VENANGO DIRT GRAVEL AND LOW VOLUME ROADS

QUALITY ASSURANCE BOARD MEETING

November 13, 2020

PRESENT

BOARD: Mark Kerr, PAFB Dan Rockwell, OCTU Alternate Tom Young, OCTU Lance Bowes, VCD

PROGRAM STAFF: Lisette Lane, VCD

1. **CALL TO ORDER**

**Lance called the meeting to order at 10:42am.**

1. **PUBLIC COMMENT**

There was no public comment.

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

PREVIOUS MEETINGS

* Lance asked for questions or comments about the November 7th, 2019 meeting minutes.
  + There were none.
* Lance asked for questions or comments about the October 1st, 2020 meeting minutes.
  + There were none

**Tom made a motion to approve the November 7, 2019 meeting minutes and the October 1, 2020 meeting minutes. Mark seconded the motion. The motion carried.**

1. **VENANGO DIRT GRAVEL AND LOW VOLUME ROAD PROGRAM POLICY UPDATES**

HEAD WALLS AND END WALLS

* Lance reported that the policies do not call out that constructed head walls and end walls are required practices when installing cross pipes and culverts on program projects.

**Mark made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & Procedures to call out that constructed head walls and end walls are required when installing cross pipe and culverts on program projects. Tom seconded the motion. The motion carried.**

STREAM CROSSINGS

* Lance reported that, in an effort to avoid future problems like the unfortunate events that transpired this construction season with the Cornplanter Township, Union Street project, that it might be a wise decision to add two new policies under Stream Crossings.
* Lance suggested that a new policy be added under Stream Crossings that would require a site visit to include participation by the VCD, the Municipality and the Municipality’s Engineer to look over the project site and discuss a plan BEFORE any engineering has begun on the DEP General Permit application.

**Tom made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & Procedures to require that a site visit take place including the participation of the VCD, the Municipality and the Municipality’s Engineer to look over the project site and discuss a program requirements prior to any engineering work to submit a DEP General Permit application. Mark seconded the motion. The motion carried.**

* Lance suggested that a new policy be added under Stream Crossings that would require that the Municipality’s Engineer submit a copy of the DEP General Permit application to the VCD for review BEFORE submission to DEP.

**Mark made a motion to recommend to the VCD Board of Directors to update the Venango Dirt Gravel and Low Volume Roads Policies & Procedures to require that the Municipality’s Engineer provide a copy of the DEP General Permit application to the VCD for review before submission to DEP. Tom seconded the motion. The motion carried.**

1. **REVIEW AND RANKING OF DIRT AND GRAVEL ROADS PROGRAM APPLICATIONS**

FY 20-21 DGR PROGRAM APPLICATIONS RANKED AS FOLLOWS

* Canal Township, Beatty Run Road - 81
* Canal Township, Boughner Hill Road - 115
* Irwin Township, Byers Road - 107
* Irwin Township, Kerr Road – 144
* Pinegrove Township – Marsh Hollow Road II - 157
* Victory Township – Fisherman’s Cove Road - 135

1. **REVIEW AND RANKING LOW VOLUME ROADS PROGRAM APPLICATIONS**

FY 20-21 LVR PROGRAM APPLICATIONS RANKED AS FOLLOWS

* Canal Township – Old US 322 Road - 152
* Oakland Township, Kane Run Road - 169
* Rouseville Borough, Hiland Avenue II - 167

**Mark made a motion to table recommendations to the VCD Board of Directors for funding, and to schedule another meeting of the Venango DGLVR QAB. The motion went on to request that Lance approach Oakland Township to reconsider submission of their application until next year or to amend their application for funding this year to instead apply for the Dirt and Gravel portion of the program and to eliminate the tar & chip portion of the application, in an effort to help achieve funding for Canal Township’s Old US 322 Road project which would help the unfortunate situation with Cornplanter Township’s Union Street project. Tom seconded the motion. The motion carried.**

1. **ADJOURNMENT**

**Tom made a motion to adjourn. The meeting adjourned at 12:39pm.**