SALEM TOWNSHIP PLANNING COMISSION
MEETING MINUTES
MUNICIPAL BUILDING -244 CONGRUITY RD GREENSBURG
6:00 P.M.
September 2, 2026

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

John Wright, PC member
Paul Holleran, PC Vice-chair
Connie Mattei, PC Chair
Matt Markulin, Township Solicitor
Doug Regola, Township Engineer & SEO
Kelly Otto, Township and PC Secretary
Melissa DeHaven, Asst. Township Secretary

4. **ADMINISTRATIVE**

A. **Motion made by Paul Holleran and seconded by John Wright to approve the Minutes of the previous Planning Commission meeting of August 5, 2026 (Scopa Lot Line Rev., Wayne Homes LD, Schlemmer LD, Operating Engineers LD)**

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

B. **Motion made by Paul Holleran and seconded by John Wright to approve the minutes of the Planning Commission workshop of August 26, 2026 (SALDO discussion revisions)**

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

5. **NEW BUSINESS**

A. **Mignogna Plan No 2**

Present: Carol Durco, executrix of the estate

Resident Dan Antill who resides at 1048 Athena Dr. asked what CNX's plans are. Connie said that they have an easement. Resident Eric Hageder said there was supposed to be two pipelines from Slickville to rt 22. It appears to be on hold.

1. Motion made by Paul Holleran and seconded by John Wright to review and **accept** the Mignogna Plan No. 2 application as complete.

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

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2. Motion made by Paul Holleran and seconded by John Wright to discuss and **recommend approval with conditions** for the Mignogna Plan No. 2 plan to subdivide parcel "C" from parcel "B" of the Mignogna Plan No. 1 being Westmoreland County Tax Parcel 57-04-00-0-090 instrument No. 202511210032562 as a separate non-buildable lot. **Conditions are as follows:**

1. The "2-story framed dwelling" located on Parcel "B" Revised appears to be within the front building setback. This dwelling appears on Mignogna Plan No. 1, which was recorded July 24, 1992. The structure is non-conforming and predates the SALDO, therefore the following Note should be added to the Plan:

   "NOTE: The "2-story framed dwelling" shown on Parcel "B" Revised is an existing structure that predates the enactment of the Salem Township Subdivision and Land Development Ordinance, including the setback requirements established thereunder. The depiction of the "2-story framed dwelling" on this Plan is intended to identify an existing condition and shall not be construed as the creation, expansion, or relocation of any structure or setback encroachment. To the extent the "2-story framed dwelling" does not conform to current setback requirements, such condition is noted as a pre-existing condition and is intended to be preserved as a lawful pre-existing nonconformity."

2. The reference to an "outdoor fireplace" located on Parcel "B" Revised can be removed from the Plan. The fireplace, though within the front building setback, is not considered a structure under the MPC and predates the SALDO.

3. A "Z" hook should be placed across Athena Drive to show Parcel "C" is on both sides of the road.

4. A dimension should be added between the right of way line and the 30' front building setback to clarify the location.

5. Label on the plan CNX Gathering as the recipient of the 100' permanent easement and temporary work spaces shown through Parcel "C".

6. Amend the Owner's Certification to read "Carol J. Durco, Executrix of the Estate of Monica R. Salvatore" (Section 502.H.26).

7. Amend the signature nomenclature on the plan for the Planning Commission review to reflect a "Chairwoman" (Section 501.H.5.b):

8. A Non-Building Waiver form has been signed by the Owner. Since there is no dwelling on the residual Parcel "C" the SEO is not required to sign. Planning Commission and Township signatures are required for submission to the DEP.

9. A Revision Number and Date must be added to the Plan.

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

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3 Motion made by Paul Holleran and seconded by John Wright to complete and sign the Non-Building Declaration Section D for Parcel C of Mignogna Plan No. 2 plan.

Eric Hageder asked if a property is marked as unbuildable, how do you make it buildable? Doug Regola explained that at this point it is not a permanent non-buildable. You would go to the DEP planning process and go back through planning and the supervisors to have the non-buildable language removed.

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

B. Frye Subdivision No. 2

Present: Art Kromel, surveyor

1. Motion made by Paul Holleran and seconded by John Wright to review and **accept** the Frye Subdivision No. 2 application as complete.

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

2. Motion made by Paul Holleran and seconded by John Wright to **recommend approval with conditions** or the Frye Subdivision No. 2 plan to convert parcel "A" of the Frye Subdivision, recorded at Westmoreland County Recorder of Deeds, Instrument No. 201606010016911, tax map No. 57-24-00-0-031 from non-buildable to buildable containing 47.2984 acres. **Conditions are as follows:**

Connie explained that the minimum road frontage of 200 ft and the private road access do not apply due to the way this lot is laid out. The lot is not along the road. The easement is a private right of way. Our SALDO does not address private right of ways. It addresses private roads which are 50ft.

1. Amend the Statement of Purpose on the Plan (Section 307.A.8) as follows:

   "Purpose: THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE UNCHANGED PARCEL "A" OF THE FRYE SUBDIVISION, RECORDED AT WESTMORELAND COUNTY RECORDER OF DEEDS INSTRUMENT NO. 201606010016911, FROM THE RESIDUAL TRACT, AS PARCEL "A" WAS ORIGINALLY CREATED AS A SIDE LOT ADDITION TO PARCEL ID 57-24-00-0-031, AND CONVERT PARCEL "A" FROM NON-BUILDABLE TO BUILDABLE."

2. Existing and proposed areas of Parcel "A" and the Residual Tract should be shown on the plan within the boundaries of each lot with the acreage (Section 307.D.1).

3. A front setback can be reduced from thirty (30) feet to ten (10) feet set since Parcel "A" does not front a road (Section 412).

4. The width of the Driveway Easement (Ins No. 201607010020734), for the gravel driveway denoted as "Bull Lane" on the plan, must be included (Section 307.D.7).

5. Bull Lane should be labeled "private" on the plan (Section 307.D.7).

6. An Owner's Certification for Wayne C. Frye and Hope L. Frye require a notary for each signature. The block will either need revised to be capable of including the names of both owners, or a second block must be added to the Plan (Section 501.H.22).

7. The Engineers Certification needs revised to read "Surveyor's Certification" (Section 307.A.7).

8. The Executive Director for the Westmoreland County Agricultural Land Preservation Board must sign off on the plan.

9. A Planning Module has been submitted to the Township and signed by the SEO. Planning Commission and Township signatures are required before submission to the DEP.

10. A Revision Number and Date must be added to the Plan.

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

3. Motion made by Paul Holleran and seconded by John Wright to complete and sign the Sewage Facilities Planning Module Component 1 section J for the Frye Subdivision No. 2 plan.

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

6. OLD BUSINESS

A. Dunlap & Dunlap Lot Line Revision Plan

This Plan was tabled at the January 7, 2026, PC meeting to give the applicant more time to review to digest the information that was explained to her regarding DEP's requirement to include the non-buildable waiver language. This plan was tabled at the February 4th, 2026, meeting by the PC per the applicants request. A time waiver was received from the applicant 2/27/26 extending the 90 day time period to 180 days (10/4/26)

****The applicant, Donna Dunlap, submitted a letter to withdraw the application on August 27, 2026. The following two motions drop off.**

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1. Motion to discuss and make recommendations of the Dunlap Lot Line Revision plan to revise lot lines of tax map parcel numbers 57-19-00-0-022 and 57-19-00-0-096. Parcel A will be removed from Tax Parcel number 57-19-00-0-022 and added to tax parcel number 57-19-00-0-096.

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

   Vote on the motion: Wright____Holleran_____Mattei_____

2. Motion made by _____ and seconded by _____to complete and sign the Non-Building Declaration Section D for Parcel A of the Donna Dunlap side lot addition project.

   Vote on the motion: Wright_____Holleran_____Mattei_____

B. Wayne Homes – Model Center Land Development

Present: Tom Hewitt, Surveyor with Elevated Consulting Services, LLC

The Planning Commission voted to accept the application as administratively complete at the August 5th, 2026, Planning Commission meeting. The members reviewed the plan and voted to table the plan making informal comment to the applicant's Engineer.

1. Motion made by Paul Holleran and seconded by John Wright to discuss and **recommend preliminary approval with conditions** for the Wayne Homes – Model Center Land Development Plan to demolish and re-construct a model home located at Wayne Homes Pittsburgh Model Center bearing tax map parcel no. 57-13-00-0-013. **Conditions are as follows:**

1. A copy of the existing Highway Occupancy Permit is to be provided. ***A copy of the HOP has been submitted to the Township. Satisfied.***

2. Show all existing sewers, water mains, electric, etc. (Section 307.D.5). Please provide any information on the holding tank that is available and show the approximate locations of both the tank and private water well. ***The location of the existing holding tank is shown on the plan. No sewage facilities will be extended to the reconstructed model home. Satisfied.***

3. Note on the plan sufficient information to show that the dash lines around the proposed model home are underground drains so as to remedy any confusion relating to potential setback issues.

4. Parking space sizes are noted on the plan as nine (9) feet in width and twenty (20) feet in length with some ADA spaces within the parking lot. The Parking Counts chart should be updated to show the size of the spaces for the existing, proposed and ADA spaces (Section 602).

5. Amend the language for the Planning Commission to <u>add</u> a *bolded heading* and *updated year:*

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Salem Township Planning Commission
"This plan was reviewed by the Salem Township Planning Commission this _____day of _____, 2026."

6. The language for the Owner's Certification that *includes the name of the plan* and *the name of the person authorized to sign the Plan for Greensburg Place, LLC* should be amended per Section 901 as follows:

Owner's Certification:
On this, the ____ day of _____, 20__, before me, the undersigned officer, personally appeared _____, who being duly sworn according to law deposes and says that he is the owner of the property shown on this plan known as_____, that the plan thereof was prepared at his direction, that he acknowledges the same to be his act and plan, that he desires the same to be recorded, and that all streets and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are, hereby, upon the recording of this plan, dedicated to the public use."

(Owner's Signature)_____
(Owner's Printed Name)

My Commission Expires: (Date)
(Signature of Notary) (Date)
(Seal)

7. Township Engineer approval of the Stormwater Management Plan is required; ***Township Engineer has issued an approval letter. Satisfied.***

8. WCCD approval of an Erosion and Sedimentation Control Plan is required; ***In progress.***

9. The "Engineer's Certification" needs a name and PE # added to the Plan. ***Outstanding.***

10. A Revision number and Date must be added to the Plan.

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

7. SEWAGE

8. NEW APPLICATION PROCEDURE

A. Motion made by Paul Holleran and seconded by John Wright to discuss the review procedure for acceptance of new subdivision and land development applications.

Connie explained that the PC had a workshop on August 26th, 2026 to discuss using the County's SALDO and adapting it to Salem Township. They got through the first 28 out of 95 pages. Primarily it is for the procedure.

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The PC has been working outside the parameters of our SALDO for 20 years and now it is time to address the issues. There are a lot of gray areas in our current SALDO.

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

B. Motion made by Paul Holleran and seconded by John Wright to advertise a workshop to discuss the procedure for acceptance of new subdivision and land development applications.

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

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9. ADJOURNMENT

Motion made by Paul Holleran and seconded by John Wright to adjourn this meeting with the next being a workshop to be scheduled and a regular meeting to be held on October 7, 2026, at 6:00pm if there is an agenda.

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

Meeting adjourned: 7:24PM

Respectfully submitted,

Kelly Otto