

ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
March 6, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, March 6, 2017 at 7:03PM by Chairman, Scot Saggiomo.

Present: Scot Saggiomo, Clif Cheeks, Marion Carling, Jason Rogers, Cindy Parrish and Ed Reid, Zoning Officers, Skip Schneider, Township Engineer, and Secretary, Elaine Daddona. Ron Reagan was unable to attend. All others in attendance signed a sign-in sheet hereby attached.

**WILLIAMS TOYOTA #17-01**

Timothy Gourley, P.E. of Dietz-Gourley Consulting LLC was present along with Dave Adams of AJH Design, Building Architect, Randy Williams, the applicant and presented (8) copies of a Preliminary Site Plan dated February 13, 2017 for a land development application located at 2468 Elmira Street, zoned Commercial. An Application for Review, Project Narrative, parent tract Deed, E&S Control Plan, Storm water Management Plan, FEMA map and Lighting Plan was received by the Zoning Office on February 13, 2017.

Narrative states that the Randy B. Williams Trust proposes to expand the existing Williams Toyota site at 2468 Elmira Street, Sayre, PA. The project location is in the Commercial Zoning District and not within the 100-year flood plain. The parcels are utilized by the existing Williams Toyota facility.

The proposed facility will include approximately 19,500 square feet of automotive service area and approximately 6,500 square feet of retail area. The maximum number of employees on a single shift is estimated to be thirty (30). All repairs and material storage will occur inside the building.

The proposed expansion will include several tax parcels as noted above. The site plan details the site layout. Utilities for the proposed expansion will be provided by services to the existing building.

The Randy B. Williams Trust will secure the required E&S permit from the Bradford County Conservation District. Copies of the permits issued by the Bradford County Conservation District will be forwarded to the Township upon receipt.

Site storm water will be retained and infiltrated into the subsurface using existing drywells and proposed infiltration systems for the building expansion. The proposed building expansion area is currently paved; there are no new impervious surfaces proposed with

this project. The proposed infiltration systems will collect, store and infiltrate runoff.

Check #61918 from Williams Toyota dated February 10, 2017 was received by the Zoning Office on February 17, 2017 (date of receipt) in the amount of Five Hundred and no/100 (\$500.00) Dollars and Check #61918 dated February 16, 2017 in the amount of One Thousand Nine Hundred and no/100 (\$1,900.00) Dollars for filing fee, Check #61900 in the amount of One Thousand Five Hundred and no/100 (\$1,500.00) Dollars for Engineer review fee, and Check #61899 in the amount of Twenty-five and no/100 (\$25.00) Dollars dated February 10, 2017 made payable to the Bradford County Treasurer for the review fee.

Skip Schneider, P.E., Athens Township Review Engineer, was present and reviewed his letter of comments to the Land Development application with Timothy Gourley, P.E. and a copy is hereby attached. Discussion followed with the Planning Commission regarding the application. No formal review of the application was done due to the number of deficiencies discussed. Mr. Gourley asked that a letter be sent listing the various deficiencies, and he agreed to submit the revised Preliminary Plan and submissions for the workshop session of the Planning Commission on Tuesday, March 27, 2017 for a formal review to take place at the next regular meeting of the Planning Commission on April 3, 2017. The following deficiencies are noted along with the review comments from Skip Schneider in his letter dated February 23, 2017:

- 1) Need to clarify the loading stall and the drive aisle on the Plan.
- 2) Need to show Phase 1 and Phase 2 on the Plan. Will require an Agreement that the paving be completed in the employee parking area within a specified time period.
- 3) Need to show square footage of buildings on the Site Plan.
- 4) Need a Sign Package for the Plan.
- 5) Need to show the turning radius of the truck traffic and clarify traffic patterns.
- 6) Need to identify the customer parking on the Plan.
- 7) Need to show the right-of-way on the Plan.
- 8) Need to show the employee parking on the Plan.
- 9) Need to clarify that the handicap parking is ADA compliant (five spaces).
- 10) A Highway Occupancy Permit will be required for Phase 2 of the Plan.

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**ELECTION OF OFFICERS, 2017**

Motion by Clif Cheeks, second by Jason Rogers, that Scot Saggiomo act as Chairman and Marion Carling act as Vice Chairman, and motion was unanimously carried.

Motion by Jason Rogers to accept the Minutes with the corrections as noted, second by Scot Saggiomo, and motion was unanimously carried.

The meeting was adjourned at 8:45PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
May 1, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, May 1, 2017 at 6:58PM by Vice Chairman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Jason Rogers, Ron Reagan, Cindy Parrish and Ed Reid, Zoning Officers, Skip Schneider, Township Engineer, and Secretary, Elaine Daddona. Scot Saggiomo was unable to attend. All others in attendance signed a sign-in sheet hereby attached.

**WILLIAMS TOYOTA #17-01**

Tim Gourley, P.E. of Dietz-Gourley Consulting LLC was present along with Dave Adams of AJH Design, Building Architect, and presented (5) copies of a revised Preliminary Site Plan dated April 10, 2017 for a land development application located at 2468 Elmira Street, zoned Commercial, accompanied by a letter received by the Zoning Office on April 10, 2017. A revised Cover Page, Project Narrative-1A, Project Drawing, Parking Inventory, PennDOT HOP issued May 14, 1998, and Site Maneuvers was received by the Zoning Office on this date as well. The letter of Mr. Gourley addressed the comments of Skip Schneider, Township Engineer, dated February 23, 2017. Mr. Gourley's letter is hereto attached for reference.

Mr. Gourley stated that Phase 1 was proposed for June 1, 2017 to approximately April 1, 2018 for construction to be completed, and Phase 2 was proposed for January 2020 to the Summer of 2020 for completion. The paving of the parking area prior to Phase 2, and the storm water impact with reference to complying with the Zoning Ordinance, was discussed. The Planning Commission stated that it may be necessary to require a Bond for the guarantee of the area for paving of the employee parking and loading stall.

Motion to review the land development Plan for Phase 1 for Preliminary Plan approval by Clif Cheeks, second by Jason Rogers, and motion unanimously carried. A checklist was completed and the deficiencies are as follows:

1. Comments in Skip Schneider's letter dated April 24, 2017 with the exception of #5 which has been resolved.
2. Need ADA Parking to be compliant.
3. Need owner's signature on the Plan.

Comment: Prior to occupancy, the issue of an Improvement Guarantee needs to be resolved.

Motion by Ron Reagan, second by Jason Rogers to recommend Preliminary Plan approval for Phase 1 to the Supervisor's at their meeting to be held on May 31, 2017 at 7:00PM, contingent upon resolution of the deficiencies, and motion unanimously carried.

**SAYRE USED AUTO SALES, LLC #17-02**

Tim Gourley, P.E. of Dietz-Gourley Consulting, LLC presented eight (8) copies of an application for a land development dated April 7, 2017 and received by the Zoning Office on April 10, 2017 on behalf of the owner of the existing Tobacco World facility, Tariq Awan, for property located at 2477 Elmira Street, zoned Commercial. Documents received were Project Narrative, Storm water Management Plan, E&S Plan, Deed, FEMA Map and Lighting Plan, all dated April 7, 2017.

Project Narrative states that Sayre Used Auto Sales, LLC proposes to install parking and stormwater management facilities for a proposed used car dealership at 2477 Elmira Street, Sayre PA in Athens Township, Bradford County, Pennsylvania. The project location is in the Commercial Zoning District and not within the 100-year flood plain. The parcels are utilized by the existing Tobacco World facility.

The proposed facility will include approximately 1,600 SF of automotive service area and approximately 2,400 SF of retail area. The maximum number of employees on a single shift is estimated to be three (3). All repairs and material storage will occur inside the building.

The proposed expansion will include the parcel as noted above. The site plan details the site layout. No additional utilities are required; services to the existing building will be utilized.

Sayre Used Auto Sales, LLC will secure the required E&S permit from the Bradford County Conservation District. A copy of the E&S Plan was included with the submission. Copies of the permits issued by the Bradford County Conservation District will be forwarded to the Township upon receipt. Site stormwater will be controlled by a proposed stormwater facility.

The owner, Tariq Awan, was not present and no Power of Attorney was in place, so the Planning Commission could not proceed with a formal review of the application. Skip Schneider, Township Engineer, had submitted a letter dated April 26, 2017 with review comments to the application, and Mr. Gourley asked that he could be advised of

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those comments and the formal review be postponed to the next meeting on June 5, 2017. The comments of Skip Schneider were submitted to Mr. Gourley and are hereto attached for reference.

Check #1263 from Imperial Tobacco Outlet LLC dated March 10, 2017 in the amount of Five Hundred (\$500.00) Dollars was received by the Zoning Office on April 13, 2017 along with Check #030918 from Sayre Used Auto Sales LLC dated March 10, 2017 for One Thousand Five Hundred (\$1,500.00) Dollars for Engineer review fees, and Check #1281 from Imperial Tobacco Outlet LLC made payable to the Bradford County Treasurer for the County review fee.

Motion by Clif Cheeks to accept the Minutes as read, second by Jason Rogers, and motion was unanimously carried.

The meeting was adjourned at 8:35PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
June 5, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, June 5, 2017 at 7:00PM by Chairman, Scot Saggiomo.

Present: Scott Saggiomo, Clif Cheeks, Marion Carling, Jason Rogers, Ron Reagan, Ed Reid, Zoning Officer, Skip Schneider, Township Engineer, and Secretary, Elaine Daddona. All others in attendance signed a sign-in sheet hereby attached.

**SAYRE USED AUTO SALES, LLC #17-02**

Tim Gourley, P.E. of Dietz-Gourley Consulting, LLC was present along with the owner and applicant, Tariq Awan, with the application for a land development dated April 7, 2017 and received by the Zoning Office on April 10, 2017 on behalf of the owner of the existing Tobacco World facility for property located at 2477 Elmira Street, zoned Commercial. Documents received were Project Narrative, Storm water Management Plan, E&S Plan, Deed, FEMA Map and Lighting Plan, all dated April 7, 2017.

The Planning Commission Minutes of May 1, 2017 reflect that no formal review of the application was done by the Planning Commission on that date due to the fact that the applicant was not present and no Power of Attorney was in place for Mr. Gourley to proceed. It was therefore agreed to postpone the review to this meeting date.

William (Skip) Schneider, P.E. presented a review letter dated April 26, 2017 with a list of deficiencies and comments.

Mr. Gourley stated the applicant is changing the use of the tobacco shop to a used car facility. He stated that they had received approval for the E & S Plan from Bradford County Conservation, and that there is a Deed correction that needs to be made prior to the application of a Highway Occupancy Permit. He has reviewed the comments of Skip Schneider with him, and they have agreed that he will make the clarifications of the storm water information per Skip Schneider's comments along with his revised submission addressing the remaining deficiencies.

Clif Cheeks asked if he had a signage plan, and Mr. Gourley stated that one had not been submitted yet and should follow after receiving the Highway Occupancy Permit.

Resident and landowner, Roman Rosh, was present and asked when the drainage pipe in the rear was going to be removed and who was going to remove it. The drainage pipe is located on Mr. Rosh's property and the applicant's property. He wants to see the answer to

this question in writing. Ed Reid, Zoning Officer, was asked about the drainage pipe and he stated that he was not aware of the existence of this pipe with the prior owner. Skip Schneider and Tim Gourley felt that this could be resolved with the completion of the storm water plan when the development has been approved by Athens Township.

Mr. Rosh asked who discovered the Deed discrepancy, and Mr. Gourley stated his surveyor found the error. Mr. Rosh then asked if there was a dumpster shown on the Plan, and it was stated "no". Mr. Rosh stated there was a right-of-way on the south side of this property, that he is the owner of that right-of-way, and there is no provision for this project due to what is stated in the previous Deed transfer of this property. The Planning Commission stated that this kind of discrepancy should be discussed and addressed with the attorneys who represent the parties involved. Mr. Rosh then stated that he had a problem with the "meets and bounds" of the survey. Mr. Gourley stated that he would talk with the surveyor and verify the documentation and the level of precision in this matter. Mr. Rosh asked if there was a provision for a fence, and Mr. Gourley stated no fence was proposed for the project. Mr. Rosh also questioned how tractor trailers were going to access the property.

Mr. Gourley stated that he would like to postpone the formal review of this application until the Deed is corrected. In the meantime, he would address the comments and deal with PennDOT for the Highway Occupancy Permit as he needs to submit a plan to PennDOT and get their comments prior to a final submission.

The Planning Commission agreed to list the discrepancies for the applicant's Engineer as follows:

1. Need to address comments of Skip Schneider in his letter dated April 26, 2017 (copy attached).
2. Need Lighting Plan submitted.
3. Need the pavement width on Elmira Street shown on the Plan.
4. Need a sign package submitted.
5. Need the drive aisle addressed as far as the width on the Plan.
6. Need to add a note on the Plan that the drainage pipe on the southwest corner needs to be removed.
7. Need to verify the lot areas on the Plan.
8. Need to provide a corrected Deed.

COMMENT: Need to submit a letter to the Athens Township Planning Commission requesting an extension of time for the land development submission.



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**PEARL STRANGE #17-03**

Bruce Benish of Benish Surveying was present along with the applicant, Pearl Strange, and the proposed lot purchaser and submitted eight (8) copies of a survey plan dated May 13, 2017 as prepared by Bruce Benish, P.L.S. for a two lot subdivision located on Strange Lane, zoned Residential Urban, received by the Zoning Office on May 15, 2017 along with a copy of the Application for Review of a subdivision, copy of Deed and Narrative.

Check #2992 dated May 15, 2017 from Bruce Benish Surveying in the amount of One Hundred fifty (\$150.00) Dollars for the filing fee, along with Check #2993 dated May 15, 2017 made payable to the Bradford County Treasurer in the amount of Twenty-five (\$25.00) Dollars for the review fee.

Motion by Ron Reagan, second by Clif Cheeks to review for Preliminary/final plan approval, and motion unanimously carried. A checklist was completed and the following deficiencies are noted as follows:

1. The shed and carport on the Plan needs to be moved out of the setback.
2. Need a letter from the Athens Township Sewer Authority that the project is authorized.
3. Need the missing will serve letters for the project.

Motion by Clif Cheeks, second by Jason Rogers to recommend Preliminary/final plan approval to the Supervisors at their meeting to be held on June 28, 2017 at 7:00PM, contingent on resolution of the deficiencies, and motion unanimously carried.

Motion by Jason Rogers to accept the Minutes of May 1, 2017 as read, second by Ron Reagan, and motion unanimously carried.

Meeting was adjourned at 8:30PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary



ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
July 10, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, July 10, 2017 at 7:02PM by Vice Chairman, Marion Carling.

Present: Clif Cheeks, Marion Carling, Jason Rogers, Cindy Parrish, Zoning Officer and Secretary, Elaine Daddona. Scot Saggiom and Ronald Reagan were unable to attend. All others in attendance signed a sign-in sheet hereby attached.

**JEFF PAUL #17-04**

Jeff Paul was present with his Attorney, Taunya Knolles, concerning a review for a possible land development application for a proposed change of use of a developed parcel which is not paved, located at 301 Shepard Road, Sayre, PA zoned Agricultural. Mr. Paul had applied to the Athens Township Zoning Hearing Board for a variance/special exception for a nonconforming use of the Zoning Ordinance to allow for the mixing of dry flour product and hearing was held on April 25, 2017. The Decision of the Zoning Hearing Board was to approve the request and grant the use; the variance application was withdrawn by stipulation. The Zoning Hearing Board granted the request with the condition that the applicant submit his plan to the Planning Commission.

The Planning Commission reviewed the Sketch Plan and discussed the proposed plan with Mr. Paul. The recommendation would be made to the Athens Township Supervisors that, based on the Athens Township Zoning Hearing Board's decision, this plan did not require a formal land development application.

**Tiffany/Brett Merritt #17-05**

The applicants, Tiffany and Brett Merritt, presented eight (8) copies of a survey plan dated April 4, 2017 and prepared by John W. Ward of MillStone Surveying for a two-lot subdivision located at 1101 Macafee Road, zoned Residential Suburban, received by the Zoning Office on June 8, 2017 along with a copy of the Application for Review of a subdivision, copy of Deed and Narrative.

Check #410 dated June 8, 2017 from Tiffany R./Barbara J. Ervin in the amount of One Hundred fifty (\$150.00) Dollars was received for the filing fee, along with Check #409 made payable to the Bradford County Treasurer in the amount of Twenty-five (\$25.00) Dollars for the review fee.

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Project Narrative states that Lot #2 of 1.10 acres has a mobile home and an approved sewage disposal site. Sewage flows for the lot are projected to be 400 gallons per day.

The residual tract (Lot #1) consisting of 6.422 acres has an approved test pit and perc holes.

Sewage flows are estimated to be 400 gallons per day from the 6.422 acre lot.

Adjoining properties are used for agriculture and residential. Sewage systems in the area are in-ground and sand mound.

Motion by Clif Cheeks, second by Jason Rogers to review for preliminary/final plan approval, and motion unanimously carried. A checklist was completed and the following deficiencies are noted as follows:

1. Need owners' signature on the Plan;
2. The front building setback line should be sixty-five (65') feet on the Plan.

Motion by Clif Cheeks, second by Jason Rogers to recommend preliminary/final plan approval to the Supervisors at their meeting to be held on July 26, 2017 at 7:00PM, contingent on resolution of the deficiencies, and motion unanimously carried.

**Williams Toyota, Phase 2 #17-06**

Timothy Gourley, P.E. of Dietz-Gourley Consulting, LLC was present along with David Adams representing the applicant, Randy B. Williams Trust for the Williams Toyota, Phase 2, land development application. Eight (8) copies of the land development application dated June 19, 2017 were hand delivered to the Zoning Office on this date along with Project Narrative, E&S Plan, Post Construction Stormwater Management Plan, copy of the property Deed, and Notarized Power of Attorney to act on the owner's behalf, Exterior Lighting Plan, Parking Inventory, Pending PennDOT HOP, Site Maneuvers, and Subsurface Report, Engineer Cost Estimates and applicable fees for the application.

Check #62329 from Williams Toyota dated June 14, 2017 in the amount of Five Hundred (\$500.00) Dollars for filing fee was received by the Zoning Office, along with Check #62330 in the amount of One Thousand Five Hundred (\$1,500.00) Dollars for the Engineer review fee,

and Check #62331 in the amount of Twenty-five (\$25.00) Dollars made payable to the Bradford County Treasurer for the review fee.

Mr. Gourley discussed the changes for the stormwater system, that the Indemnification Agreement for Phase II concerning the Stormwater Plan would be discussed with the Supervisors at the special meeting which is scheduled for Wednesday, July 19, 2017. He stated also that the parking issues have been addressed, and approvals from the Bradford County Conservation District and PennDOT are still pending.

Motion by Clif Cheeks, second by Jason Rogers to review the land development plan for Preliminary Plan approval, and motion unanimously carried.

William (Skip) Schneider, Township Engineer submitted a letter of review comments in his letter dated June 22, 2017 to the Planning Commission, hereto attached and made reference to.

A checklist was completed and the following deficiencies are noted:

1. Skip Schneider's comments #1 thru #8 with the notation about #5 that this is required by the Planning Commission.
2. The utility widths need to be identified in the Plan.
3. The location of any fire hydrants must be added to the Plan.
4. Need the owner's signature on the Plan.

Motion by Jason Rogers, second by Clif Cheeks, to recommend Preliminary plan approval to the Supervisors at their meeting to be held on July 26, 2017 at 7:00PM contingent on resolution of the deficiencies, and motion unanimously carried.

Motion by Jason Rogers to approve the Minutes of June 5, 2017 as read, second by Clif Cheeks, and motion unanimously carried.

Meeting was adjourned at 8:20PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary



ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
September 11, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, September 11, 2017 at 7:03PM by Chairman, Scot Saggiomo.

Present: Scott Saggiomo, Clif Cheeks, Marion Carling, Jason Rogers, Ron Reagan, Cindy Parrish, Zoning Officer, Skip Schneider, Township Engineer, and Secretary, Elaine Daddona. All others in attendance signed a sign-in sheet hereby attached.

**JOSEPH L./MARY LOU & DORIS H. HILEY #17-07**

The applicant, Joseph L. Hiley, submitted eight (8) copies of a survey plan dated August 7, 2017 as prepared by Bruce Benish, P.L.S. for a two lot subdivision located on Alleyhoot Road, zoned Woodland Conservation, received by the Zoning Office on August 21, 2017 along with a copy of the Application for Review of a subdivision, copy of Deed, Narrative and sewage module from Bradford County Sanitation dated August 28, 2017. Bruce Benish, surveyor, was not present for the application.

Check #2999 dated August 14, 2017 from Bruce Benish Surveying was received in the amount of One Hundred fifty (\$150.00) Dollars for the filing fee, along with Check #3000 dated August 14, 2017 made payable to the Bradford County Treasurer in the amount of Twenty-five (\$25.00)Dollars for the review fee.

Motion by Clif Cheeks, second by Marion Carling to review the subdivision for Preliminary/final plan approval, and motion unanimously carried. A checklist was completed and there were no deficiencies noted.

Motion by Clif Cheeks, second by Marion Carling to recommend Preliminary/final plan approval to the Supervisors at their meeting to be held on September 27, 2017 at 7:00PM, and motion unanimously carried.

**GATEWAY COMMONS (TREHAB, INC.) FINAL PLAN #17-08**

Dave Young of JHA Companies submitted the following documents which were received by the Zoning Office on August 21, 2017 for the Final land development plan for Gateway Commons: Athens Township Land Development application, eight (8) copies of an As-Built Plan dated August 21, 2017 prepared by JHA Companies, Project Narrative, Power of Attorney to JHA Companies from owner, utility "Will Serve" letters, Driveway Permit application copies, Wetland Permit and easement

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copies, Sewage documentation/PaDEP Sewage Exemption, and Property Site Deed.

Letter dated September 7, 2017 from William (Skip) Schneider, P.E., Athens Township Engineer, was received outlining the comments for the deficiencies of the Athens Township SALDO and general comments which are hereby attached by reference.

Dave Young stated that there were storm water problems due to a soil problem that the basins are not finished and are not perking properly. He discussed the plan to address the storm water problems with Skip Schneider, Township Engineer, and the Planning Commission. After the review of the as-builts as presented, Dave Young stated that he would submit revised plans with the proper corrections by Monday, September 18, 2017 to the Zoning Office prior to the Supervisor's meeting on September 27, 2017.

There were some prospective tenants for the apartments present to inquire as to whether or not they were going to be able to occupy the apartments by October 1, 2017. They stated that they were already scheduled with Trehab to do so. The Planning Commission explained that this was an issue for Trehab to address and that they should contact them, as Trehab had scheduled this before they actually had approval from Athens Township to do so. The Planning Commission added that if all was in order for the Supervisor's meeting scheduled on September 27, 2017 they should be approved to obtain the occupancy approvals.

Motion by Ron Reagan, second by Clif Cheeks to review for Final Plan approval and motion unanimously carried. A checklist was completed and the following deficiencies were noted:

1. All the deficiencies in the letter dated September 7, 2017 from William (Skip) Schneider, P.E. need to be addressed.
2. Need the Owner's signature on the Plan.
3. Need to bring the legend up to date on the Plan.
4. Need to complete the six (6)ft. fence on the north and south side of the playground.

Motion by Jason Rogers, second by Marion Carling to recommend approval to the Supervisors at their meeting to be held on September 27, 2017 contingent on resolution of the deficiencies as discussed.

Motion by Clif Cheeks to accept the Minutes of July 10, 2017 as read, second by Jason Rogers, and motion carried. Scot



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Saggiomo abstained due to fact he did not attend the meeting.

Meeting was adjourned at 8:50PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
October 2, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, October 2, 2017 at 7:00PM by Chairman, Scot Saggiomo.

Present: Scot Saggiomo, Clif Cheeks, Marion Carling, Jason Rogers, Ed Reid, Zoning Officer, and Secretary, Elaine Daddona. Ron Reagan was unable to attend. All others in attendance signed a sign-in sheet hereby attached.

**THERESA A. SMITH/PATRICK SULLIVAN #17-09**

The applicants, Theresa A. Smith and Patrick Sullivan, were represented by Attorney Taunya Rosenbloom and submitted eight (8) copies of a survey plan dated August 18, 2017 prepared by Butler Land Surveying, LLC for a two lot subdivision, Lot A to become part and parcel to the adjacent lot of Richard C. Schmidt II and Barbara J. Schmidt, located on Sullivan Drive of Queen Esther Estates, zoned Residential Suburban, received by the Zoning Office on August 21, 2017 along with a copy of the Application for Review of a subdivision, copy of Deed, and Narrative. Narrative states that Lot A is to become part and parcel to the adjacent lot of Richard C. Schmidt II and Barbara J. Schmidt described as tax parcel number 09-6.03-64 and recorded in the Bradford County Register and Recorder's Office as Instrument 201006807 to form a single lot of 1.51 acres.

Check #556 dated August 23, 2017 (receipt dated September 12, 2017) from Patrick Sullivan was received in the amount of One Hundred fifty (\$150.00) Dollars for the filing fee, along with Check #557 made payable to the Bradford County Treasurer in the amount of Twenty-five (\$25.00) Dollars for the County review fee.

Motion by Clif Cheeks, second by Jason Rogers to review the subdivision for Preliminary/final plan approval, and motion unanimously carried. A checklist was completed and the following deficiency was noted:

1. The right-of-way on the survey plan needs to be noted by the surveyor.

Motion by Marian Carling, second by Clif Cheeks to recommend Preliminary/final plan approval, contingent on resolution of the deficiency, to the Supervisors at their meeting to be held on October 25, 2017 at 7:00PM, and motion unanimously carried.

Motion by Clif Cheeks to accept the Minutes of September 11, 2017 as read, second by Jason Rogers, and motion unanimously carried.

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Meeting was adjourned at 7:25PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary

ATHENS TOWNSHIP PLANNING COMMISSION  
Regular Meeting  
November 6, 2017

The regular meeting of the Athens Township Planning Commission was called to order on Monday, November 6, 2017 at 7:01PM by Chairman, Scot Saggiomo.

Present: Scot Saggiomo, Clif Cheeks, Marion Carling, Jason Rogers, Ronald Reagan, Ed Reid, Zoning Officer, Skip Schneider, Engineer, and Secretary, Elaine Daddona. All others in attendance signed a sign-in sheet hereby attached.

**PATRICK M. SULLIVAN #17-10**

Patrick M. Sullivan was represented by Attorney Taunya Knolles Rosenbloom who was present along with John Amato, the purchaser, and submitted eight (8) copies of a survey plan dated September 28, 2017 prepared by Butler Land Surveying, LLC for a two-lot subdivision located on King Road (not part of Queen Esther Estates), zoned Residential Suburban and received by the Zoning Office on October 16, 2017 along with a copy of the Application for Review of a subdivision, and copy of property Deed. Narrative received on November 1, 2017 by the Zoning Office states that this is a two lot subdivision of a 40-acre parcel, and Lot #2 of 10.10 acres is vacant and is for residential use. Public sewer is located approximately 400 feet to the north of this parcel. Lot #1 of 30.42 acres is the remaining land. It is occupied by a house with public sewer. The surrounding parcels in this area are generally used for agricultural and residential purposes.

Check #2793 dated October 10, 2017 from John Amato was received in the amount of One Hundred fifty (\$150.00) Dollars for the filing fee, along with Check #2794 made payable to the Bradford County Treasurer in the amount of Twenty-five (\$25.00) Dollars for the County review fee.

Motion by Marion Carling, second by Clif Cheeks to review the subdivision for Preliminary/final plan approval, and motion unanimously carried. A checklist was completed and no deficiencies were noted.

Motion by Marion Carling, second by Jason Rogers to recommend Preliminary/final plan approval to the Supervisors at their meeting to be held on November 29, 2017 at 7:00PM, and motion unanimously carried.

**AQUA PENNSYLVANIA, INC. #16-06**

Ann Kyper Reynolds, P.E., project Engineer for Aqua Pennsylvania, Inc. was present for submission of the Final Plan for the land

development for the new office, shop and storage area to relocate their operations center from its current location in Sayre, PA. Documents submitted to the Zoning Office on October 16, 2017 are as follows: Final Land Development Plan dated October 16, 2017; Application for review, copy of property Deed; Final Land Development plans; Final Building floor plan; Stormwater Management Plan Report (pending); Will Serve letters from Valley Energy, Inc., Athens Township Authority and Aqua; findings of the Zoning Hearing Board dated June 15, 2016; review letter from Township Engineer dated August 1, 2016; response letter from GHD dated August 23, 2016; E & S Control Plan approval letter dated August 24, 2016 and DEP Act 537 Planning Exemption letter dated December 13, 2016.

Narrative states that Aqua and their predecessors have owned the property since 1988 and have used it for storage. The new space will be occupied by Aqua's six full-time and one part-time staff members that operate and maintain the Susquehanna Division public water system for the area.

The new building will include conference/work areas, private offices, men's and women's restrooms, a kitchenette and space for the Supervisory Control and Data Acquisition (SCADA) equipment to monitor the water system's status. A floor plan for the building interior was submitted. The shop/garage will be used to park company vehicles and perform repairs and maintenance.

A fenced storage area will continue to be used to keep on hand pipe, fittings and items necessary to make repairs to the water system. Small stockpiles of aggregates and other restoration materials will continue to be kept onsite for off hour emergencies that require excavation and backfill.

Ms. Reynolds explained that they had just done a regrading on one of the storm water ponds on Friday and stated that the parking lot striping had been completed. Skip Schneider, Athens Township Engineer stated he did not have any written comments to submit due to the changes to the Storm water Plan just prior to this meeting and would need to review them when they become available. Also, Ed Reid stated that when he and the Township Engineer had done a walk-through of the development, they noticed that the trees from the screening were as much as ten feet apart and wondered how quickly they might grow for proper screening to the development from the adjoining property. A discussion followed regarding this.

Ms. Reynolds stated that she would be submitting the storm water revisions by November 20, 2017 so they could be reviewed prior to the

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Supervisors meeting to be held on November 29, 2017. It was agreed by Ms. Reynolds, Skip Schneider and the Planning Board that a "slip sheet" could be added to the plans already submitted rather than a whole new set of plans.

A cash payment from the applicant in the amount of Five Hundred twenty-five (\$525.00) Dollars was received by the Zoning Office on October 16, 2017 for the filing fee; along with a cash payment of One Thousand Five Hundred (\$1,500.00) Dollars for the Engineer review fee; and a cash payment of Twenty-five (\$25.00) Dollars for the County review fee.

Motion by Clif Cheeks, second by Jason Rogers, to review the Final Plan as submitted, and motion was unanimously carried. A checklist was completed and the following deficiencies were noted:

- 1) Will need a statement from the landscaper regarding the growth rate of the trees on the Plan;
- 2) Will need an updated copy of the storm water changes to the Plan (Pages C002 and C003) to be updated and inserted into the Plan.

Motion by Jason Rogers, second by Marion Carling to recommend approval to the Supervisors at their meeting to be held on November 29, 2017 at 7:00PM contingent on resolution of the listed deficiencies, and motion unanimously carried.

Motion by Clif Cheeks, second by Jason Rogers to accept the Minutes of October 2, 2017 as read, and motion carried. Ron Reagan abstained.

Meeting was adjourned at 8:15PM as there was no further business to discuss.

Respectfully submitted,

Elaine Daddona, Secretary

