

MINUTES  
Cambria County Planning Commission  
August 21, 2025

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, August 21, 2025, at 10 a.m., at the Young People's Community Center, Ebensburg, Pennsylvania.

Vice-Chair, Charles Koren, called the meeting to order.

PRESENT

Charles Koren  
Danea Koss  
Debra Orner  
Diane Waksmunski

ABSENT

Melissa Komar  
Paul Kundrod  
Scott Eberhart  
Shawn Veneskey  
Ron Rovanseck

STAFF

Mark Lazzari  
Colleen Bukowski  
Shanna Sosko  
Jacob Zerby

There being no changes to the agenda, Dr. Koren called for continuation of the meeting as per posted agenda.

PUBLIC COMMENT

No public comment was offered at this meeting.

ACTION ITEMS

Approval of Minutes

On a motion by Ms. Orner, seconded by Ms. Waksmunski, the June 19, 2025 meeting minutes were approved. The motion passed unanimously.

Treasurer's Report

The July-August Treasurer's Report was read by the Executive Director and reviewed by those present. Mr. Lazzari reported the July 1, 2025 balance for the Commission's regular checking account as \$164,914.56 and the August 1, 2025 balance as \$163,003.33. The Money Market Account balance as of August 1, 2025 was reported as \$25,532.06. The Executive Director noted an expense to Quantum Catalyst, LLC in the amount of \$4,890.00 to be approved for payment. He explained that payment for this invoice will be paid with CFA funds appropriated for the Market Rate Housing project in downtown Johnstown. There being no additional comments or questions on the report, Ms. Koss made a motion that the July-August Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Ms. Orner and passed unanimously.

### Acceptance of 2023-2024 CCPC Audit

Noting that the 2023-2024 Financial Audit of the CCPC, prepared by BarnesSaly & Company, P.C., had been provided to all Commission members for review, Mr. Lazzari stated that no comments or questions had been raised regarding the audit and no negative findings were discovered during the completion of the audit. On a motion by Ms. Orner, seconded by Ms. Waksmunski, the 2023-2024 CCPC Financial Audit was accepted. The motion passed unanimously.

### Stackhouse Park Master Plan

Noting that the Planning Commission's partnership with Stackhouse Park, Inc. regarding the preparation of the Stackhouse Park Master Plan had been discussed at previous CCPC meetings, Mr. Lazzari stated that the next step in this process is preparation of an agreement between the Commission and Stackhouse Park, Inc. He further commented that the CCPC staff, upon successful acceptance of an agreement and approval by DCNR, will prepare the master plan in-house at a cost of \$30,000. A portion of this amount may be needed to bring in a subconsultant to complete certain engineering tasks. Commission members present expressed favorable comments regarding this initiative and staff capabilities in preparing the document. On a motion by Ms. Orner, seconded by Ms. Waksmunski, the Executive Director was given authorization to prepare and execute an agreement between the CCPC and Stackhouse Park, Inc., in the amount of \$30,000, for the preparation of the Stackhouse Park Master Plan. The motion passed unanimously.

### Selection of Law Firm for Legal Advice Services

Mr. Lazzari reported that in response to the Commission's Statement of Qualifications (SOQ) for legal services, he had received responses from the following law firms: Leventry, Haschak & Rodkey, LLC and Spence Custer Attorneys at Law. He noted that both quotes to provide legal advice and counsel when necessary on an as-needed hourly based services were comparable. Mr. Lazzari stated that after an internal review of both SOQs and consultation with representatives from each firm, he would recommend selecting Spence Custer for legal advice services based on the firm's experience as solicitor for several municipalities and Authority boards and their familiarity with the West Hills region of the County. Ms. Waksmunski made a motion that the Executive Director be authorized to prepare and execute an agreement with the law firm of Spence Custer for Legal Advice Services to the Cambria County Planning Commission. The motion was seconded by Ms. Koss and passed unanimously.

### STATUS REPORTS AND PROJECT UPDATES

Commission staff provided updates on the following initiatives:

- West Hills Regional Comprehensive Plan

Ms. Sosko stated that a steering committee kick-off meeting was held on July 30<sup>th</sup> at the Westmont Grove recreational facility. She reported that the Stuart Group representatives facilitated productive break-out sessions among CCPC staff, five municipal representatives, steering committee members, and residents of the West Hills region in attendance. Mr. Lazzari noted that individuals from various sectors such as emergency services, disability advocacy, recreation, transit,

business, arts/culture, youth, faith/ministry, community organization, regional agencies, public health, branding/marketing, economic development, and education have been invited to participate in the planning process. Ms. Sosko indicated that a field visit of the West Hills area is being planned to assist in identifying locations/facilities that each municipality wishes to showcase as well as those that may need improvement.

- Coordinated Public Transit Human Services Plan

Noting that this plan is to be funded through the state's open-ended agreement with Michael Baker and Associates, Mr. Zerby stated that the budget figures for the CCPC 2025-2027 Unified Planning Work Program were adjusted to reflect this change. Mr. Lazzari commented that monthly reimbursements through the Unified Work Program will be delayed until the State budget is approved.

- JHA Choice Neighborhoods Project

Apprising the members of activities associated with the JHA Choice Neighborhoods Project, Ms. Sosko stated that the consultant and CCPC staff will be facilitating the third community workshop this evening at the Coopersdale Homes. She explained that the workshops are held to engage residents in gathering input and feedback and in capturing how they envision the future of their community. Ms. Sosko stated that staff will soon be meeting with the consultant to discuss realistic early-action projects designed to improve the quality of life in the neighborhood.

- Cambria County Unmanned Aerial Vehicle (UAV) Program

Reporting that he is officially certified as a UAV operator, Mr. Zerby stated that the County Coroner's office has requested assistance in using UAV and Ground Penetrating Radar (GPR) technology in mapping Laurel Cemetery and identifying grave site locations on the county-owned property.

Ms. Sosko added that Commission staff remains involved in the Drone 814 Program. She stated that the delivery of medical supplies using drone technology is currently being tested in the West Hills area of Johnstown.

- Plans and Projects

Mr. Lazzari briefed the members of staff involvement in assisting the County Redevelopment Authority (RACC) in preparing 3-year Community Development Plan updates for the Authority's 2025 CDBG County application and the entitlement communities of Adams, Cambria, and Jackson Township.

Mr. Lazzari stated that the Commission has provided a letter of support and offered public outreach/education assistance to the RACC, United Way of the Southern Alleghenies, and the

Center for Population Health in their efforts to secure a HUD grant to help address lead mitigation needs of families in Cambria and Somerset Counties.

Mr. Lazzari reported that the update of the 2021 County Bicycle and Pedestrian Plan is on the horizon. He indicated that the update will focus on enhancing walking and biking infrastructure within Cambria County. Ms. Koss inquired if the update will address e-bike/scooter usage on state and local roads. Mr. Lazzari responded that although the 2021 Plan emphasized recreational vehicles and trail development, the update is envisioned to address community planning to encourage and facilitate bicycle transportation and pedestrian walkways and will also integrate education on safe and legal use of non-motorized and electric vehicles within our communities.

#### NEW BUSINESS/DISCUSSION ITEMS

Mr. Lazzari stated that the process to select a County Bridge Engineer is underway. In a related issue, Mr. Zerby reported that repairs to the Von Lunen Street Bridge have been completed.

The Executive Director apprised the members that he has scheduled a meeting with representatives of the Hancock Group, the local broker for the CCPC's retirement plan which is with the Principal Financial Group. He explained that our broker requested a meeting to discuss options that are available should the Commission wish to consider changing the type of retirement plan currently provided to employees.

Noting that three Commission members' terms of office expire at the end of this year, Mr. Lazzari requested Ms. Koss, Dr. Koren, and Mr. Veneskey to consider their willingness to continue serving on the CCPC Board of Directors. He indicated that a recommendation for reappointment will be submitted to the County Commissioners in December.

The meeting was adjourned on a motion by Ms. Orner, seconded by Ms. Waksmunski. The motion passed unanimously.

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