

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS MEETING  
November 15, 2017  
Commission Office**

**Convened: 10:05 A.M.**

**Adjourned: 12:20 P.M.**

**Members in Attendance:**

Mr. Jay Cessna  
Hon. Tom Chernisky  
Mrs. Sharon Clapper  
Hon. S. Paul Crooks  
Hon. Barry Dallara  
Mr. Jim Foster  
Hon. Josh Lang  
Hon. Rodney McCray

Mr. Dennis Munko  
Hon. Mark Sather  
Hon. Jeff Thomas  
Hon. John Vatavek  
Hon. Gerald Walker  
Hon. Scott Walls  
Hon. Mark Wissinger

**Others in Attendance:**

Mr. Brandon Carson  
Mrs. Amy Edmiston  
Mrs. Jill Gordon  
Mr. George Gvozdoch  
Mr. Clark Hostetter

Mr. Steven K. Howsare  
Mrs. Trudy Mitchell  
Mrs. Deborah Prosser  
Ms Stephanie Stohon  
Mrs. Susan Whisler

**CALL TO ORDER:**

Commissioner Wissinger, SAP&DC Board President, called the meeting to order at 10:05 A.M.

**MINUTES, SEPTEMBER 20, 2017:**

A motion was entered by Mrs. Clapper to approve the September 20, 2017 Board of Directors meeting minutes, as presented. The motion was seconded by Commissioner Thomas and was unanimously approved.

**FINANCE REPORT:**

Mr. Clark Hostetter, Action Accounting, presented and reviewed the Accounts Payable and Bank Accounts Summary included in the Board packet.

A motion was entered by Commissioner Walker to approve the Accounts Payable and Bank Accounts Summary, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

**PRESENTATION OF FY 2017 SAP&DC SINGLE AUDIT:**

Mrs. Amy Edmiston and Ms Stephanie Stohon of Wessel & Company presented a summary report of SAP&DC's Fiscal Year 2016-2017 Single Audit. Ms Stohon reported that SAP&DC was issued an unmodified (formerly unqualified) opinion without audit adjustments.

Mr. Hostetter reported that the 990-tax return is being filed and a copy will be provided to all Board members.

A motion was entered by Commissioner Chernisky to accept the Fiscal Year 2016-2017 Single Audit, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

**BUSINESS LENDING REPORT:**

Mrs. Trudy Mitchell, Business Lending Director, presented and reviewed three loan applications that were submitted to and reviewed by the Commission's Loan Review Committee: Jesse R. Burkholder, Kern Brothers Lumber Company, Inc., Mulch King Enterprises, LLC; Carl e. & Roben L. Egolf, Adam C. & Katlin M. Egolf, Lincoln Highway Farms, LLC; and Keith E. & Denise R. Leydig, Swampcreek Swine, LLC. Mrs. Mitchell noted that Adam Egolf will be the second-generation farmer with Lincoln Highway Farms, LLC. Commissioner McCray questioned whether all permitting was in place for Swampcreek Swine, LLC to which Mrs. Mitchell replied in the affirmative.

All loan applications, as presented this date, were approved by the Loan Review Committee for submission to the Board of Directors for concurrence.

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

**EXECUTIVE ORDER 12372 PROJECTS:**

Mr. Brandon Carson, Director, Planning & Community Development Division, presented and provided information on a request by Paint Borough for a 2018 Sanitary Sewer Rehabilitation Project. This project is for full replacement of all old terracotta lines and requests funding in the amount of \$3,000,000.

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. The project requesting federal financial assistance, as presented, is consistent with the Commission's Comprehensive Economic Development Strategy.

A motion was entered by Commissioner Crooks to approve the Project Under Executive Order 12372, as presented. The motion was seconded by Commissioner Vatauk and was unanimously approved.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD REPORT:**

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board (SAWDB), reported on the PA CareerLink Certification that is required by the Pennsylvania Department of Labor and Industry. Each comprehensive and affiliate site is required to be certified. She further reported that certification was approved by the SAWDB at its most recent meeting and the State has been notified of this approval.

Mrs. Whisler reported that final approval of the Southern Alleghenies Workforce Development Board Local and Regional Plans is expected in the very near future.

Mrs. Whisler also reported that the grand opening of the new PA CareerLink location in Somerset was held on October 19, 2017. She expressed her gratitude to the Somerset County Commissioners for helping make the move possible.

Mrs. Whisler presented information on the required Infrastructure Funding Agreement (IFA) and Resource Sharing Agreement Budget (RSAB). These agreements must be in place by December 31, 2017 and commits the PA CareerLink partners to fund the one-stop facilities.

A motion was entered by Mrs. Clapper to approve the Infrastructure Funding Agreement (IFA) and Resource Sharing Agreement Budget (RSAB), as presented. The motion was seconded by Commissioner Walker and was unanimously approved.

## **OTHER BUSINESS:**

- Mr. Steven Howsare, SAP&DC Executive Director, reported that Mr. George Gvozdich, SAP&DC Solicitor, has agreed to continue to represent the Commission as both its general counsel and revolving loan program legal counsel for Calendar Year 2018 at the same rate as in 2017, that being \$15,000 for each function. Mr. Howsare noted Mr. Gvozdich has been counsel with SAP&DC since the mid-1980's.

A motion was entered by Commissioner Dallara to approve retaining Mr. George Gvozdich as SAP&DC's general legal counsel and revolving loan program legal counsel at the rate of \$15,000 for each function, as presented. The motion was seconded by Mr. Munko and was unanimously approved.

- Mrs. Sharon Clapper gave a report on Health Careers Week. She reported that the Young Adult Council decided to develop a new contest format to highlight health career programs in the region. "Health Careers Start Here" contest was open to any secondary school with a health career preparation program. The selection committee received responses from five counties. Mrs. Clapper announced that the Allied Health Program at Fulton County AVTS was the contest winner and was awarded a check for \$1,950.
- Mr. Howsare apprised Board member that five audit proposals were received in response to the Request for Qualifications for audit services. He also reviewed the worksheet to be used by the Audit Committee when scoring each proposal. It is expected that a decision on the firm to be awarded SAP&DC audit services will be presented at SAP&DC Annual Board of Directors meeting being held Wednesday, January 17, 2018.
- Mr. Howsare then advised Board members of Mr. Hostetter's decision to leave SAP&DC in order that he can focus more time and attention to his CPA business. He spoke about the fiscal/financial requirements on SAP&DC and the decision that a full-time Controller position is needed. The cost of a full-time Controller position would add approximately \$40,000 to SAP&DC's Operational Budget and can be supported by the grants which SAP&DC receives. He then reviewed the hiring process followed by the Personnel Committee.
- Mr. Carson presented a request to add the Pennsylvania Highlands Community College-Blair Center Expansion project to SAP&DC 's FY 2018 Appalachian Regional Commission Investment Package.

A motion was entered by Commissioner McCray to amend SAP&DC's FY 2018 Appalachian Regional Commission Investment Package to include the Pennsylvania Highlands Community College-Blair Center Expansion project, as presented. The motion was seconded by Mr. Munko and was unanimously approved with one abstention by Commissioner Vatauk due to his being a board member of the Pennsylvania Highlands Community College.

- The 2018 SAP&DC Holiday Schedule was presented for approval.

A motion was entered by Commissioner Thomas to approve the SAP&DC Holiday Schedule for 2018, as presented. The motion was seconded by Commissioner Vatauk and was unanimously approved.

- The 2018 Board of Directors Meeting Schedule was presented for approval. Mr. Howsare announced that the start and end time for the SAP&DC Annual Board of Directors meeting being held on Wednesday, January 17, 2018, has been changed from 11:00 AM to 1:00 PM to 9:00 AM to 3:00 PM in order to allow for breakout sessions on the Regional Implementable Comprehensive Plan to take place in the afternoon.

A motion was entered by Commissioner Vatauk to approve the 2018 Board of Directors Meeting Schedule with the time change for the January 17, 2018 meeting, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

At this time, Commissioner Wissinger requested a brief recess before reconvening for an update on the Regional Comprehensive Plan.

- Upon reconvening, Commissioner McCray initiated discussion on the process for hiring a full-time Controller to replace Mr. Hostetter's contracted Controller position. He proposed not prolonging the process until January 2018, but to begin the hiring process or to consider other options.

Commissioner McCray began the discussion by suggesting that he would be willing to make a motion for hiring a full-time Controller. Commissioner Thomas questioned using email for voting about the ability of

SAP&DC's grants to cover the increased cost. Mr. Howsare indicated that "running the figures" it appears that an additional position will fit into SAP&DC's Operational Budget. However, he plans to discuss with each Division Director how the addition of a controller position will affect the direct portions of their individual Division budgets. Mr. Howsare also stated that if the Board elects to hire a full-time Controller the job description would be revised and presented to the Personnel Committee members for an email ballot vote and members of the Personnel Committee would be offered the option to participate in interviews. Commissioner Walker suggested that a vote be taken now, but questioned if the Board was still in session. Commissioner Wissinger confirmed that the meeting had not adjourned and a motion could be made.

A motion was entered by Commissioner McCray for SAP&DC to hire a full-time Controller. The motion was seconded by Commissioner Thomas and was unanimously approved.

The next SAP&DC Board Meeting will be held Wednesday, January 17, 2018, at the Sunnehanna Country Club beginning at 9:00 AM and serves as the Board of Directors Annual Reorganizational Meeting.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 12:20 PM.

Respectfully submitted,

Heather Meck

Secretary