

**BOARD OF SUPERVISORS OF THE TOWNSHIP OF CAMBRIDGE**  
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**REGULAR MEETING**

**FEBRUARY 14, 2022**

**CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG:** Chairman Cole called the February 14, 2022 Regular Meeting of the Board of Supervisors to order at 7:00 PM, in the Municipal Building, 22530 Electric Drive, Cambridge Springs, Pennsylvania, followed by a moment of silence and the salute to the flag. The meeting was conducted in a hybrid format.

**ROLL CALL:** Supervisors participating were Kevin Cole and Charlie Bauer, with Secretary/Treasurer/Zoning Officer, Debra E. Merritt; and, Resident, Pat Hermann present at the Municipal Building.

**IDENTIFICATION OF RECORDING DEVICES:** There were no recording devices identified.

**PUBLIC COMMENT PERIOD:** There were no comments offered by the public at this time.

**SUPERVISOR COMMENTS:** There were no comments from the Supervisors.

**PUBLIC REQUESTS BY PRIOR ARRANGEMENT:** There were no requests made by prior arrangement.

**BOARDS AND COMMISSIONS:**

**CAJA** – Minutes from the January 4, 2022 were received from CAJA. Mr. Bauer noted that French Creek is causing erosion down at the sewer treatment plant and, accordingly, CAJA is looking for potential grants for bank stabilization/restoration in order to slow the erosion.

**ZONING/PLANNING –**

- **Planning Commission:** Minutes from the May 17, 2021 and August 16, 2021 Meetings were received from the Planning Commission.
- **Zoning Hearing Board:** There were no minutes received from the Zoning Hearing Board.
- **Zoning Officer:** A written report was submitted by the Zoning Officer.
- **Subdivision Review.** A Minor Lot subdivision has been submitted by Daniel Thumm of Porter Consulting Engineers, on behalf of Meadville Forging Co. This subdivision proposes to subdivide Parcel No. 1504-005-1, to create Lot No. 1-A (7.471 acres which includes an existing garage) and Lot No. 1-B (1.465 acres which includes all the lands located on the south side of McClellan Street). Mr. Cole stated that upon review of the proposed subdivision, this matter would be tabled until the March 14, 2022 Regular Meeting.
- **Subdivision Review.** A Single Lot subdivision has been submitted by Allen Yard of Area Surveying, on behalf of Roger and Amy Swanson of Thornapple Drive. This subdivision proposes to subdivide Parcel No. 1506-015-60, to consolidate a portion with Parcel No. 1506-015-42-R and the remainder with Parcel No. 1506-15-43-R.

Motion by Mr. Bauer to approve the single lot subdivision submitted by Allen Yard of Area Surveying, on behalf of Roger and Amy Swanson for property located on Thornapple Drive in Cambridge Township. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Absent

**FRENCH CREEK COUNCIL OF GOVERNMENTS** – The next meeting of the French Creek Council of Governments is scheduled for Thursday, April 21, 2022 at 11:30 AM.

**TAX COLLECTION COMMITTEE** – The next meeting of the Crawford County Tax Collection Committee is scheduled for Thursday, October 20, 2022, at 6:00 PM in the West Mead Township Building.

**SEWAGE** –There was no report received from Peter Homchenko, Sewage Enforcement Officer.

**PROJECTS AND UNFINISHED BUSINESS:**

**Ordinance No. 01 of 2022 – Scheduling of Public Hearing.** Mr. Cole noted that Northwestern REC has filed a petition to rezone their parcels located in the Industrial Park to the Suburban Residential Zoning District, as well as amend the definition of Place of Worship and Assembly to include the terminology, Senior Center and Community Center. The County Planning Office, as well as Solicitor Shaddinger are currently reviewing the proposed Ordinance. Accordingly, it is recommended that the Board schedule and advertise the required Public Hearing for Monday, March 14, 2022. Thereafter, after taking public comment, the Board may consider the proposed Ordinance for enactment at the Monday, April 11, 2022 Regular Meeting.

Motion by Mr. Cole to schedule and advertise a Public Hearing to inform and take public comment on the proposed Ordinance No. 01 of 2022, an Ordinance Amending the 2016 Cambridge Township Zoning Ordinance and the Cambridge Township Zoning Map to Rezone Parcels Located in the I-2 Industrial Park Zoning District to the R-1 Suburban Residential Zoning District, for Monday, March 14, 2022 at 6:30 PM to be held at the Municipal Building, 22530 Electric Drive, Cambridge Springs, PA 16403. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Absent

**NEW BUSINESS:**

**Participation in the 2022-2023 State Salt Contract.** Motion by Mr. Bauer to authorize the Secretary to complete and submit the Salt Contract Participation Agreement on behalf of the Township, for 100 tons of Road Salt, under the 2022-2023 State Contract. Second by Mr. Cole

Cole: Yes

Bauer: Yes

Blystone: Absent

**Joint Bidding for Seal Coating.** Mr. Cole noted that the Township has been requested and has subsequently agreed to be the lead municipality for a Joint Seal Coat bid for adjacent Townships. Bid packets will be advertised in the April 8<sup>th</sup> and April 15<sup>th</sup> editions of the Meadville Tribune, with the subsequent bid opening on Friday, May 6, 2022 at 10:00 a.m. at the Municipal Building. Accordingly, discussions regarding 2022 seal coating work would take place at the March 14, 2022 Regular Meeting.

**Joint Bidding for Hard Surface Repairs.** Ms. Merritt noted that a Joint Purchasing Meeting was held on Friday, February 11, 2022 at West Mead Township to discuss the possibility of a joint bid for hard surface repairs. She indicated that bid packets would need to be submitted by April 1<sup>st</sup>, with advertisements on April 6<sup>th</sup> and April 13<sup>th</sup>, and the subsequent bid opening on Monday, May 2<sup>nd</sup> at 1:00 p.m. at West Mead Township. Accordingly, discussions regarding 2022 paving work would take place at the March 14, 2022 Regular Meeting.

**Staci Samuels Conditional Use Hearing.** Motion by Mr. Cole to schedule and advertise a Conditional Use Hearing for Monday, March 14, 2022 at 6:15 PM, for Staci Samuels who is seeking a Home-Lot Occupation for property located at 22219 US Highways 6 and 19, Venango, PA 16440. Ms. Samuels is seeking approval for a Home-Lot Occupation in order to operate a cut-flower business on her property. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Absent

**Appointment of a Primary Sewage Enforcement Officer.** Motion by Mr. Bauer to appoint Michael Rinkevich as Cambridge Township's Primary Sewage Enforcement Officer, for the remainder of 2022, and at his current rate schedule. Second by Mr. Cole.

Further Discussion: Mr. Cole stated that he believed that a thank you note should be sent to Mr. Homchenko for his numerous years of service to the Township. Ms. Merritt stated that she would send one to him on behalf of the Board and the residents.

Cole: Yes                      Bauer: Yes                      Blystone: Absent

**Appointment of a Deputy Tax Collector.** Motion by Mr. Bauer to affirm the appointment of Linda E. Doult as the Township's Deputy Tax Collector in accordance with Act 48 of 2015, and to further affirm the Secretary/Treasurer's signature on the Department of Community and Economic Development's Appointment of a Deputy Tax Collector Form (Form DCED-CLGS-05B). Second by Mr. Cole.

Cole: Yes                      Bauer: Yes                      Blystone: Absent

**Park Project at the Venango Volunteer Fire Department.** Mr. Cole stated that the Township has been contacted by Venango Borough Council member Jessica Graf requesting the Township's support of a park project which will be located at the Venango Volunteer Fire Department. A copy of Ms. Graf's email has been provided for the Board's review and consideration. Additionally, Ms. Graf will be attending the Board's March 14, 2022 Regular Meeting to answer any questions the Board may have regarding the project and request.

**ROADMASTER'S REPORT:** A written report has been submitted by the Roadmaster.

**SECRETARY/TREASURER'S REPORT:**

Motion by Mr. Bauer to accept the Treasurer's Report and make Payment of the Bills as presented. Second by Mr. Cole.

Cole: Yes                      Bauer: Yes                      Blystone: Absent

Motion by Mr. Cole to accept the minutes of the January 3, 2022 Organizational and Regular Meeting, as presented. Second by Mr. Bauer.

Cole: Yes                      Bauer: Yes                      Blystone: Absent

**PUBLIC COMMENT PERIOD:** Mr. Hermann began by stating that he was disappointed to see that none of the Supervisors, or the Roadmaster, were able to participate in this evening's meeting. Mr. Cole noted that while they are not physically present, they are participating. Mr. Hermann questioned whether the Township mixed their salt and anti-skid or whether it was applied separately. Mr. Cole stated that it is applied by separately, in separate trucks. Mr. Hermann further questioned whether the Board would be considering hard surfacing Ridge Road. Mr. Cole stated that no decisions have been made and that road work would be addressed at the March Regular Meeting. Lastly, Mr. Hermann wanted to thank the road crew employee who sanded the end of Ridge Road. He stated that very little sun is able to reach the road from the intersection of Birchard Road westward, which results in icy conditions this time of year. He stated that he stopped the employee and requested that he heavily apply anti-skid to road, and the employee did so and for that he wanted to say thank you.

**FURTHER BUSINESS:** There was no further business for the Board to address.

**ADJOURNMENT:** There being no further business, Mr. Cole moved to adjourn, with a second by Mr. Bauer. All were in favor and the meeting was adjourned at 7:20 PM.



Debra E. Merritt, Secretary