

MINUTES
Cambria County Planning Commission
February 15, 2024

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, February 15, 2023, at 12 noon, at Kosta's Restaurant, Ebensburg, Pennsylvania.

Chairwoman, Melissa Komar, called the meeting to order.

PRESENT

Melissa Komar
Ron Rovansek
Diane Waksmunski
Danea Koss
Debra Orner
Charlie Koren
Scott Eberhart
Paul Kundrod

ABSENT

Shawn Veneskey

STAFF

Christopher Allison
Colleen Bukowski
Shanna Sosko
Jacob Zerby

PUBLIC COMMENT

No public comment was presented.

ACTION ITEMS

Approval of Minutes

Dr. Koren made a motion that the minutes of the January 18, 2024 meeting be approved. The motion was seconded by Ms. Orner and passed unanimously.

Treasurer's Report

The Executive Director reported the March 1, 2024 projected balance for the Commission's regular checking account as \$129,045.86 and the January 31, 2024 Money Market Account balance as \$25,474.85. In response to an inquiry from Dr. Koren, Mr. Allison stated that the Commission's Money Market Account is with Amerserv Financial, as is the Commission's regular checking account. There being no comments on the February Financial Statement, Mr. Rovansek made a motion that the February Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Mr. Kundrod and passed unanimously.

Designation of Authorized Signers on Ameriserv Bank Accounts

On a motion by Mr. Kundrod, seconded by Mr. Rovansek, the following were approved as authorized signers on both CCPC Ameriserv

accounts: Melissa Komar, Chairwoman; Danae Koss, Treasurer; and Christopher Allison, Executive Director. The motion passed unanimously. Mr. Allison further explained that CCPC checks require two signatures, at least one original signature and one which can be a facsimile signature stamp of the current Commission Treasurer.

Mr. Allison stated that at the request of the Commission Chair, he is seeking approval to acquire two credit cards, each with a credit limit of \$5,000 for the Commission, one in the name of the Commission Chair and one in the name of the Executive Director. He explained the card would be used for major purchases, subscriptions requiring credit card payment, and conference registration/accommodation/meal expenses. A brief discussion concerning the importance of receipts for any transactions using the credit cards was held. Mr. Allison assured those present that staff is well aware of the need for documentation when requesting reimbursement for eligible expenses so he does not anticipate any problems with the use of the credit card. Ms. Komar also suggested that a copy of the credit card statement be submitted as a part of the CCPC monthly financial statement. On a motion by Dr. Koren, seconded by Ms. Orner, Mr. Allison was authorized to apply for two credit cards each with a \$5,000 limit in the names of the Chair and the Executive Director. The motion passed unanimously.

DISCUSSION ITEMS

2024-2025 Unified Planning Work Program (UPWP) Overview

Transportation Planner, Jacob Zerby, provided a power-point presentation on the upcoming Unified Planning Work Program. The presentation focused on the CCPC's role in transportation planning for the Cambria County Metropolitan Planning Organization. Mr. Zerby explained the work tasks and funding allocations which will be undertaken by Commission staff from July 1, 2024 to June 30, 2025. Mr. Zerby stated that, with the exception of funds allocated for LTAP activities, UPWP funding is earmarked for planning work tasks and cannot be used for implementation activities. He explained that LTAP funds are used for staff coordination of PA DOT's Local Technical Assistance Program. It was noted that funds provided through the UPWP provide approximately 80% of the Commission's revenue.

STATUS REPORTS

Executive Director

Mr. Allison provided a brief status report noting that work is continuing on development of the goals and objectives for the Long Range Transportation Program, which is expected to be completed by June. He stated that discussions with regional, state, and federal transportation planning partnership have been held regarding development of the 2025-2028 Transportation Improvement Program.

Mr. Allison reported that the Commission's HR consultant met with staff and has developed draft job descriptions and goals for each position. He indicated that job descriptions, as well as a tentative job opening description, will be reviewed and finalized as soon as possible.

The Executive Director noted that the recently-appointed board members visited the CCPC office in January to gain a better understanding of CCPC planning activities and the Commission's role in County government.

Transportation

Noting that 410 public input surveys were received with regard to the Long Range Transportation Plan (LRTP) update, Mr. Zerby stated that coordination between CCPC staff and the consultant continues on an on-going basis. He reported that discussion at a recent steering committee meeting centered on the possibility of securing a transportation grant (SS4A) which focuses on safety initiatives for Scalp Avenue and Eisenhower Boulevard and the potential for Route 219 to be designated as an interstate highway.

Ms. Komar stated that the Johnstown Redevelopment Authority received a Community Foundation for the Alleghenies (CFA) grant which is to provide funding for beautification activities along Franklin Street, from the Hickory Street Bridge to Valley Pike in the City. She welcomed any comments/recommendations from CCPC staff/members as the project develops.

Community Development

Expressing appreciation to Ms. Komar and Mr. Koren for their insights on the municipal outreach brochure she has been developing, Ms. Sosko stated that the document has been finalized. Ms. Sosko stated that the handout will be made available to municipal officials and, as time permits, she and/or the Commission's transportation planner will visit each municipality in the County to encourage municipal officials to take advantage of the professional expertise and services offered by Commission staff.

Ms. Sosko reported that discussions with officials from Southmont Borough, Westmont Borough, and Upper Yoder Township continue regarding a proposed multi-municipal comprehensive plan. She noted that several officials are receptive to collaboration with neighboring municipalities to further this initiative. Ms. Sosko also reported that she is serving on a steering committee for development of a transportation plan that Southmont Borough is undertaking. She stated that safe connections to schools and Stackhouse Park were identified as two of the Borough's priority planning initiatives.

There being no further business to discuss, the meeting was adjourned on a motion by Mr. Rovanssek, seconded by Dr. Koren. Motion passed unanimously.