

THE REGULAR MONTHLY MEETING OF THE TRUMBULL COUNTY PLANNING COMMISSION WAS OFFICIALLY CALLED TO ORDER BY THE CHAIRMAN, ROBERT MARINO, JR. ON MARCH 10, 2020, AT 9:00 A.M. IN THE TRUMBULL COUNTY PLANNING CONFERENCE ROOM.

I. ROLL CALL

Roll Call was taken as follows:

Mr. David Barran	Excused
Mr. Mauro Cantalamessa	Excused
Mr. James Davies	Present
Mr. Frank Fuda	Present
Mr. Robert Marino Jr.	Present
Mrs. Melissa Miller	Present
Mr. Bob Moody	Excused
Mr. Richard Musick	Excused
Mr. Phillip M. Pegg	Present
Mr. Daniel Polivka	Present
Mrs. Darlene St. George	Present

Trumbull County Planning Commission Staff: Julie M. Green, Director; Nicholas Coggins; Thomas J. Keiran; Katie Phillips and Mitzi Sabella
Also in attendance: Tony Stellato, ODJFS; Mark Stimpert, Newton Falls Zoning Department; and Richard Jackson, Trumbull County Human Resources Director

- II. APPROVAL OF AGENDA
 - III. APPROVAL OF PLANNING COMMISSION MINUTES
 - IV. APPROVAL OF EXPENSES
 - V. COMMUNICATIONS
 - VI. DIRECTOR'S REPORT
 - VII. REPORTS OF COMMITTEES
 - VIII. PUBLIC REMARKS
 - IX. RESOLUTION FOR ADOPTION
 - X. OTHER BUSINESS/UPDATES
 - XI. ADJOURNMENT
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II. APPROVAL OF AGENDA

Mrs. Miller made a motion to approve the agenda dated March 10, 2020; seconded by Mr. Fuda. The motion was carried.

III. APPROVAL OF PLANNING COMMISSION MINUTES

A. Regular Meeting – February 11, 2020

Mrs. St. George made a motion to approve the Planning Commission regular minutes of February 11, 2020; seconded by Mr. Fuda. The motion was carried.

IV. FINANCIAL REPORT

Mr. Davies made a motion to approve the financial report dated as of February 29, 2020; seconded by Mrs. Miller. The motion was carried.

V. COMMUNICATIONS

Mr. Fuda made a motion to accept a letter from William Danso from the Trumbull County Prosecutor's Office dated February 21, 2020, regarding Compatibility of Positions - Planning Commission Member and Board of Zoning Appeals; seconded by Pegg. The motion carried.

Mrs. Green also passed out a copy of an email thanking Katie Phillips for her assistance and professional emails regarding a lot split application.

VI. DIRECTOR'S REPORT

Mrs. Green highlighted the following in the Director's Report:

2020 Decennial Census

She stated that Census Day is April 1, 2020, and that there is a Complete Count Committee meeting scheduled for March 11, 2020, at 1:00 p.m. at the Planning Commission Office. She stated that our funding streams for our grants is based on the Census.

Youngstown Air Reserve Station (YARS) Joint Land Use Study (JLUS)

Julie Green stated that she was in San Antonio, Texas, during the last Planning Commission meeting and had an opportunity to present with the consultant, Matrix Design Group, regarding the Youngstown Air Reserve Station Joint Land Use Study. She stated that we in the process of submitting an implementation grant to the DOD OEA, and two drafts have been submitted. She stated that Jay Sweat, Project Manager, has been very helpful in the development of the grant application to submit.

City of Warren Comprehensive Plan

Ms. Green and Nic Coggins reported that the plan is being edited and finalized, and the projected schedule for completion is the end of April or May.

There were no further reports under the Director's Report. Mr. Fuda made a motion to approve the Director's Report of March 10, 2020; seconded by Mrs. Miller. The motion was carried.

VII. REPORTS OF COMMITTEES

A. Plats and Zoning Committee Meeting

Mrs. Miller made a motion to approve the minutes of the Plats and Zoning Committee meeting of February 28, 2020; seconded by Mr. Polivka. Mr. Pegg abstained. The motion carried.

B. Personnel Committee Meeting

Mr. Polivka made a motion to approve the minutes of the Personnel Committee meeting of February 25, 2020; seconded by Mr. Fuda. The motion carried.

Julie Green reviewed the changes of the Trumbull County Planning Commission By-Laws. The board made several suggestions to the By-Laws. Mr. Fuda made a motion and seconded by Mrs. St. George to do a first reading of the By-Laws. The motion was carried. Mr. Marino requested that Julie Green have the By-Laws reviewed by Mr. Danso before the next meeting.

Julie Green also stated that she has the revised job descriptions of the staff and the evaluation tool. She stated that additional duties were added to the job descriptions. She said that she reached out to Mr. Jackson and asked for his assistance during the evaluation which will take place on the service date anniversary of the staff. She said that non-monetary incentives in the way of addition days off for employees were discussed. Mr. Marino told Julie to share the job descriptions with the board via email. The board took no action and want it brought back next month.

VIII. PUBLIC COMMENTS - There were no public comments at this meeting.

IX. RESOLUTIONS FOR ADOPTION

A. Plats and Zoning Committee Resolutions

Mr. Davies made a motion to approve Resolution No. 3-2020-6; seconded by Mrs. Miller. Mr. Pegg abstained. The motion carried.

RESOLUTIONS FOR ADOPTION, Continued:

Mr. Davies made a motion to approve Resolution No. 3-2020-7; seconded by Mrs. Miller. The motion carried.

Mr. Davies made a motion to approve Resolution No. 3-2020-8; seconded by Mrs. Miller. Mrs. St. George abstained. The motion carried.

X. OTHER BUSINESS/UPDATES

No other business or updates were presented.

XI. ADJOURNMENT

There being no further business, Mr. Fuda made a motion to adjourn; seconded by Mr. Polivka. The motion carried.

The meeting was adjourned at 10:15 a.m.

Signed 

Date July 14, 2020