

**Planning Commission of the Borough of Matamoras  
Meeting Minutes of January 20, 2026**

Mr. Dave Oszczepinski called the Organization Meeting to Order, Salute to the flag and Roll Call @ 7:00 pm.

|                                   |   |                                |   |                                    |   |
|-----------------------------------|---|--------------------------------|---|------------------------------------|---|
| Mr. Dave Oszczepinski<br>Chairman | p | Mr. Bob Howard                 | A | Mr. Nick McIntyre<br>Solicitor     | P |
| Mrs. Kelli Johnson<br>Vice Chair  | P | Mr. Troy Sayles                | A | Mr. Shawn Bolles<br>Zoning Officer | P |
| Mr. Rich Anderson                 | A | Mr. Mark Toussaint             | P |                                    |   |
| Mr. Danny Fernandez               | P | Ms. Pam Conklin<br>(Alternate) | P |                                    |   |

1 member of the public was present.

Mr. McIntyre explained the organization meeting process. Nominations for Chair and Vice Chair were taken. Mr. Dave Oszczepinski was nominated as Chairman by Danny Fernandez, seconded by Kelli Johnson; roll call vote was taken. All in favor.

Ms. Kelli Johnson was nominated as Vice Chairwoman by Mr. Dave Oszczepinski, seconded by Mr. Danny Fernandez; roll call vote was taken. All in favor.

Mr. Oszczepinski proceeded with the meeting. He noted that the meeting dates and time will remain the same. Planning will meet on the 3<sup>rd</sup> Tuesday of each month at 7:00 pm. Workshops will be advertised as needed. Mr. Mark Toussaint was introduced as a new member of the Planning Commission. He is also a newly elected Councilman. Former Chairman Eddie Addison did not seek re-appointment.

A motion to approve the meeting minutes of December 16, 2025, was tabled.

There were no comments from the public.

**Correspondence:**

- Letter from Mr. Eddie Addison notifying members that he would not be seeking reappointment to the Planning Commission.
- E-mail from Kaitlin Hildebrandt, Westfall Secretary, regarding the Joint Comprehensive Plan. Tuesday January 27<sup>th</sup> 7:00 pm is the next meeting scheduled for the Westfall Planning Commission. Borough Planning Commission members are encouraged to attend.
- Letter from Mr. John Fuller requesting a ninety (90) extension for the Conditional Use Application associated with 15 Pennsylvania Ave
- PMPEI: Online Learning class “Building a Strong Planning Commission” January 28, 2026, or March 26, 2026. Contact the secretary to sign up!

**Old Business:**

- a) Borough Ordinance Review- Ongoing – General review of all ordinances not listed below
- b) A motion to table the Joint Comprehensive Plan until February 17<sup>th</sup> was made by Mr. Danny Fernandez and seconded by Ms. Kelli Johnson. All in favor, motion carried.
- c) A motion to table the review §124-17 Signs was made by Mr. Danny Fernandez and seconded by Ms. Kelli Johnson. There was thoughtful discussion on proposed changes. Draft ordinance from the Township of Newtown was shared. Mr. Shawn Bolles stated he would share the ordinance from Newtown Borough, and it would be emailed to all members prior to the next meeting to discuss. Advertising for businesses that are off of Pennsylvania Ave was discussed, as well as the need for permits from PennDOT if advertising on Pennsylvania Ave. All in favor, motion carried.
- d) A motion to table On-Lot System ordinance was made by Ms. Kelli Johnson and seconded by Mr. Danny Fernandez. A brief discussion took place; a sample ordinance was provided by the borough SEO Will Whitehead. All in favor, motion carried.
- e) A motion to table Skilled Games until further notice was made by Mr. Danny Fernandez and seconded by Ms. Kelli Johnson. All in favor, motion carried.

- f) A motion to table the Change of Use application for 7 & 15 Pennsylvania Ave – Bank to Retail Use (Pharmacy) was made by Ms. Kelli Johnson and seconded by Mr. Danny Fernandez. All in favor, motion carried. This is a conditional use, as determined by the zoning officer. The applicant request for a 90-day extension was acknowledged. The secretary was asked to send a note to Mr. Fuller requesting that both Mr. Fuller and the applicant attend the February 17<sup>th</sup> meeting.

**New Business: None**

There was no public comment.

A motion to adjourn was made by Mr. Danny Fernandez and seconded by Ms. Kelli Johnson at 7:50 pm, all in favor.

Respectfully submitted,



Marianne Brown  
Planning Secretary