

**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 Catterson

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, Catterson, 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 Catterson as Chairman Pro Tem. Catterson 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. Catterson 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 Catterson then instructed the secretary to cast the unanimous ballot for the slate of officers presented. Chair Pro Tem Catterson closed the reorganization meeting at 7:15 and turned the meeting back over to Secretary Housel.
- IV. Approval of Minutes – #1223. Chris Catterson 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

County Office Building, 81 Public Avenue, Montrose, PA 18801  
(570) 278-5950 Fax (570) 278-5951  
E-Mail: [susqplan@susqco.com](mailto:susqplan@susqco.com) [www.susqco.com](http://www.susqco.com)

**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 Caterson 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 23<sup>rd</sup>, 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)*

County Office Building, 81 Public Avenue, Montrose, PA 18801  
(570) 278-5950 Fax (570) 278-5951  
E-Mail: [susqplan@susqco.com](mailto:susqplan@susqco.com) [www.susqco.com](http://www.susqco.com)

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

County Office Building, 81 Public Avenue, Montrose, PA 18801  
(570) 278-5950 Fax (570) 278-5951  
E-Mail: [susqplan@susqco.com](mailto:susqplan@susqco.com) [www.susqco.com](http://www.susqco.com)