

**PLANNING COMMISSION
MINUTES OF MONTHLY MEETING
January 2, 2018**

The monthly meeting of the Longswamp Township Planning Commission was held at the Longswamp Township Municipal Building, 1112 State Street, Longswamp Township, Mertztown, Pennsylvania, 7:30 p.m., prevailing time as previously advertised and posted.

CALL TO ORDER

Chairman Karoly called the meeting to order at 7:30 p.m.

ROLL CALL

Officials Present: Frank Karoly, Chairman, Cathi Kratzer, Vice Chairman, Richard Meier, Preston Boyer, and David River. Also in attendance was Jill Smith, P.E., Hanover Engineering Associates.

SELECTION OF OFFICERS FOR 2018

A motion was made to continue with the present slate of officers into 2018; Frank Karoly, Chair, Cathi Kratzer, Vice Chair, and David River, Secretary. The motion was made by Cathi Kratzer and seconded by Preston Boyer. All in favor.

APPROVAL OF MINUTES

The minutes of the December 5, 2017 Planning Commission meeting were presented. Motion to approve the minutes of the Planning Commission Meeting of November 8, 2017 was made by Preston Boyer and seconded by Cathi Kratzer. All in favor.

ANNOUNCEMENTS

None.

ENGINEER'S REPORT

Jill Smith reviewed the Board of Supervisors meetings for December:

Board of Supervisors Meeting of December 12, 2017:

The Board of Supervisors passed a motion accepting the time extension as provided by the applicant and recommended by the Planning Commission for the Tweed Minor Subdivision. The time extension was provided until January 31, 2018.

The Township Engineer informed the Board of Supervisors that the Planning Commission reviewed and discussed the draft Hereford-Washington Joint Comprehensive Plan. The Planning Commission did not have any comments or recommendations for the Board's consideration, since the Plan did not specifically address Longswamp Township or appear to have any negative impacts on the Township.

Board of Supervisors Meeting of December 26, 2017:

The Board of Supervisors passed a motion adopting the Resolution approving the advertisement period for the Act 537 Plan per the DEP Consent Order.

PUBLIC COMMENT FOR NON-AGENDA ITEMS

None

SUBDIVISION/LAND DEVELOPMENT AGENDA ITEMS

Tweed Minor Subdivision

A discussion was held regarding the proposed project and Hanover Engineering's review letter dated December 28, 2017. The applicant's Engineer noted the right-of-way on the east side of Fairchild Street will be offered for dedication to the Township.

A motion was made by David River and seconded by Cathi Kratzer to recommend to the Board of Supervisors that they grant the waivers requested as outlined in the letter from Horizon Engineering letter of January 2, 2018. All in favor.

A motion was made by David River and seconded by Cathi Kratzer to recommend to the Board of Supervisors that they accept the additional Right of Way along the east side of Fairchild Street as shown on the plan for the Tweed Minor Subdivision. All in favor.

A motion was made by Richard Meier and seconded by Cathi Kratzer to recommend to the Board of Supervisors to grant conditional final plan approval, subject to the Hanover Engineering Review Letter dated December 28, 2017 for the Tweed Minor Subdivision. All in favor.

Lois B. Toth Sketch Plan for Minor Subdivision

A discussion was held regarding the Hanover Engineering review letter, dated January 2, 2018.

It was noted the plan shows two proposed lots, but due to the parcel being bisected by Tower Road, the subdivision would be considered a three or four lot subdivision by the township. It was agreed that the subdivision could be a three lot subdivision, and therefore still be considered a minor subdivision, if Lot 2B, as shown on the plan, was considered part of Lot 2 since it was determined to be a non-buildable lot due to steep slopes, environmental constraints, etc. Lot 2A, being an 11.5 acre parcel, would be considered a separate lot.

The Act 537 Planning Module waiver application was presented. A motion was made by Cathi Kratzer and seconded by Preston Boyer to authorize the Chair to sign the application on behalf of the Planning Commission. All in favor.

No further action was taken regarding this plan submission.

ADDITIONAL AGENDA ITEMS

Draft 2017 Annual Report to the Board of Supervisors

A draft of the Annual Report for 2017 was presented by the Chair and discussed. A motion was made by Richard Meier and seconded by Preston Boyer to authorize the Chair to submit the report, as presented this evening, to the Board of Supervisors. All in favor.

Planning Commission Bylaws Discussion

The Chair presented draft bylaws for discussion with members. Discussions regarding administrative support, timing of annual reorganization meeting and review of the by-laws by the Board of Supervisors ensued. A motion was made by Richard Meier and seconded by Preston Boyer to authorize the Chair to submit the document to the Board of Supervisors. All in favor.

Recording of Planning Commission Meetings

The recording of meetings, to enable more efficient, was discussed. It was noted that there is a line between aid to the Secretary and public records. It was suggested that the Solicitor's input be sought.

GENERAL PLANNING COMMISSION TOPICS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

A motion was made by Cathi Kratzer and seconded by Preston Boyer to adjourn the meeting at 8:45 pm. All in favor.

Respectfully submitted,
David River, Recording Secretary