

MINUTES
Cambria County Planning Commission

December 21, 2017

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, December 21, 2017, at 12 noon, at Kosta's Restaurant, Ebensburg, Pennsylvania.

The meeting was called to order by Chair, Mr. Rovansek.

Mr. Rovansek stated that an Executive Session to discuss personnel matters would be convened at this time.

Upon completion of the Executive Session, the regular meeting of the CCPC was reconvened at approximately 12:15 p.m.

PRESENT

Ronald M. Rovansek
James White
David L. Belz
Toni Renee Anderson
Russell Kiel
Eric Wolf
Lonnie Batdorf

ABSENT

Diane Waksmunski
Rev. Sylvia King

STAFF

Ethan C. Imhoff
Christopher D. Allison
Shanna Sosko
Katie Kinka
Colleen A. Bukowski

GUESTS

Matthew Zern, CPA
BarnesSaly, P.C.

At this time Mr. Imhoff introduced Mr. Matthew Zern, CPA, with BarnesSaly, P.C. As the CPA who conducted the 2016-17 CCPC audit, Mr. Zern reviewed the audit report and accompanying financial and compliance reports prepared for the same time period. The following components of the report were reviewed in detail: Management's Discussion and Analysis; Basic Financial Statements; Schedules of Accounts Receivable, Chargeable Salaries, Fringe Benefits and Overhead; Compliance Matters; and Internal Accounting and Administrative Controls. Mr. Zern explained that because the Commission's bookkeeping is maintained on the cash basis of accounting, some adjustments were necessary to convert the data to an accrual basis for financial statement purposes. He further explained that cash basis accounting is suited to smaller entities such as the Planning Commission and allows for more accurate invoice preparation as well as clearer presentation to Commission board members, i.e., monthly Financial Statement/Treasurer's Report. Mr. Zern stated that during the course of the audit he encountered no adverse internal control matters and no significant issues were discussed with management. There being no comments, questions, or concerns on the audit report, Mr. Wolf made a motion that the 2016-2017 audit be accepted as submitted. The motion was seconded by Mr. Kiel and passed unanimously.

APPROVAL OF MINUTES

On a motion by Mr. Batdorf, seconded by Mr. Kiel, the minutes of the November 16, 2017 CCPC meeting were approved. The motion passed unanimously.

TREASURER'S REPORT

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

CORRESPONDENCE

Mr. Imhoff stated that there was no correspondence to be read at this meeting.

STATUS REPORTS

Mr. Imhoff entertained questions or comments on the November staff reports which had been provided to the members prior to this meeting. No questions or comments were raised at this time. Inviting those present to a January 17, 2017 retreat focusing on the regional comprehensive plan, Mr. Imhoff stated that plan priorities and action items will be discussed at the retreat.

OLD BUSINESS

Noting that the Commission members had been given the opportunity to review the draft 2018 budget, Mr. Imhoff entertained questions and/or comments on the expenditures and revenues anticipated for the coming year. There being no comments on the proposed budget, Mr. White made a motion that the 2018 CCPC budget be approved as submitted. The motion was seconded by Mr. Belz and passed unanimously.

Mr. Imhoff reported that revisions to the CCPC by-laws, as discussed at the October CCPC meeting, were recently approved by the Cambria County Commissioners. He noted that in order to officially amend the current by-laws, all nine Commission members must cast a vote with regard to the proposed revisions, with official acceptance contingent upon a majority vote. The Executive Director stated that he will coordinate insuring that every Commission member is afforded the opportunity to cast a vote on the by-law revisions.

With no further business to discuss, Mr. Wolf made a motion that the meeting be adjourned. The motion was seconded by Mr. Belz and passed unanimously.