

SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION
BOARD OF DIRECTORS' MEETING
January 18, 2017
Saint Francis College/DiSepio Institute

Convened: 11:00 A.M.

Adjourned: 1:30 P.M.

Members in Attendance:

Hon. Tom Chernisky
Mrs. Sharon Clapper
Hon. Barry Dallara
Hon. Bruce Erb
Hon. Josh Lang
Mr. Rick Leese
Hon. Rodney McCray
Mrs. Heather Meck
Mr. Dennis Munko

Hon. Bill Smith
Hon. Jeff Thomas
Hon. Stuart Ulsh
Hon. John P. Vataavuk
Hon. Gerald Walker
Hon. Scott Walls
Mr. Art Wilkin
Mr. Mark Wissinger
Mr. Rob Yelnosky

Others in Attendance:

Mr. Brandon Carson
Mr. James Gerraughty
Mr. George Gvozdich
Mrs. Joyce Hoffman
Mr. Clark Hostetter, CPA
Mr. Steven K. Howsare
Ms Katherine Kinka
Ms Regina Klevan

Mrs. Trudy Mitchell
Mr. Brandon Peters
Mrs. Debbi Prosser
Ms Deborah Shaffer
Ms Tina Taylor
Mrs. Michele Uveges
Mrs. Susan Whisler

CALL TO ORDER:

Commissioner Thomas, President, called the meeting to order at 11:00 A.M.

He then expressed his thanks for the opportunity to serve as President of the SAP&DC Board of Directors for the past three years and the support he received from both other Board members and the outstanding staff of SAP&DC.

ELECTION OF OFFICERS:

Commissioner Thomas called on Mr. George Gvozdich, the Commission's General Counsel, to conduct the election of officers for 2017. Mr. Gvozdich explained that, at the Board's discretion, officers still serving on the Board could be retained or nominations could be accepted for each position. He further explained that under SAP&DC's By-laws the positions of President and Vice-President must be filled by County Commissioners and the positions of Treasurer and Secretary may be filled by any member of the Board of Directors.

Mr. Gvozdich then requested nominations for the position of SAP&DC President.

Commissioner Chernisky nominated Commissioner Wissinger for the position of SAP&DC President. The motion was seconded by Mr. Yelnosky. Hearing no further nominations, the position of SAP&DC President was declared as being filled by Commissioner Wissinger through acclamation.

Mr. Gvozdich requested nominations for the position of SAP&DC Vice-President.

Mr. Wilkin nominated Commissioner Erb for the position SAP&DC Vice President. The motion was seconded by Commissioner Walls. Hearing no further nominations, the position of SAP&DC Vice-President was declared as being filled by Commissioner Erb through acclamation.

Mr. Gvozdich requested nominations for the position of SAP&DC Treasurer.

Commissioner Thomas nominated Mr. Wilkin for the position SAP&DC Treasurer. The motion was seconded by Commissioner McCray. Hearing no further nominations, the position of SAP&DC Treasurer was declared as being filled by Mr. Wilkin through acclamation.

Mr. Gvozdich requested nominations for the position of SAP&DC Secretary

Commissioner McCray nominated Mrs. Meck for the position SAP&DC Secretary. The motion was seconded by Mrs. Clapper. Hearing no further nominations, the position of SAP&DC Secretary was declared as being filled by Mrs. Meck through acclamation.

At this time, Mr. Gvozdich turned the meeting over to Commissioner Wissinger.

Commissioner Wissinger expressed his gratitude to Commissioner Thomas, Mr. Steve Howsare, SAP&DC Executive Director, and all Board members for their confidence in him. He further stated that it is an honor to be part of an organization that works so well together to promote and serve the communities and citizens of the region. He further stated that SAP&DC has an excellent staff that also works hard to serve the entire Southern Alleghenies Region.

EXECUTIVE, FINANCE, PERSONNEL COMMITTEE APPOINTMENTS/2017:

In accordance with the Commission's By-Laws, nine members are appointed to each of SAP&DC's three Standing Committees: Executive, Finance and Personnel. Also in accordance with the By-Laws, at-large members' appointments must be approved by the Board. Each Committee consists of nine members (six County Commissioners and three at-large members).

A motion was entered by Commissioner Chernisky to approve the standing committee members, as presented. The motion was seconded by Commissioner Dallara and was unanimously approved.

DESIGNATION OF ADVISORY COMMITTEES AND APPOINTMENT OF MEMBERS FOR 2015:

A list of SAP&DC's Advisory Committees and proposed members for each of the advisory committees was presented for approval by the SAP&DC Board of Directors.

A motion was entered by Commissioner Thomas to approve the Advisory Committee designations and appointments for calendar year 2017, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

MINUTES, November 16, 2016:

A motion was entered by Mr. Wilkin to approve the November 16, 2016 Finance Committee and Board of Directors minutes, as presented. The motion was seconded by Mr. Yelnosky and was unanimously approved.

FINANCE REPORT:

Mr. Clark Hostetter, Action Accounting, presented the Finance Report and reported no changes to the information submitted. He briefly reviewed the status/balances of the Commission's Bank Accounts and reported that SAP&DC remains in a strong cash position.

A motion was entered by Mr. Wilkin to approve the Finance Report, as presented. The motion was seconded by Mr. Munko and was unanimously approved.

BUSINESS LENDING SERVICES:

Mrs. Trudy Mitchell, Business Lending Director, presented a loan application that was submitted to and reviewed by the Commission's Loan Review Committee. The application for Carl A. & Valerie Detwiler was approved by the Loan Review Committee as presented and is now presented for Board of Directors' concurrence.

A motion was entered by Mrs. Meck to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner Lang and was unanimously approved.

Mrs. Mitchell then explained that Immersion Research, Inc. had a loan funded through SAP&DC's Revolving Loan Fund that was paid as agreed and the Note satisfied on April 7, 2005.

Collateral for the loan included an assignment of life insurance on Both John & Kara Weld. Ms Weld recently brought to our attention that this collateral was never released. When an attempt was made to release the assignment of life insurance, the insurance carrier, Jackson Life, required a Resolution that had been passed within the last two years before processing the Release. SAP&DC's most recent Resolution was passed January 18, 2012; therefore, an updated Resolution is now presented for your approval.

A motion was entered by Mr. Munko to approve the resolution authorizing the Director of the Loan Program and the Executive Director of the Commission to execute documents, as necessary, relating to the Loan Program. The motion was seconded by Commissioner McCray and was unanimously approved.

TRAVEL REQUEST:

Mrs. Deborah Prosser, Director, Business Development Services requested approval to send Mr. James Gerraughty, Government Procurement Program Manager, and Mrs. Gloria Brooks, Government Procurement Specialist, to the Association of Procurement Technical Assistance Spring Training Conference being held in San Diego, California, April 8-12, 2017. Funds for this purpose have been budgeted and are available through SAP&DC's PREP budget.

A motion was entered by Commissioner Dallara to approve Mr. James Gerraughty, Government Procurement Program Manager, and Mrs. Gloria Brooks, Government Procurement Specialist, attending the Association of Procurement Technical Assistance Spring Training Conference being held in, San Diego, California, April 8-12, 2017, as presented. The motion was seconded by Commissioner Yelnosky and was unanimously approved.

GPS HARDWARE AND SOFTWARE PURCHASE:

Mr. Brandon Carson, Director, Planning & Community Development Division, explained that SAP&DC utilizes GPS equipment to support work programs and tasks, including a significant amount of GIS work for the rural transportation program. There is currently a need to purchase additional hardware and software to achieve a higher degree of accuracy when conducting field work such as the Sign Inventory Maintenance Program, future traffic studies, bridge inventory work and municipal storm water mapping.

Therefore, approval to purchase the required software and equipment to build a complete GPS solution is requested. The total cost is \$4,811.50 and funds for this purchase are available through SAP&DC's UPWP with PennDOT and the Appalachian Regional Commission (ARC) LDD Administrative Grant.

A motion was entered by Commissioner Walker to approve the purchase of GPS Hardware and Software, as presented. The motion was seconded by Commissioner Dallara and was unanimously approved.

EXECUTIVE ORDER 12372 PROJECTS:

SAP&DC is designated by the Federal Office of Management and Budget (under E.O. 12372) to review requests for Federal financial assistance within its six-county service area for concurrence with relevant regional planning documents. Mr. Carson presented those projects requesting federal financial assistance, explained their consistency with the Commission's overall Comprehensive Economic Development Strategy and recommended approval of the projects listed.

A motion was entered by Commissioner Thomas to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Commissioner Walls and was unanimously approved.

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD (SAWDB) REPORT:

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, presented for approval a letter from the Bedford County Economic Development Agency nominating Ms Annette Berkey, Human Resource Manager for Bedford Reinforced Plastics, to fill the vacancy on the Southern Alleghenies Workforce Development Board created by the resignation of Ms Renee Fitzpatrick, HR Administrator for MDL Manufacturing.

A motion was entered by Mrs. Clapper to approve the nomination of Ms Annette Berkey, Human Resource Manager for Bedford Reinforced Plastics, to fill the vacancy on the Southern Alleghenies Workforce Development Board created by the resignation of Ms Renee Fitzpatrick, HR Administrator for MDL Manufacturing Resource. The motion was seconded by Commissioner Dallara and was unanimously approved.

OTHER BUSINESS:

Mr. Howsare reminded members to complete and return the Annual Affirmation of Compliance and Disclosure Form as soon as possible.

The next meeting of the SAP&DC Board of Directors is scheduled for Wednesday, March 15, 2017, at the Commission's office beginning at 10:00 A.M.

Commissioner Chernisky broached members on the idea of partnering together for "flyovers" to save on cost. Discussion regarding this issue was held and it was, ultimately, decided to get additional information before proceeding. Commissioner Chernisky and Mr. Brandon Carson will research this possibility and follow up with members as soon as possible.

ADJOURNMENT:

There being no further business the meeting was adjourned at 1:30 P.M.

Respectfully submitted,

Heather J. Meck

Secretary