

MINUTES
Cambria County Planning Commission
November 20, 2025

The regular monthly meeting of the Cambria County Planning Commission was held on Thursday, November 20, 2025, at 12 noon, at the Young Peoples Community Center, Ebensburg, Pennsylvania.

Chairwoman Melissa Komar called the meeting to order.

PRESENT

Melissa Komar
Charles Koren
Debra Orner
Danea Koss
Ron Rovanseck
Paul Kundrod
Shawn Veneskey
Diane Waksmunski

ABSENT

Scott Eberhart

STAFF

Mark Lazzari
Colleen Bukowski
Shanna Sosko
Jacob Zerby

GUESTS

There being no changes to the agenda, Ms. Komar 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 Dr. Koren, seconded by Mr. Veneskey, the October 16, 2025 meeting minutes were approved. The motion passed unanimously.

Treasurer's Report

The November Treasurer's Report was read by the Executive Director and reviewed by those present. Mr. Lazzari reported the November 1, 2025 balance for the Commission's regular checking account as \$126,607.35 and the Money Market Account as \$25,541.74. Noting that all expenses listed for payment approval on the November Financial Statement reflect salaries, taxes, and standard monthly operating expenses, Mr. Lazzari commented that Westmont Borough recently remitted payment for the Borough's local share of the West Hills Regional Comprehensive Plan. There being no additional comments or questions on the report, Mr. Kundrod made a motion that the November Treasurer's Report, including expenses listed for payment, be approved. The motion was seconded by Ms. Waksmunski and passed unanimously.

STATUS REPORTS AND PROJECT UPDATES

Mr. Lazzari reported that Commission staff involvement in the community and with local and regional entities continues. He cited the following cooperative projects in which the Commission staff has assisted: Nanty Glo Borough Water Authority (source water protection efforts in partnership with the University of Pennsylvania and the PA Rural Water Association); Central Cambria School District (walking/biking path feasibility/development study), CC Airport Authority and CC Conservation and Recreation Authority (grant opportunities to install EV charging stations).

Commission staff provided updates on the following initiatives:

- West Hills Regional Comprehensive Plan

Ms. Sosko stated that the first community meeting focusing on the plan was held on October 22nd. Noting that the meeting was very well attended, she indicated that those in attendance expressed an overall enthusiasm for the project. Ms. Sosko commented that the "big ideas" visioning board activity was well received and garnered positive local input. Ms. Sosko stated that in addition to attending borough and township meetings to provide updates on the planning process, she and the Executive Director have meet with Westmont High School students to gain young peoples' perspectives on their visions for the area.

- JHA Choice Neighborhoods Project

Mr. Lazzari stated that Commission staff continues to participate in community outreach events and with the consultant project team in the development of the Johnstown Housing Authority Choice Neighborhood Plan. He noted that working groups and the early action project have been recent focus activities for this initiative.

- Cambria County Coordinated Public Transit Human Services Transportation Plan

Mr. Zerby reported that this planning document, funded through the Unified Planning Work Program, has been initiated. He commented that Commission staff will collaborate with the plan consultant (Michael Baker) and CamTran in the preparation of the plan, which will focus on identifying transportation needs of marginalized individuals; strategies to improve transportation services to this population; and project prioritization and funding mechanisms. Mr. Zerby noted that current activity focuses on identifying steering committee and stakeholder members.

NEW BUSINESS/DISCUSSION ITEMS

Updating the members of the status of UPWP federal/state monthly reimbursements, Mr. Lazzari stated that July to September invoices have been submitted and, with the recent passage of the federal and state budgets, the Commission's cash flow is expected to be stable through the end of 2025 and into the coming calendar year.

Updating the members on 2026 health care costs, Mr. Lazzari apprised the members that, as per conversations with the Commission's insurance broker, health care premiums for staff are expected to increase approximately 10% for 2026, translating to an additional monthly cost of approximately \$300. He noted that no information has yet been provided regarding the cost of retiree health care coverage. Mr. Lazzari stated that increased health care expenditures are reflected in the proposed 2026 draft budget.

With regard to the update of the Commission's fee schedule for subdivision, land development, and other reviews conducted by staff, Mr. Lazzari stated that he prepared a fee comparison chart using data from Blair, Butler, Mifflin, and Huntingdon counties. Noting that the draft fee schedule comparison had been provided to the Commission members prior to the meeting, Mr. Lazzari entertained questions and comments about the proposed fee increases. Several members suggested that data from adjacent counties (Somerset, Indiana, Clearfield Counties) be included in the comparison. Also discussed was including a provision allowing for annual/bi-annual review fee increases. Mr. Lazzari stated that he will attempt to garner fee schedules from additional counties and the proposed fee schedule for Cambria County can be further reviewed and discussed at the December meeting.

Noting that all members had received a copy of the 2026 draft budget prior to this meeting, Mr. Lazzari highlighted several line items that were added to the budget, i.e., promotional/marketing expenditure; staff clothing expenditure; and increased local memberships. He requested that the members review the draft budget in depth prior to the December meeting when official action/adoption will be considered.

A brief discussion was held concerning the expiration of term appointments for Dr. Koren; Mr. Veneskey; and Ms. Koss. Mr. Lazzari commented that he will discuss the expiring membership terms with the County Commissioners. Also briefly discussed was the upcoming election of officers in January 2026 and Section 601 of the Commission's By-laws which states that " . . . no officer shall serve more than a total of three (3) consecutive years in the same office." Dr. Koren made a motion that the Executive Director review the Commission's current By-laws for possible revisions regarding increasing the term limit that a member may consecutively serve in a specific office on the Commission Board of Directors. The motion was seconded by Ms. Waksmunski and passed unanimously.

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