

THE REGULAR MONTHLY MEETING OF THE TRUMBULL COUNTY PLANNING COMMISSION WAS OFFICIALLY CALLED TO ORDER BY THE VICE CHAIRMAN, JAMES SHADER, ON OCTOBER 10, 2017, AT 9:01 A.M. IN THE TRUMBULL COUNTY PLANNING CONFERENCE ROOM.

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Roll Call was taken as follows:

Mr. David Barran	Present -- left 11:08
Mr. Jeff Brown	Vacation
Mr. Mauro Cantalamessa	Present
Mr. Frank Fuda	Present
Mr. Lewis Kostoff	Present
Mr. John Mahan	Present
Mr. Richard Musick	Present
Mr. Daniel Polivka	Present -- arrived 9:04
Mr. David Rouan	Present
Mrs. Darlene St. George	Present
Mr. James Shader	Present

Trumbull County Planning Commission Staff:

Trish Nuskievicz, Director	Rich Fender
Shane Burkholder	Nick Coggins
Cheryl Wood	

Also in attendance: Stephen Papalas, Jack Simon and Randy Smith, County Engineer's Office; Nadine Grimley, WKBN; Ed Runyan, Vindicator; Richard Jackson, County Human Resource Director; Kim Mascarella, Howland Township

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- I. APPROVAL OF AGENDA
- II. APPROVAL OF PLANNING COMMISSION MINUTES
- III. APPROVAL OF EXPENSES
- IV. DIRECTOR'S REPORT
- V. COMMUNICATIONS
- VI. REPORTS OF COMMITTEES
- VII. RESOLUTIONS FOR ADOPTION
- VIII. OTHER BUSINESS
- IX. ADJOURNMENT

**I. APPROVAL OF AGENDA**

Mr. Mahan made a motion to approve the agenda dated October 10, 2017; seconded by Mr. Musick. The motion carried.

**II. APPROVAL OF PLANNING COMMISSION MINUTES**

Mr. Mahan made a motion and seconded by Mrs. St. George to approve the Planning Commission minutes of the September 12, 2017, Board meeting. The motion carried.

**III. FINANCIAL REPORT**

Mr. Musick made a motion to approve the financial report dated as of September 30, 2017; seconded by Mr. Cantalamessa. The motion carried.

**IV. COMMUNICATIONS - None**

**V. DIRECTOR'S REPORT**

Trish Nuskievicz reviewed the Director's Report calling attention to the following:

A. City of Girard Comprehensive Plan

The Comprehensive Plan has passed through the City's Planning Commission and is Council approval. Zoning Review and Recommendations is scheduled to be complete by the end of November of this year.

B. City of Warren Safe Routes to School

The draft School Travel Plan is under review and the Public Meeting for Comments is scheduled for October 12, 2017 at 6:00 p.m.

C. Trumbull County Subdivision Regulations' Review and Amendments

These have been transmitted to the Trumbull County Commissioners' office on July 24<sup>th</sup>, and the Commissioners' Public Hearing is scheduled for October 11, 2017. After the Public Hearing the Commissioners' would approve the amendments by Resolution and pass back to the Planning Commission for the final Public Hearing and Adoption.

E. City of Warren Comprehensive Plan

Shane Burkholder will be scheduling several public meetings throughout the City

to review the inventory and gather information to help develop the Community Vision.

G. Economic Development

Mr. Coggins reported that Venture Plastics has completed an Enterprise Zone Agreement for a planned expansion. He is also working on site selection with a Company in the Northeast area of Trumbull County.

Mr. Mahan made a motion to accept the Director's Report of October 10, 2017; seconded by Mr. Polivka. The motion carried.

**VI. REPORTS OF COMMITTEES**

A. Plats and Zoning Committee - Lewis Kostoff, Chairman

Copies of the Plats and Zoning Committee Report of October 3, 2017, were included in the Board Members' books for review. Mr. Mahan made a motion to accept the October 3, 2017, Plats and Zoning Committee Report; seconded by Mr. Cantalamessa. The motion carried.

**VII. RESOLUTIONS FOR ADOPTION**

A. Plats and Zoning Committee Resolutions

Mr. Mahan made a motion and seconded by Mr. Cantalamessa to adopt Resolution No. 10-2017-45. The motion carried. Mrs. St. George Abstained. Mr. Mahan made a motion and seconded by Mr. Polivka to adopt Resolution No. 10-2017-46. The motion carried. Mrs. St. George abstained. Mrs. St. George made a motion and seconded by Mr. Fuda to adopt Resolution No. 10-2017-47, Mr. Rouan raised a question regarding encroachments. Mr. Rouan proposed amendment to said Resolution No. 10-2017-47 to include plat approval upon removal of encroachments. Mr. Fuda made a motion to approve with amendment and seconded by Mr. Polivka. The motion carried. Mr. Rouan Abstained. Mr. Polivka made a motion and seconded by Mr. Musick to adopt Resolution No. 10-2017-48. The motion carried. Mr. Rouan Abstained.

**VIII. OTHER BUSINESS**

A. Action necessary to approve retroactive increase in duties and salary for Nicholas Coggins.

Mr. Mahan made a motion and seconded by Mr. Cantalamessa. The motion carried.

B. Mr. Musick brought up discussions regarding the status of the Missile Defense

and Ravenna Arsenal selection; Submission of Amazon Site request for Trumbull County. Mrs. St. George brought up discussion of the need to update the Planning Commission Standard Operating Procedures. Mr. Shader advised the need to appoint a By-Laws and Standard Operating Procedure Committee to review and update these documents. Mr. Polivka made a motion for the Chairman to appoint Board Members to this Committee; seconded by Mr. Musick. The motion carried. Board members expressed interest in the By-Laws Committee – Mrs. St. George, Mr. Shader, Mr. Fuda, Mr. Barran, possibly Mr. Brown if interested.

C. Executive Session

Mr. Fuda asked if they were still going to enter into Executive Session, then made a motion to enter Executive Session and requested Mr. Richard Jackson, the Human Resource Director's attendance; Mr. Cantalamessa seconded the motion; A roll call vote was taken. Mr. Barran – Aye, Mr. Cantalamessa – Yes, Mr. Fuda – Yes, Mr. Kostoff – Yes, Mr. Mahan – Yes, Mr. Musick – Yes, Mr. Polivka – Yes, Mr. Rouan – Yes, Mrs. St. George – Yes, Mr. Shader – Yes. The motion carried. Executive Session began at 9:38 a.m. Mr. Musick made a motion to return from Executive Session at 11:08 a.m., seconded by Mr. Fuda. The motion carried.

D. Personnel Committee

Mr. Rouan made a motion for the Personnel Committee to convene and meet for the purpose to review personnel matters that have been raised concerning members of the Planning staff and operations of the Planning Commission. The Committee shall then report back with recommendations; seconded by Mr. Cantalamessa. A roll call vote was taken. Mr. Barran – left meeting at 11:08, Mr. Cantalamessa – Yes, Mr. Fuda – Yes, Mr. Kostoff – Yes, Mr. Mahan – Yes, Mr. Musick – Yes, Mr. Polivka – Yes, Mr. Rouan – Yes, Mrs. St. George – Yes, Mr. Shader – Yes. The motion carried. Further discussion regarding number of committee members increasing to five, Mr. Rouan and Mrs. St. George volunteered.

**IX. ADJOURNMENT**

There being no further business, Mr. Musick made a motion to adjourn; seconded by Mr. Mahan. The motion carried. The meeting was adjourned at 11:14 a.m.

Signed Seem Kostoff

Date 11-14-17