

SALEM TOWNSHIP PLANNING COMISSION
MEETING MINUTES
MUNICIPAL BUILDING
6:00 P.M.
November 5, 2025

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

John Durco PC member(ABSENT)

Paul Holleran, PC Vice-chair

Connie Mattei, PC Chair

Gary Falatovich, Township Solicitor(REMOTE)

Kelly Otto, Township and PC Secretary

4. ADMINISRATIVE

- A. Motion made by Paul Holleran and seconded by Connie Mattei to approve the Minutes of the previous Planning Commission meeting of August 6, 2025 (Scherf)**

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

5. NEW BUSINESS

A. Stone-Porter Lot Line Revision

Present Terry Siefers, Urban Terrain (Surveyor)

- 1. Motion made by Paul Holleran and seconded by Connie Mattei to review and accept the Stone-Porter Lot Line Revision application as complete.**

Resident Eric Hageder questioned whether there was a building permit issued for the encroached wall and where it is located. Connie Mattei said it is in Totteridge and a building permit was issued for the structure itself 15 years ago, we don't know if one was issued for the wall. It is possible that the wall was built after the structure.

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

- 2. Motion made by Paul Holleran and seconded by Connie Mattei to discuss and recommend approval of The Stone-Porter Lot Line Revision Plan to revise the boundary line between lots 23 and 24 bearing tax map parcel #57-23-02-0-011 and 57-23-02-0-012 respectively. The board is to make a recommendation to the Board of Supervisors. PC's recommendation for approval is conditioned on the following:**

Connie pointed out that under the Owner's certification the proper name of Adam W. Stone and Jennifer A. Stone and William J. Porter III are correct but in the owner's info at the bottom of the plan they are abbreviated. Connie asked Solicitor Falatovich if they need to match. Solicitor

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Falatovich said they do not as long as they are consistent and correct in the certification where they sign.

Eric Hageder expressed concerns over Solicitor fees that residents will pay to correct another “Totteridge” setback issue. Solicitor Falatovich said nothing more will be put in that he puts in for a normal planning review. Lot line revision is one of the simplest subdivision plans that there is and fees should be covered with the application fee.

Eric asked if the home is across the line too or just the edge of the driveway and does this affect the setback for the adjacent property. Terry Siefers said just the edge of the driveway is across the line. The home is built within the standard setbacks. The setbacks for the adjacent property conform. The 6 ft doesn’t have anything do with the setbacks.

Connie Mattei said that Totteridge Drive would need to be labeled as a private road.

Solicitor Falatovich asked Terry what he thought of the new drafting checklist since he was one of the first applicants to use the new forms. Terry said the checklist helped him tremendously. He said it worked very well.

1. As per Section 502(H)(6), tract boundaries with bearings and distances for each lot (Lot 23 and Lot 24) should be shown on the Plan.
2. Show on the Plan the width of the area of the Porter parcel to be joined to the Stone parcel.
3. The area to be joined to the Stone parcel must be linked to the existing Stone parcel with a “land hook.”
4. The setback lines shown on the Plan are not consistent with the Township’s setback lines, but are consistent with the setbacks approved on the recorded plan for Lots 23 and 24 in the Totteridge Development. To clarify this on the Plan, the following Note must be added:

“The setback lines shown on the plan are required by the Totteridge Unit Number 3 Subdivision as recorded with the Recorder of Deeds of Westmoreland County at Instrument No. 200608290042465 and exceed the minimum setback requirements of the Township’s Subdivision and Land Development Ordinance.”

5. Both the Owners’ Certifications indicate that “no building or structure” would be constructed within the required setbacks. However, stone walls on the Stone property extend into the required setbacks in three (3) places, and a modification of the Township’s SALDO must be requested and approved to allow the encroachments into the minimum side and rear yard setbacks required under the Township’s SALDO.
6. Although Lots 23 and 24 do not meet the minimum lot size requirements of the Township’s SALDO, they were laid out prior to the enactment of the Township’s SALDO and are legally nonconforming. To confirm same, the following Note must be added to the Plan:

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"By approval of this Plan the Board of Supervisors acknowledge that both Lot 23 and 24 were laid out and approved prior to the enactment of the Township's Subdivision and Land Development Ordinance and, accordingly, are legally nonconforming with respect to the Township's current minimum lot size requirements."

7. If the modifications are granted, the following Note must appear on the Plan:

"By approval of this plan the Board of Supervisors of Salem Township, (a) approve the Applicants' requests for modifications to the Township's minimum side and rear yard requirements to allow the encroachment of the stone walls into same, (b) acknowledge that the Totteridge Planned Community may have private rules and regulations for encroachments into required setbacks and how they are to be addressed, (c) state that nothing in the Township's approval of this plan shall be deemed or construed as the Township's consent to or authorization of any encroachment into the minimum setbacks required within, or created for, the Totteridge Planned Community, and (d) nothing in the approval of this plan shall be deemed or construed to relieve the Applicants from any requirement to obtain any other private approvals that may be necessary for the encroachments into the setbacks imposed by the Totteridge Unit No. 3 Subdivision referenced herein."

8. As per Section 502(H)(15), Totteridge Drive must be labeled on the Plan as a "Private Road."
9. The Owners' Certifications should both be amended to fix the typo for "road."
10. The Planning Commission Certification is not required and can be removed.
11. A Revision Number and Date must be shown on the Plan.

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

B. Eichinger Subdivision

Present: Shane Eichinger, property owner
Russell Richardson, potential buyer
Robert & Elizabeth Wolcott, abutting property owner

1. Motion made by Paul Holleran and seconded by Connie Mattei to review the Eichinger Subdivision Plan application.

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

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2. Motion made by Paul Holleran and seconded by Connie Mattei to **not** accept the Eichinger Subdivision plan application as administratively complete for the following reasons:

The Planning Commission members voted to not accept the application as “administratively complete”, and did not review the Plan or provide any preliminary comments on the Plan to the Applicant. The Application was deemed incomplete for the following reasons:

1. The Planning Module was not signed by the SEO, and a completed Planning Module is required.

The following information as to the status of the Planning Module was provided by the Township and taken into consideration by the Planning Commission:

- a. A Component 1 Planning Module received with the Application on 10/14/25.
 - b. Two Soil Assessment Reports completed by Andrasko and Brant included with the Planning Module and submitted to the Township’s Sewage Enforcement Officer on July 23 and August 25, 2025.
 - c. The Component 1 Plot Plan dated 9/29/25 submitted with the Planning Module and signed by the surveyor.
 - d. An email dated 10/15/25 to Russell Richardson acknowledging the receipt of the Planning Module and informing him that a review by the SEO had found the Planning Module to be incomplete because a septic permit had not been applied for.
 - e. An email dated 10/23/25 to the surveyor informing him that the Township still had not received a septic permit application.
 - f. An email dated 10/26/25 from Mr. Richardson stating that the septic permit had been applied for.
 - g. An email dated 10/27/25 stating that the test pits still need dug and the Planning Module had not been signed.
 - h. An email dated 10/30/25 stating that the SEO picked up the septic permit application and will be calling the Applicant because he does not know when the test pits will be ready to inspect.
 - i. An email dated 11/3/25 from the SEO to Mr. Richardson requesting to schedule a time to complete the percolation tests needed to process the Planning Module.
 - j. A Planning Module without the signature of the SEO.
2. Additionally, the Planning Module was not signed by Shane Eichinger, the Owner of the parcel being subdivided, but was signed by Russell Richardson, the potential buyer of the new lot. An “agreement of sale” was not provided with the Application giving Mr. Richardson legal standing to submit the Planning Module. Either the Planning Module must be signed by the Owner or an agreement of sale must be provided to authorize the potential buyer to act as the developer of the parcel. If an agreement of sale is submitted, all financial information (i.e. sales price, etc.) may be redacted.

Resident Robert Wolcott expressed concerns with being on top of the hill from everyone doing things below him and having problems with his water well. Connie suggested that he meet with the supervisors to discuss. Connie explained that if a development came in, the properties around him

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would be subdivided into smaller lots. There would be a plan identifying the water source. That would be his only protection of knowing that other things were going in.

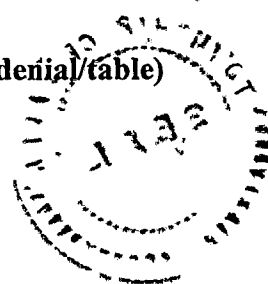
Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

The following motion is moot because the application was determined to be administratively incomplete.

3. Motion to discuss and recommend approval/denial/tabling of the Eichinger Subdivision Plan to subdivide one lot from tax map parcel number 57-13-00-0-087. The new lot will be named lot 1 and has an existing abandoned house to be razed within its boundaries and served by a private on lot absorption area and water well. The board is to make a recommendation to the Board of Supervisors.

Motion made by _____ and seconded by _____ to recommend (approval/denial/table)

Vote on the motion: DURCO _____ HOLLERAN _____ MATTEI _____



6. OLD BUSINESS

A. Penn Home and Farm Subdivision

Application stamped received April 14, 2025

Planning Commission review May 7, 2025

Time waiver signed and submitted June 12, 2025

Hearing to vacate road July 16, 2025

Time waiver release September 22, 2025

Memorandum of recording to vacate road recorded on October 16, 2025

Latest Plan received is revised April 7, 2025

This plan was withdrawn on November 5, 2025, by the applicant. This motion drops off.

1. Motion to discuss and recommend approval/denial/tabling of the Penn home and Farm Subdivision plan to add lot 1 to the property of John & Patricia Kilpatrick as an additional side yard and to add lot 2 to the property of Penn home & Farm LLC as an additional side yard. The board is to make a recommendation to the Board of Supervisors.

Motion made by _____ and seconded by _____ to recommend (approval/denial/table)

Vote on the motion: DURCO _____ HOLLERAN _____ MATTEI _____

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8. Adjournment

Motion made by Paul Holleran and seconded by Connie Mattei to adjourn this meeting with the next regular meeting to be held on December 3, 2025, at 6:00pm if there is an agenda.

Vote on the motion: Paul Holleran and Connie Mattei voted for the motion. Motion passed by majority vote.

Meeting adjourned 7:00pm

Respectfully submitted,



Kelly Otto