

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

John Durco PC member
Paul Holleran, PC Vice-chair
Connie Mattei, PC Chair
Gary Falatovich(REMOTE), Township Solicitor
Kelly Otto, Township and PC Secretary

4. ADMINISRATIVE

A. Motion made by John Durco and seconded by Paul Holleran to approve the Minutes as amended to add Solicitor Falatovich attending remotely of the previous Planning Commission meeting of June 4, 2025 (ITEAM Forward, Tuttle-Duncan Side-Lot addition, Penn Home & Farm)

Vote on the motion: John Durco, Paul Holleran, and Connie Mattei voted for the motion. Motion passed unanimously.

B. Motion made by Paul Holleran and seconded by John Durco to approve the Minutes as amended to add Solicitor Falatovich attending remotely of the previous Planning Commission meeting of July 2, 2025 (Salem Estates)

Vote on the motion: John Durco, Paul Holleran, and Connie Mattei voted for the motion. Motion passed unanimously.

5. NEW BUSINESS

A. Scherf Lot Consolidation

To consolidate Westmoreland County tax map #57-17-03-0-003 and 57-17-03-0-004 in the Joseph Vito Plan modifying the Villa Maria Plan of Subdivision as recorded with the Recorder of Deeds of Westmoreland County, Pa in instrument #200110030054184

Discussion/Conditions follow:

Present: Hunter and Clarissa Scherf, property owners
Jim Roncace, abutting property owner

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

Hunter stated that they are looking to consolidate for the purpose of constructing a house. Connie would like to see the statement of purpose changed to reflect that.

Hunter explained that as of January 2023, the covenants have expired and have not been renewed. Abutting property owner Mr. Roncace verified that this is correct.

1. As per Section 307(A)(8), the Statement of Purpose should be revised to read as follows:

“The purpose of this plan is to consolidate Westmoreland County Tax Map Parcel Numbers 57-17-03-0-003 and 57-17-03-9-004 for a single-family home.”

2. A modification request must be made in writing to the Board of Supervisors for an exemption from the minimum 30’ front building setback as per SALDO Section 412(A), and if granted, the following Note must appear on the Plan:

“By approval of this Plan, the Salem Township Board of Supervisors recognize that this plan was originally approved with a 25’ building line and, accordingly, grant an exemption from the minimum front building setback requirements in the Township’s Subdivision and Land Development Ordinance.”

3. As per Section 502(H)(22), the Township Certification should be amended to remove the last sentence pertaining to the acceptance of the roads.

4. As per Section 502(H)(22), the Westmoreland County Certification should be amended to read:

“Reviewed by the Westmoreland County Department of Planning and Development this ____day of _____, 2025.

Attest: _____
Director, Westmoreland County Planning Department

5. Amend the abutting owners last name to “Roncace” for parcel 57-17-03-0-005.
6. A request for a sewage tap must be made to the Township and capacity verified by FTMSA.

Solicitor Falatovich explained that FTMSA would not be certifying the availability of the tap. They would be certifying the availability of capacity.

7. MAWC must verify the availability of a water tap.
8. A Revision Number and Date must be shown on the Plan.

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

Motion made by Paul Holleran and seconded by John Durco to recommend Final approval subject to the conditions mentioned above.

Vote on the motion: John Durco, Paul Holleran, and Connie Mattei voted for the motion. Motion passed unanimously.

Eric Hageder asked the PC and Solicitor Falatovich how EDU's (Equivalent Dwelling Unit) for sewage is determined. Is the standard the same for mobile homes? Solicitor Falatovich said that it would be 400 gallons per day for three bedrooms, which would be 1 EDU. Eric asked what triggers the planning module requirement. Solicitor Falatovich explained that it depends if you are creating a new EDU with a new home. With the Scherf's, a planning module wasn't needed because we have a deal with DEP that we are submitting tap allocation requests for how many we require each year. If there is a brand new on-lot system being constructed and there has never been an on-lot system on the property, he believes a planning module will be required at that time.

Eric Hageder requested a copy of the transcription from the July 16, 2025, hearing regarding sewage issues on Athena Dr.

6. OLD BUSINESS –

1. Subdivision and Land Development application and procedure discussion.

After reviewing the draft procedure, Connie expressed concerns with changing from the word "Administratively complete" to "complete". The amended ordinance section 302 that was recently approved stated administratively complete. Solicitor Falatovich noted the difference and will change to "Administratively complete".

Solicitor Falatovich explained that the definitions will remain the same for the application as defined in the SALDO, so we aren't redefining.

There was also discussion about the completeness checklist that is to be inserted in the application.

To make sure that the Township receives a recorded plan, a deposit will be required at the time the application is submitted. Once the recorded plan is received, the deposit will be returned.

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

The statement of purpose needs to be on the application as stated on the plan. This is needed to do the abutting property owners notices.

Connie would like to see on the drafting requirements list a “yes” or “no” rather than an initial. Solicitor Falatovich said the reason is because if these are requirements there should never be a no.

8. Adjournment

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

Vote on the motion: John Durco, Paul Holleran, and Connie Mattei voted for the motion. Motion passed unanimously.

Meeting adjourned 6:37PM

Respectfully submitted,


- Kelly Otto -