

MINUTES
Cambria County Planning Commission
July 21, 2022

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, July 21, 2022, 12 noon, at Kosta's Restaurant, Ebensburg, Pennsylvania.

Chair, Eric Wolf, called the meeting to order.

PRESENT

Eric Wolf
Russ Kiel
James White
Debra Orner
Danea Koss
Diane Waksmunski
Lisa Mays
Melissa Komar (via telephone)

ABSENT

Ron Rovanseck

STAFF

Christopher Allison
Colleen A. Bukowski
Katherine Kinka
Shanna Sosko

GUESTS

John DeBartola

PUBLIC COMMENT

Mr. John DeBartola, 1197 Bedford Street, Johnstown, PA requested information regarding action item d on today's agenda. Mr. Wolf provided this information to Mr. DeBartola. Mr. DeBartola presented comments regarding health care coverage to Mr. Ethan Imhoff for the months of February, March, and April of 2022, noting that he has spoken to the County Controller concerning these expenditures.

EXECUTIVE SESSION

At this time, Mr. Wolf called for an Executive Session to discuss personnel matters. Following the Executive Session, Mr. Wolf reconvened the regular CCPC meeting.

ACTION ITEMS

Approval of Staff Merit Bonuses

Mr. Wolf indicated that staff merit bonuses were discussed during the Executive Session. On a motion by Mr. White, seconded by Ms. Waksmunski, merit bonuses were awarded to each staff member as per the recommendation of the Executive Director. The motion passed unanimously.

Approval of Minutes

On a motion by Ms. Mays, seconded by Mr. Kiel, the minutes of the July 21, 2022 meeting were approved. The motion passed unanimously.

Treasurer's Report

The July Financial Statement was read by Mr. Allison and reviewed by those present. There being no comments or questions on the statement, Mr. Kiel made a motion that the July Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Ms. Koss and passed unanimously.

On-line Banking and Designation of Banking Personnel

Noting that Commission staff has spoken with a representative of Ameriserv bank to discern the process of establishing direct deposit for employee payroll, Mr. Allison explained that the first step is to execute an online banking service agreement. Mr. White made a motion to approve execution of an online banking service agreement between AmeriServ Financial Bank and the Cambria County Planning Commission. The motion was seconded by Ms. Waksmunski and passed unanimously.

Mr. Allison further explained that to establish payroll direct deposit, an ACH Origination Agreement must be executed and personnel authorized to submit and approve payroll transactions. Mr. Allison stated that initial activation fee of \$15 and a \$20 monthly fee will be debited to the Commission's checking account once the ACH agreement is approved. Upon the recommendation of the Executive Director, there was a general consensus among the members that the Commission's Administrative Assistant be designated as the ACH payroll submitter (with the Executive Director designated as "back-up" submitter) and the Commission's Executive Director be designated as ACH payroll approver, with the Commission's Chair and Vice-Chair as "back-up" approvers. On a motion by Mr. White, seconded by Ms. Waksmunski, execution of an ACH Origination Agreement between AmeriServ Financial Bank and the Cambria County Planning Commission was approved. The motion passed unanimously.

Transportation Planner Job Description and Advertisement

Noting that Commission members had each received a copy of the proposed job description and draft job advertisement for a Transportation Planner to fill the vacancy left when Mr. Allison was hired as the Commission's Executive Director, Mr. Wolf called for a discussion on this topic. A brief discussion ensued regarding the advertisement and it was suggested that the salary range and the partial "remote work benefit" be added to the advertisement. Ms. Komar recommended that the time-frame for the "work-at-home" policy be discussed and made clear so that it will not be assumed that this will be an ongoing practice.

Mr. Kiel made a motion to approve the Transportation Planner job description and salary range and to authorize the Executive Director to advertise for the position as soon as possible. The motion was seconded by Ms. Orner and passed unanimously.

A brief discussion was held regarding the formation of a hiring committee consisting of interested CCPC staff and board members to facilitate the hiring of the Transportation Planner. Also discussed was the formation of a personnel committee, composed of interested board members, whose function would be to provide guidance and support to both staff and board members with regard to job performance and expectations, employee grievances, compensation and benefits, etc.

Mr. Wolf requested that the Commission's 3-year strategic planning goals be considered as a topic of discussion at the August CCPC meeting.

STATUS REPORTS

Executive Director/Transportation Planning

Mr. Allison reported that final documentation for the 2023 Transportation Improvement Plan (TIP) update and the FY 2022-2024 Unified Planning Work Program (UPWP) has been prepared and will be submitted to PennDOT for final execution. He noted that assignment of the Commission's Unique Entity Identifier (UEI) by the Department of General Services is proving to be a difficult and time-consuming process but is a necessary component for the Commission to receive federal funds allocated through the UPWP.

Community Development

Ms. Sosko reported that due to difficulty in coordinating and scheduling a meeting among municipal officials, progress on the proposed Mainline Regional Comprehensive Plan initiative has been interrupted during the summer months. She noted that efforts to promote the regional planning process will be revisited within the next few months.

Ms. Sosko briefed the members on a proposed zoning variance in Richland Township. She stated that the township zoning hearing board is in the process of conducting hearings on a proposed asphalt plant in the township, near the Village of Mine 37. Noting that residents in the area are opposed to the granting of the variance and the building of an asphalt plant in that area, Ms. Sosko stated that she has responded to general questions from a member of the Mine 37 Allies group in an effort to explain the County Planning Commission's advisory role in subdivision and land development reviews. Ms. Sosko noted that although the Commission reviewed a subdivision plan for the property in November 2021, subdivision/lot merge plans are not required to notate specific uses for the property. She informed the members that the Commission has not received a land development plan for the property.

Senior Planner

Ms. Kinka reported that she participated in the Southern Alleghenies Planning & Advisory Committee (PAC) review and evaluation of applications submitted to the Greenways Mini-Grants Program. She noted that during the evaluation process she visited the site of the proposed Ebensburg Borough Dog Park, located adjacent to Lake Rowena. Ms. Kinka reported that she also participated in a meeting with representatives from Tunnelhill Borough, PennDOT District 9-0, and the Blair County Planning Commission to discuss an existing DCED multi-modal grant application. She explained that the project application, which seeks funding for street paving, drainage upgrades, and new sidewalks, is being resubmitted since funding was not awarded on a previously submitted application.

Providing an update on the County Hazard Mitigation Plan, Ms. Kinka stated that the consultant retained to prepare the Plan has recently revised the document to address FEMA concerns and recommendations.

There being no additional business to discuss, the meeting was adjourned on a motion by Mr. White, seconded by Ms. Waksmunski. The motion passed unanimously.