

ELK COUNTY PLANNING COMMISSION MINUTES

ELK COUNTY COURTHOUSE ANNEX

April 22, 2026

Dale Anderson called the regular meeting of the Elk County Planning Commission to order at 4:29 PM with the Pledge of Allegiance.

The following were present:

Members: Dale Anderson, Cheryl Ruffner, Ron Minnick, Becky Krieg, John Schatz, Brandi Hanes and Jim McClain

Planning Department: Tracy Gerber, Becki Taylor and Kathy McClelland

Excused: Carl Gamarino and Bill Chiesa

Absent: None

Guest: Aiden Hoffman, Subdivision

Press

INTRODUCTIONS

Introductions were conducted at this time.

APPROVAL OF MINUTES

Becky Krieg made a motion to approve the minutes of the October 22, 2025 meeting; Ron Minnick seconded the motion and carried unanimously.

SUBDIVISION REVIEW AND APPROVAL

Tracy Gerber stated that Mr. Hoffman is proposing a subdivision that would fall under "Relief of Requirement" in the subdivision ordinance.

Aiden Hoffman was in attendance with a sketch plan of a parcel in Benezette Township that does have public sewer. The lot itself is only 18,000 square feet and the Hoffman's want to divide this parcel. Under the County's subdivision ordinance, if a parcel is going to have water or sewage on lot, there is a requirement of 20,000 square feet per our ordinance. Because the property falls short, it was necessary to bring this issue to the Planning Commission for questions before a surveyor was hired to complete the subdivision.

Ms. Gerber added that what the Hoffman's are requesting is a relief from the requirements for both lots because when they are divided, each lot will be approximately 9,000 square feet when the minimum is 20,000 square feet.

Ms. Gerber stated she spoke with Russ Braun because of the water and public sewage; Russ didn't see any issues and it seems as though the well is close to the structure which leaves a lot of room on the other piece of property.

Dale Anderson asked if this was going to be added on to the existing.

Tracy Gerber answered that they want to divide the property and build a new structure on the other lot.

Ron Minnick questioned if there was an ordinance that you have to be an approximate distance from the property line.

Brandi Hanes answered that they do have an ordinance in place that states you can build 10' from the property line.

Dale Anderson questioned if there was no municipal water there?

Aiden Hoffman answered there isn't municipal water on the property.

Dale Anderson questioned if they were planning on putting in an additional well on this property?

Aiden Hoffman stated they are.

Becky Krieg questioned if the well already there goes dry.

Aiden Hoffman answered no.

Becky Krieg questioned that if you put an additional well on the property, is there a concern for one or both going dry?

Brandi Hanes answered that where Mr. Hoffman is located, he is at the base where the water runs off.

Becki Krieg asked what the exemption was.

Tracy Gerber answered that in the ordinance there is a Relief for Requirements which states the Elk County Planning Commission may grant a modification of the requirements of one or more provision of this ordinance. Provided that such modification will not be contrary the public interest or that proposed intent of the ordinance be observed.

Cheryl Ruffner added that if the sewage wasn't already there, there would be an issue.

Brandi Hanes made a motion to approve the Relive of Requirement for the residual lot and the lot they will build on; Cheryl Ruffner seconded the motion and carried unanimously.

Dale Anderson questioned the Michael and Jennifer Petruzzi subdivision in Jay Township. Mr. Anderson stated that there is an unopen street and he wants to know how it will be addressed.

Tracy Gerber stated that Elk County Planning Commission does not trump Jay Township subdivision ordinance. Ms. Gerber added that she made a note on the comment sheet that she had a concern and recommended that they rectify the problem. The subdivision was approved by Jay Township. The legal team is taking care of the matter and making sure there are right of ways in the deed when the property is sold.

Dale Anderson asked that as long as the right of ways are in the deed, they should be ok?

Tracy Gerber answered that they should be but the Planning Commission is covered because she commented that she had concerns.

Dale Anderson also questioned the game commission subdivision. He isn't sure anything can be done but he is opposed to the 2:1.

Cheryl Ruffner added that there is no ordinance or regulation for no net loss of land.

Tracy Gerber stated that it's the owner's property; we can't tell them they can't give the game commission two acres to their one.

OLD BUSINESS

Small Communities Entitlement Program (CDBG) Report

Becki Taylor reported that project solicitation for CDBG Entitlement for FY2026 began February of 2026. A memorandum and public hearing notice were mailed out to all eligible municipalities, followed by an advertised "Request for Proposals" in March 2026. The first public hearing is scheduled for April 23, 2026 and a second reminder notice will be mailed to those municipalities in June 2026. Applications are due to the Planning Department by August 12, 2026.

Ms. Taylor also stated that the County is still waiting on the FY2025 contract from DCED and permission to start utilizing these funds.

At this time, Ms. Taylor gave updates on current CDBG projects:

FY2022-2023 Ridgway Borough Curb Cut Project was put out to bid and awarded to Steger Masonry, Inc. for \$102,186.00. Three bids were received for this project.

(CDBG funding = FY2022 \$12,440.25 & FY 2023 \$85,485.00 Total Funding = \$97,925.25)

FY2023 Highland Township Park Project was awarded to S.E. Rodich Excavating for \$57,700.00. This project was started on November 5, 2025, but halted in December due to the persistent cold weather. The engineer had concerns about the completion of concrete work during the winter months. The contractor is now ready to resume work on this project and it should be complete within the next few weeks.

(CDBG funding=\$48,200.00)

FY2023 Jones Township Grinder Pumps were installed (9) and we are currently waiting on paperwork from the Jones Township Municipal Authority to close out this project.

(CDBG funding = \$26,865.00)

FY 2023 Helping Hands Food Pantry has provided their food purchase receipts for \$9,605.09. I have requested more receipts to utilize the entire allotment and cover the amount under one check for \$10,000.00.

(CDBG funding =\$10,000)

CDBG Competitive Project Update/FY 2020CV and FY 2023 Horton Township Whetstone Waterline Project was completed on February 25, 2026 with no time to spare. The ending total of CDBG construction funding used for this project was \$1,115,862.34.

(CDBG Discretionary Funding = FY 2020 CV - \$1,391,796.00 & FY 2023 \$624,656.00)

Housing Report

Kathy McClelland reported that she will be starting 2 projects in Fox Twp. and 2 in the City of St. Marys. The Ramps of Hope Program is up and running for the season. I am anticipating the invitation to write a new HOME grant; Northern Tier offered to administer another HOME grant for Elk County.

Directors Report

Tracy Gerber stated that she completed the Elk County Planning Commission Annual Report. If everyone is ok with it, it will be placed on the County's website. The report is a collaboration of what we have done through the year and we will build off of that every year. This report meets the requirements of the MPC. Ms. Gerber added that she sent a letter to Noble Environmental – Greentree Landfill thanking them for the tour and their time showing us the facility. Also, the Horton Township Nittany Mart Land Development has finally been approved.

John Schatz questioned if the issue with the traffic pattern got straightened out.

Tracy Gerber answered that they had their engineer review everything. There was nothing that would hold up the development.

NEW BUSINESS

Election of Officers

Chairperson – Becky Krieg made a motion to appoint Dale Anderson as Chairperson; Brandi Hanes seconded the motion and carried unanimously.

Vice Chairperson – Becki Krieg made a motion to appoint Carl Gamarino as Vice Chairperson; Ron Minnick seconded the motion and carried unanimously.

Secretary/Treasurer – Brandi Hanes made a motion to appoint John Schatz as Secretary/Treasurer; Becky Krieg seconded the motion and carried unanimously.

COMMENTS FROM GUESTS

SCHEDULING OF NEXT MEETING

The next regular meeting will be held on Wednesday, August 26, 2026 at 4:30 PM in Conference Room #2 in the Elk County Courthouse Annex.

ADJOURNMENT

With no further business, Cheryl Ruffner made a motion to adjourn the meeting at 5:08 PM; Brandi Hanes seconded the motion and carried unanimously.