

MINUTES
Cambria County Planning Commission
December 22, 2022

The regular monthly meeting of the Cambria County Planning Commission was held via zoom video conference/teleconference on Thursday, December 22, 2022, at 12 noon. The meeting and teleconference line were publicly advertised pursuant to public notice requirements.

Eric Wolf, Chair, called the meeting to order.

PRESENT

Eric Wolf
Russ Kiel
Ron Rovansek
Melissa Komar
Diane Waksmunski
Danea Koss
Lisa Mays

ABSENT

Debra Orner
Jim White

STAFF

Christopher Allison
Colleen A. Bukowski
Katherine Kinka
Shanna Sosko

GUESTS

Commissioner Thomas Chernisky

PUBLIC COMMENT

Commissioner Thomas Chernisky provided a brief "State of the County" address, noting County tax decreases, superior credit rating, and passage of a fiscally responsible 2023 budget. He commended all County elected officials, administrators, and employees for their efforts in helping to achieve an improved economy and outlook for Cambria County.

ACTION ITEMS

Approval of Minutes

On a motion by Ms. Mays, seconded by Mr. Kiel, the minutes of the November 17, 2022 meeting were approved. The motion passed unanimously.

Treasurer's Report

Mr. Allison read the December Financial Statement, briefly noting anticipated revenues and current expenditures. With no questions or comments on the report, Mr. Kiel made a motion that the Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Ms. Waksmunski and passed unanimously.

Approval of Development Plan Review Guidelines

Noting that minor revisions to the Commission's Development Plan Review Guidelines was first presented at the October CCPC meeting, Mr. Allison stated that the guidelines, which address protocol for resubmitted plans, have been finalized, taking into consideration comments provided by the Commission's solicitor. Indicating that the Commission members have had ample opportunity to review and discuss the proposed revisions, Mr. Wolf called for a motion regarding the revised guidelines. Mr. Kiel made a motion

that the CCPC Development Plan Review Guidelines be approved as prepared by staff. The motion was seconded by Mr. Rovansek and passed unanimously.

2023 CCPC Budget

Noting that Commission members received a draft of the proposed 2023 CCPC budget prior to this meeting, Mr. Allison reviewed and provided brief comments on the anticipated revenues and fringe benefit and overhead/operating expenses expected to be incurred in 2023. He noted that these figures were based on actual costs incurred in 2022 and anticipated increases in 2023. In response to Ms. Komar's inquiry regarding anticipated revenue sources and prior year revenue, Mr. Allison explained that 2023 revenue sources (Federal, state, county) will remain comparable to 2022 revenues, however, with increased staff expenses, revenue from the Unified Planning Work Program is expected to increase since this is a reimbursement type contract. Mr. Allison also stated that a 6% cost-of-living wage increase for current staff and wages for a Transportation Planner have been included in the 2023 budget.

Ms. Komar suggested that the 2024 budget be prepared and presented in November which would allow more time for the Commission members to review the document. She also suggested that at year's end, budgeted revenues/expenditures be compared with actual revenues/expenditures and presented as well.

Mr. Wolf stated that official voting on budget adoption would be tabled until later in the meeting.

Office Staffing Policy

Providing a brief history of staff work-from-home practices, Mr. Allison explained that staff worked from home on a full-time basis from March through the end of 2020 due to the COVID-19 pandemic and hybrid work-from-home has continued until the current time. Mr. Allison stated that in response to Commission members' recommendations that staff return to full-time in-office staffing, staff prepared documentation outlining a hybrid work-from-home policy for consideration and possible adoption. Staff was afforded the opportunity to comment on the past work-from-home schedule and the effectiveness of this practice.

At this time, Mr. Wolf adjourned the regular meeting so that an Executive Session could be held to discuss personnel and budget issues.

The regular meeting was reconvened at approximately 1:30 p.m.

Mr. Wolf reported that during the Executive Session, Commission members discussed the proposed budget and office staffing at length. He stated that there was a consensus among the members that the 2023 budget be approved as submitted, including a 6% cost-of-living increase for all staff. In light of the Executive Session discussion, Ms. Mayes made a motion that the 2023 CCPC budget be approved as submitted. The motion was seconded by Ms. Waksmunski and passed unanimously.

Mr. Wolf also stated that that during the Executive Session, the members agreed that in-office staffing be reinstated. At this time, various Commission members cited the following reasons for in-office staffing: Remote work was necessitated by the 2020 pandemic and was not intended to continue once COVID-19 was no longer a major issue; accountability and accessibility to tax-payers is essential for government agencies; County employees are no longer working remotely; and in-person staffing facilitates

cross-training and team-building. Mr. Kiel made a motion that in-office staffing (5 days a week for full-time salaried employees), be reinstated effective January 2, 2023, with the Executive Director having authority to approve remote work in specific circumstances such as inclement weather or to facilitate out-of-office meeting schedules. The motion was seconded by Ms. Komar and passed unanimously.

OTHER BUSINESS

Mr. Wolf recommended that discussion items on today's agenda, i.e., CCPC Projects and Goals and CCPC Board Officers for 2023, be placed on the January 19, 2023 meeting agenda. He appointed Melissa Komar to chair the Nominating Committee and requested that she engage two additional Commission members to serve on the committee so that a slate of officers for 2023 can be presented at the January reorganization meeting.

The Chair also requested the Executive Director to prepare a 3-year historical budget perspective for the January meeting.

Mr. Wolf noted that with Jim White's four-year term expiring on December 31, 2022, Mr. White has requested that he not be reappointed. He commented that in response to Mr. White's request, the County Commission have appointed Mark Bucci, a resident of Adams Township, to the Commission for a four-term beginning January 2, 2023.

There being no other business to discuss, Mr. Wolf adjourned the meeting.