of the minutes of the regular meeting of the Susquehanna County Planning Commission held July 30, 2024.

Respectfully Submitted



Robert Housel, Secretary  
Susquehanna County Planning Commission

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The Board of Directors of the Corporation has approved the following resolution:

Resolved, that the Corporation

do hereby authorize the Board of Directors

to execute and deliver such documents as may be necessary to carry out the purposes of this resolution.

IN WITNESS WHEREOF, the Board of Directors

has caused this resolution to be signed

and attested on this 1st day of January, 2004.

Attest:

Secretary of the Corporation

\_\_\_\_\_  
Secretary

Witness my hand and the seal of the Corporation this 1st day of January, 2004.

\_\_\_\_\_  
President

*Robert L. Brown*

\_\_\_\_\_  
President

Secretary

County Office Building 31 Public Square, Columbus, GA 31904

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