

MINUTES
Cambria County Planning Commission
December 19, 2013

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, December 19, 2013, at 12 noon, at The Cottage Restaurant, Ebensburg, Pennsylvania. An executive session of the Employments and Contracts Committee was held prior to this meeting to discuss personnel matters. Those in attendance were Tim Whited, David Belz, Ronald Rovansek, and Ethan Imhoff.

The meeting was called to order by Vice-Chair, Mr. Whited.

PRESENT

Tim Whited
David L. Belz
Ronald Rovansek

ABSENT

Russell Kiel
Robert E. Fisher, Jr.
Nicholas Persio
Toni Renee Anderson
Joseph McAneny
Sam Valenty

STAFF

Ethan C. Imhoff
Christopher D. Allison
Shanna M. Murphy
Colleen A. Bukowski

GUESTS

Brad Beigay
Gerald Parisi

PUBLIC COMMENTS

No public comments were received at this time.

APPROVAL OF MINUTES

On a motion by Mr. Rovansek, seconded by Mr. Belz, the minutes of the November meeting were approved. The motion passed unanimously.

TREASURER'S REPORT

The Treasurer's Report was read by Mr. Imhoff and reviewed by those present. There being no questions on the report, Mr. Belz made a motion that the December Treasurer's Report and the bills listed for payment be approved. The motion was seconded by Mr. Rovansek and passed unanimously.

CORRESPONDENCE

Mr. Imhoff stated that there was no significant correspondence to be read at this meeting. He did note, however, that he had been notified verbally that the County Commissioners had appointed Eric Wolf and Lonnie Batdorf to the Planning Commission. Mr. Wolf resides in Planning Region 2 and Mr. Batdorf in Planning Region 3.

Mr. Imhoff also noted that although Mr. Valenty was unable to attend today's meeting, he asked that Mr. Imhoff impart this sincere

gratitude and pleasure for having served with the board members and staff of the Planning Commission for the past sixteen years.

STATUS REPORTS

Executive Director

Mr. Imhoff stated that, as a member of the Southern Alleghenies Planning Advisory Committee, he reviewed and evaluated eight applications submitted for funding through the Southern Alleghenies Greenway Mini Grant program. Noting that seven of the eight applications submitted were funded, one being for improvements to a recreation area in Brownstown Borough, he encouraged those present to be mindful of candidate projects for next year's funding round.

Mr. Imhoff stated that development of the Route 219 Growth Area Plan is continuing. He noted that he facilitated a meeting with PennDOT District 9 personnel and members of the Northern Cambria Planning Commission and Borough Council to discuss possible improvements to the highway. Mr. Imhoff also reported that he had met with the head of Chatham University's landscape architecture department to discuss arrangements for the graduate students' work on the visioning portion of the plan.

Mr. Imhoff stated that he had recently met with a representative of the Pennsylvania Downtown Center (PDC) to discuss potential sites in Cambria County which may be applicable to PDC's new approach to nature-based tourism. He noted that Rock Run, Prince Gallitzin State Park and various national park sites in the County were mentioned.

Mr. Imhoff indicated that, at the request of the County Commissioners, staff prepared and presented a program about the Local Technical Assistance Program (LTAP) for local officials attending the Commissioners' annual municipal convention.

Transportation

Mr. Allison stated that, in coordination with PennDOT and the JATS committees, Planning Commission staff has updated the Highway Action Plan for Cambria County. He noted that a draft of the plan has been provided to the JATS committee members and CCPC members for their review and comment prior to adoption of the plan by the MPO in February 2014. Mr. Belz suggested that he and Mr. Rovanseck, the Commission's representative on the JATS Coordinating Committee, meet with Mr. Allison to discuss transportation priorities and needs throughout the county.

Continuing to provide an update on transportation-related activities undertaken during the past month, Mr. Allison indicated that staff has reviewed project prioritization and municipal surveys for the 2015 Twelve Year Program update and will meet with PennDOT District 9-0 staff to discuss program priorities.

Mr. Allison reiterated that all HPMS traffic counts for 2013 have been completed by Peggy Malone and Associates and approved by PennDOT. He noted that the cost for this data collection is provided through the 2013-2014 Unified Planning Work Program. Mr. Allison stated that HPMS sample sections have been reviewed by staff and field

verification on various sections will be completed as time and weather permits.

Mr. Allison noted that CCPC staff continues to coordinate the County's interchange lighting system repairs with the lighting contractor and to review invoices submitted for such services. It was noted that liquid fuels funds allocated to the Commission by the County have been expended for 2013 and a new allocation is anticipated for 2014.

Community Development Planning

Ms. Murphy reported that work has been continuing on the local roads data inventory. She noted that in addition to in-field data collection, previously collected data is being reviewed for accuracy utilizing the web application and in-house maps.

Ms. Murphy stated that collection of municipal demographic data has been focused on general population characteristics, race, and housing statistics. She explained that staff has been coordinating with the County GIS staff to create a web application which will provide a user-friendly mechanism for the general public to access this 2010 Census data.

With regard to planning activities for the 2012-2013 Public Participation Plan, Ms. Murphy explained that data relating to the disabled population at both the municipal level and the county level will be compiled. She stated that the data will be analyzed and presented in an update to the Public Participation Plan.

Those present briefly reviewed a listing of project reviews completed by Commission staff during the past month. Ms. Murphy noted that in addition to reviewing several permits and funding applications relative to municipal sewer and water system improvement projects, staff also provided a letter of support for Lilly Borough's application to the U.S. Department of Agriculture seeking funds to purchase a new dump truck.

OLD BUSINESS

Mr. Imhoff stated that the 2014 CCPC budget had been discussed at length at the executive session held prior to this meeting. He stated that the proposed budget includes a 3% cost-of-living adjustment for all employees, a fringe benefit package comparable to the 2013 budget for three full-time employees, and expenses relative to the general operation of the Commission, as well as revenues from PennDOT, Cambria County, and review fees. Mr. Imhoff noted that as per discussion at the executive session, employee performance salary adjustments will be considered in 2014. Mr. Imhoff noted that also discussed during the executive session was the opening of a reserve account for income not necessary for the day-to-day operations of the Commission. He indicated that such an account will be considered after receipt of the County's final 2013 allocation (\$15,000) to the Commission.

On a motion by Mr. Belz, seconded by Mr. Rovansek, the 2014 CCPC budget, including a 3% salary adjustment for all employees, was approved. The motion was seconded by Mr. Rovansek and passed unanimously.

At this time, a brief discussion was held concerning the Commission's current defined-contribution pension plan and the PMRS defined-benefit plan, which is being considered by the eligible CCPC employees. Mr. Imhoff explained that PMRS has questioned what agency would be responsible should the Planning Commission be dissolved; and because there is no definitive responsible party, the PMRS pension plan may not be an option.

NEW BUSINESS

Mr. Imhoff presented a revised Act 247 Fee Schedule for CCPC review of residential subdivisions, commercial land developments, zoning and SALDO amendments, and residential/commercial land developments. He explained that the revised schedule slightly reduces the fees for 1 and 2-5 lot residential land development reviews and added fees for review of non-residential subdivisions. On a motion by Mr. Rovansek, seconded by Mr. Belz, the revised Act 247 Fee Schedule (see attachment) was approved. The motion passed unanimously.

OTHER BUSINESS

There was a general consensus among those present that the 2014 CCPC meetings be held on the third Thursday of the month, at 12 noon, at the Cottage Restaurant in Ebensburg. Mr. Imhoff noted that, as suggested by Mr. Rovansek, the Commission's publication, "Who We Are and What We Do" will be updated and provided to all Commission members for their review and input.

There being no further business, the meeting was adjourned on a motion by Mr. Belz, seconded by Mr. Rovansek. Motion passed unanimously.