

ELK COUNTY PLANNING COMMISSION MINUTES

ELK COUNTY COURTHOUSE ANNEX

October 22, 2025

Carl Gamarino called the regular meeting of the Elk County Planning Commission to order at 4:30 PM with the Pledge of Allegiance.

The following were present:

Members: Carl Gamarino, Dale Anderson, Ron Minnick, Bill Chiesa, Brandi Hanes, Jim McClain, Becky Krieg and John Schatz

Planning Department: Tracy Gerber, Becki Taylor and Kathy McClelland

Excused: Cheryl Ruffner

INTRODUCTIONS

Introductions were conducted at this time.

APPROVAL OF MINUTES

Dale Anderson made a motion to approve the minutes of the August 27, 2025; John Schatz seconded the motion and carried unanimously.

SUBDIVISION REVIEW AND APPROVAL

Tracy Gerber stated that she included the subdivision list in their packet and asked for questions.

John Schatz questioned when the Nittany Mart was coming.

Tracy Gerber answered that they were still waiting on the PennDOT permit.

Dale Anderson questioned if anything on the Transfer Station come through the planning Office.

Tracy Gerber stated that it does not; everything that is currently happening with the Transfer Station is in Jefferson County.

Dale Anderson questioned where they were unloading the train cars.

Tracy Gerber answered that as of right now they are unloading train cars in Jefferson County.

Becky Krieg added that she had heard it has been so long since the railroad in Brockway has been used that people have built sheds etc. on the easement so it may take a lot to get that put back through. It seems that the Transfer Station is more of the route their taking.

Carl Gamarino stated that he had heard there is a lot of discrepancies of who owns the properties on the railroad line.

Bill Chiesa added that he feels badly that Elk County has to accept all this garbage from miles and miles away.

OLD BUSINESS

Small Communities Entitlement Program (CDBG)

Becki Taylor stated that at our last Planning Commission meeting we reviewed the applications received for CDBG FY25. Applications received were from Highland Township Water Telemetry Drive, Johnsonburg Public Library Windows, Johnsonburg Community Center Entrance with a balance of \$28838 that was intended to go towards Slum & Blight. Ms. Taylor solicited for Slum & Blight projects and received one from the Johnsonburg Borough – 210 Mill Street.

Dale Anderson made a motion to move forward in the application and apply for Slum & Blight Remediation for 210 Mill Street, Johnsonburg; Jim McClain seconded the motion and carried unanimously

Becky Taylor added that the Johnsonburg Business District Sidewalk Project was completed. The town is trying hard to make changes to the Market Street/Business District area.

The Horton Township Waterline Project is tentatively starting November 6, 2025. We are still waiting on the NPDES Permit to be completed.

Housing Report

Kathy McClelland stated that with the HOME Program, administered by Northern Tier, they are started working on their third home which is in St. Marys. At this time, they have one completed in Ridgway Township one is ½ completed in Jay Township.

Kathy McClelland also mentioned that she is applying for 2025 PHARE monies to assist low-income home owners with handicap accessibility modifications and small housing rehabilitation projects. Ms. McClelland reported that the County received their 2024 PHARE monies in the amount of \$100,000.

Directors Report

Tracy Gerber stated that approximately a year ago she had spoken about a Transportation Safety Action Plan; this plan has gone through the Transportation board and the North Central Board of Directors and has been approved. With the plan approved, PennDOT, North Central and the PA transportation Action Committee will see if anything can be done with the concerns. The document is on the North Central RPO website. Ms. Gerber offered to email the document to the Commission members.

Dale Anderson asked to get the Osterhout Street signs in the plan.

Tracy Gerber stated that she did reach out and let them know about this issue.

Dale Anderson question Ms. Gerber about the annual report.

Tracy Gerber stated that it is due in March of the following year. This report will be ready to present at our April meeting.

NEW BUSINESS

Travel Expense Vouchers

Tracy Gerber asked that all members sign their travel expense voucher and give to Kathy for reimbursement.

2026 Meeting Dates

Tracy Gerber asked the Commission if they were still good with quarterly, 4th Wednesday of the month at 4:30PM for Planning Commission Meetings.

Dale Anderson made a motion to approve the 2026 Meeting Dates, January 28, April 22, August 26 and October 28; Jim McClain seconded the motion and carried unanimously.

REAPPOINTMENT OF BOARD MEMBERS

Tracy Gerber stated that Board member terms for Cheryl Ruffner, Dale Anderson, Becky Krieg and Brandi Hanes are expiring as of December 31, 2025.

Ms. Gerber stated that she received verbal notice from Cheryl Ruffner that she wishes to step down so once we get an official letter from her stating this, we will seek new representation for Fox Township.

Ms. Gerber asked three of the four Board members at today's meeting if they wish to be reappointed and if they do, we would take it to the Board of Commissioners. All wish to be reappointed to the Board.

Ron Minnick asked if all Board members are present except for Cheryl Ruffner, why isn't Millstone Township represented?

Ms. Gerber answered that the MPC allows for a Planning Commission to have 9 members maximum on a Board, no matter how many municipalities there are. When we seek to fill Cheryl Ruffner's position, we will invite both Fox and Millstone Townships to offer representation.

SCHEDULING OF NEXT MEETING

The next regular meeting will be held on Wednesday, January 28, 2026 at 4:30 PM in Conference Room #2 in the Elk County Courthouse Annex.

ADJOURNMENT

With no further business, Dale Anderson made a motion to adjourn the meeting at 5:39 PM; John Schatz seconded the motion and carried unanimously.