

MINUTES
Cambria County Planning Commission
October 19, 2023

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, October 19, 2023, at 12 noon, at Kosta's Restaurant, Ebensburg, Pennsylvania.

Vice-Chair, Diane Waksmunski, called the meeting to order.

PRESENT

Diane Waksmunski
Ron Rovansel
Lisa Mays
Charlie Koren

ABSENT

Melissa Komar
Danea Koss
Russ Kiel
Mark Bucci
Debra Orner

STAFF

Christopher Allison (via telephone) Commissioner Thomas Chernisky
Colleen Bukowski
Shanna Sosko
Jacob Zerby

GUESTS

PUBLIC COMMENT

No public comment was presented.

EXECUTIVE SESSION

Vice-Chair Waksmunski adjourned the meeting for an Executive Session to discuss personnel matters. The regular meeting reconvened at 12:40 p.m. No official action was taken as a result of this session.

ACTION ITEMS

Approval of Minutes

Mr. Rovanseck made a motion that the minutes of the September 21, 2023 meeting be approved. The motion was seconded by Dr. Koren and passed unanimously.

Treasurer's Report

The Treasurer's Report was read by the Executive Director and reviewed by those present. There being no comments on the report, Ms. Mays made a motion that the October Treasurer's Report, including expenses listed for payment, be approved as presented. The motion was seconded by Mr. Rovanseck and passed unanimously.

Selection of HR Consulting Firm

Noting that a Request for Proposals had been prepared and approved at the August CCPC meeting, Mr. Allison reported that two consulting firms submitted proposals in response to the advertisement. He also noted that both proposals (HR Consultants, Inc. and Mako Recruiting, LLC) were

provided to Commission members prior to this meeting for their review and consideration. Several members in attendance expressed a need for clarification of monthly/hourly rates outlined in the proposals and the impact this cost will have on the CCPC annual budget. Mr. Allison stated that he would contact the HR firms in an effort to determine the projected annual cost for services expected by the Commission.

At this time, general discussion ensued concerning the importance of up-to-date job descriptions for each staff member; Senior Planner position responsibilities; current Community Development Planner job description; and anticipated entry-level planner expectations. Mr. Allison stated that descriptions for the Executive Director and Transportation Planner were updated in-house within the past two years and indicated that the Community Development job description will be updated soon. He also clarified that the previous Senior Planner position was geared to provide a staff liaison during the preparation of the regional comprehensive plan as well as with City of Johnstown/Vision 2025 initiatives and these work activities are no longer relevant.

In response to a question by Dr. Koren regarding acceptance of the lowest cost proposal for the HR consultant, Commissioner Chernisky stated that the Commission is not required to accept the lowest price proposal. After considerable discussion regarding the HR proposals, related personnel issues, and the desire to have additional input from the entire CCPC membership, Ms. Mays made a motion that action on the engagement of an HR consulting team be tabled until the November CCPC meeting. The motion was seconded by Mr. Rovansek and passed unanimously.

Approval of Agreement with Cambria County Redevelopment Authority for CDBG Administrative Assistance

Mr. Allison stated that Renee Daly, Executive Director of the Cambria County Redevelopment Authority, recently requested assistance from the Planning Commission in administration of the County's PA DCED Community Development Block Grant (CDBG) program, specifically the budget modification and project revision processes. Noting that Jacob Zerby has had previous experience with the CDBG program, Mr. Allison requested Commission members to consider execution of the Agreement for Services between the RACC and the CCPC which guarantees reimbursement to the Commission for Mr. Zerby's services on an hourly rate plus fringe benefit/overhead costs. On a motion by Mr. Rovansek, seconded by Dr. Koren, the Agreement between the Cambria County Redevelopment Authority and the Cambria County Planning Commission for CDBG Administrative Assistance was approved. Motion passed unanimously.

CORRESPONDENCE

Noting that a copy of the draft budget request to the Cambria County Commissioners was provided to Commission members prior to this meeting, the Executive Director stated that he is proposing a request of \$125,000 for 2024. He explained that \$100,000 is being requested from the County's general fund to meet the required match for federal/state transportation funding through the Unified Planning Work Program; to guarantee ongoing planning support and guidance to the County's 63 municipalities; to continue implementation of the County's Comprehensive Plan; and to provide additional planning expertise as requested by the

Commissioners and other County agencies. Mr. Allison also explained that \$25,000 is being requested from the County's liquid fuels allocation to continue coordination activities pertinent to the County's bridge maintenance program. Discussion on the proposed 2024 budget ensued and there was a general consensus among those present that an allocation of \$125,000 be requested of the County and the draft request letter be amended to include additional detailed projects/services which the CCPC has provided during the past year and initiatives anticipated in the upcoming year.

STATUS REPORTS

At the suggestion of the Executive Director, oral presentation of monthly status reports was postponed until the November meeting. Ms. Sosko distributed pictures of the Prospect Pollinator Garden construction and planting event which took place on October 15, 2023.

NEW BUSINESS

Mr. Allison apprised the members that Commissioner Chernisky approached Melissa Komar about the feasibility of Commission staff applying for and administering a PA DCED grant on behalf of the Spangler Volunteer Fire Company. He further explained that Southern Alleghenies Planning and Development Commission (SAPDC) is preparing the grant application which will seek funding to renovate the existing fire station and provide additional funding for construction of an additional facility. There was a consensus among the members to move forward with the project once the grant application has been completed by SAPDC.

There being no further business to discuss, Ms. Waksmunski adjourned the meeting.