

MINUTES
WORKSHOP SESSION
Cambria County Planning Commission
August 15, 2019

Since there was not a quorum present for the regular CCPC meeting, a workshop session was held at Kosta's Restaurant, Ebensburg, Pennsylvania.

Those present at the meeting were Commission members Toni-Renee Anderson and Diane Waksmunski. CCPC staff members present were Christopher Allison, Katie Kinka, Shanna M. Sosko, and Colleen A. Bukowski.

In order that payroll and expense checks be issued on time, Ms. Anderson made a motion that the Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Ms. Waksmunski. Ms. Anderson noted that this motion must be ratified at the next regular meeting of the CCPC.

Staff provided brief updates of current CCPC activities, i.e. completed and upcoming municipal and county bridge rehabilitation projects; CCPC podcasts; and most notably, the consultant selection process for the Johnstown Housing Strategy. Noting that the consultant selection was an agenda item for this meeting, Ms. Kinka stated that the four proposals received by the deadline specified in the RFP were reviewed and rated by CCPC staff and Ms. Renee Daly, representing the County Alliance for Business and Industry. Ms. Kinka stated that the proposals submitted by CZB, LLC; Camoin Associates; Hailstone Economic; and 4Ward Planning, Inc. were ranked based on criteria which included experience and qualifications in developing housing and/or real estate studies assessments, collecting and analyzing housing and socio-economic data to develop real estate proformas, and meeting the overall scope of services outlined in the RFP. Ms. Kinka commented that although all the proposals met the RFP criteria, CZB proved to be the highest ranking firm. After a brief discussion of the proposed strategy, Ms. Anderson made a motion that CZB, LLC be selected to prepare the Johnstown Housing Strategy. The motion was seconded by Ms. Waksmunski. It was again noted that with no quorum present, this motion must be ratified at the next regular CCPC meeting. Both Ms. Anderson and Ms. Waksmunski suggested that in order to expedite this initiative, the other Commission members be contacted via e-mail or telephone to vote on consultant selection.