

MINUTES
MIFFLIN COUNTY PLANNING COMMISSION REGULAR MEETING
August 28, 2025
MIFFLIN COUNTY COURTHOUSE

ATTENDANCE

Members

Dan Dunmire, Vice Chair
Dan Firth
Edward Mann
Joshua Yetter Clark
Kay Semler
Michele Bair, Secretary
Tom Lake
William Campbell

Other

Sierra Bolger, Lewistown Sentinel
Craig Bubb, MCMA Executive Director
Kelly Shutes, Derry Township
Lucas Parkes, EADS Group
Kevin Kodish, Commissioner

Staff

James Lettiere, Planning Director
Candace Rager, Planning Secretary

Call to Order

Vice Chair Dunmire called the meeting to order at 3:31 p.m.

Introduction of New Planning Commission Member

Dunmire introduced and welcomed Ed Mann as a new member of the planning commission. Mann will serve to fulfill a remaining term until December 31, 2025 and then he will be reappointed for a full four year term. Each member in attendance introduced themselves.

Record of Public Attendance

Dunmire confirmed all present signed the record of attendance.

Approval of Meeting Minutes

Dunmire requested a motion to approve the minutes from the July 24, 2025 meeting. Secretary Bair made a motion to approve the minutes. Campbell seconded the motion. All members voted aye.

Public Comment

No public comment was given.

Mifflin County Municipal Authority (MCMA) Update

Dunmire introduced MCMA Executive Director, Craig Bubb. Bubb provided handouts and gave updated information regarding the current projects for the MCMA. One of the handouts detailed the history of the MCMA and contained a previous water supply feasibility engineering study,

tables and graphs of MCMA operations, and a number of project descriptions with cost analysis. Other handouts included an annual report for the water works operations, maintenance systems and public information on the services MCMA provides. The handouts are included with the MCPC monthly meeting minutes.

Subdivision and Land Development Review Committee Report

There are a total of six (6) plans submitted for August.

Of those plans submitted:

- Three (3) Wright Land Surveying, one (1) Sarge Engineering, one (1) Booher Surveying, one (1) Burget & Assoc.
- Five (5) plans are under municipal ordinance and one (1) plan under county ordinance
- One (1) non-residential land development, four (4) lot additions, one (1) lot line adjustment

The plans are for Timothy & Kati Aumiller (Oliver Township), Josiah & Rhoda Lapp (Oliver Township), Robert & Carolyn Dillon (Armagh Township), Dwight Kochenderfer/Nathan Smith (Granville Township), M&J Land Acquisition (Wayne Township), Toby & Beth Spigelmyer (Granville Township)

Municipal Subdivision Plans

The subdivision and land development review committee members reviewed the plans on August 21, 2025. Director Lettiere stated there were no amendments to the comments for the municipal plans submitted. The M&J Land Acquisition plan (Wayne Township – County) was discussed and Lettiere stated the recommendations. Despite the applicant's request for a one-year extension, the committee agreed to grant a 90-day conditional approval pending a response within 15 days from receiving a letter, via certified mail, of the requirements. Dunmire requested a motion for the 90-day extension and conditional approval regarding the M&J project. Campbell made a motion and Clark seconded it. All voted aye. Dunmire requested a motion to accept the comments for the municipal plans. Lake made a motion to accept the comments. Campbell seconded the motion. All voted aye.

Act 13 Marcellus Shale Legacy Fund Grant Applications

Lettiere stated the Marcellus Shale Legacy Fund was open for over two months. For the first deadline, one application was submitted. Another two-week period was extended to the municipalities with two additional applications being submitted. The commissioners allocated \$50,000 for the first round. A total of \$35,050 of requests were made. The remaining amount will be kept in an account for next year's funding. Derry Township Manager, Kelly Shutes, presented the Kish Park Walking Trail project, requesting \$15,000. The township is making efforts to upgrade Kish Park. Some of the improvements include new restrooms, a playground, widening of the walking trail, and a mini-golf project. If granted, these funds will not be used for construction costs but for design engineering and management, which are eligible expenses. Lettiere stated the other representatives were unable to attend the meeting and then explained details of the other two projects. In Brown Township, \$10,089 is being requested for a new pavilion (replacing an old one) in Bender Park. In Burnham Borough, \$10,000 is being requested

to enhance the Veterans Memorial Circle by installation of additional street lighting, new concrete curbs, crash bollards at all four approaches to the circle, and ADA ramps at existing crosswalk locations. Lettiere made a recommendation for all three projects to be funded. Dunmire requested a motion for approval. Firth made a motion to approve and Campbell seconded it. All voted aye.

2024 Mifflin County Annual Report

The planning commission was presented with a draft of the 2024 Mifflin County Annual Report for review, allowing for feedback and editorial comments. Lettiere explained there were no annual reports for 2022 and 2023 due to department capacity issues. Dunmire remarked that the report was excellent. After some discussion, Dunmire requested a motion to approve the report for presentation to the commissioners. Clark made a motion and Campbell seconded it. All voted aye.

Project Updates

The Active Transportation Plan identifies Pilot Project B: SR 1005 Electric Avenue, South Logan Boulevard, and Highland Park as a community connector corridor project (Ort Valley Road to entrance of Kish Park). Lettiere stated the project consultant, commissioners, and planning office concur this project will be a good candidate to be funded under the PennDOT transportation program. The application request will be for \$1.5 million dollars for a \$2.6 million dollar project. There are two (2) schools, Geisinger-Lewistown Hospital, Geisinger Cancer Treatment Center, dialysis center, several churches, Derry Township Park, restaurants, and businesses within the project area. The project will include widening of sidewalks, pedestrian crossings, ADA ramps, dedicated bike lanes, traffic calming signage, wayfinding and access management. This project will be implemented in phases. The draft application is due September 5th and final application due October 31st.

Other Business

The next MCPC meeting will be September 25, 2025.

Adjournment

Dunmire announced the meeting adjourned at 4:40 pm.

Minutes Approved

Signature

Date