

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS MEETING**

**November 18, 2015**

**Commission Office**

**Convened: 10:00 A.M.**

**Adjourned: 12:15 P.M.**

**Members in Attendance:**

Mr. Dan Brogdon  
Mr. Jay Cessna  
Mrs. Sharon Clapper  
Hon. S. Paul Crooks  
Hon. Craig Cutchall  
Hon. R. Dean Fluke  
Hon. Doug Lengenfelder  
Hon. Rodney McCray

Mrs. Heather Meck  
Hon. Kirt Morris  
Hon. Jeffrey Thomas  
Hon. Pam Tokar-Ickes  
Hon. John Vatavek  
Mr. Arthur Wilkin  
Hon. Mark Wissinger  
Mr. Rob Yelnosky

**Others in Attendance:**

Mr. Brandon Carson  
Ms Kathleen Clark  
Mr. George Gvozdoch  
Mr. Clark Hostetter  
Mr. Steven Howsare  
Ms Katie Kinka

Mrs. Trudy Mitchell  
Mrs. Deborah Prosser  
Mrs. Deborah Shaffer  
Mrs. Stefanie Stohon  
Mrs. Susan Whisler

**CALL TO ORDER:**

Commissioner Thomas, SAP&DC Board President, called the meeting to order at 10:00 A.M.

Commissioner Thomas and Mr. Steven Howsare, SAP&DC Executive Director, extended their sincere gratitude and appreciation to the outgoing Board members for their hard work and support over the past several years.

**MINUTES, SEPTEMBER 17, 2015:**

A motion was entered by Mrs. Clapper to approve the September 16, 2015 Board of Directors meeting minutes, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

**FINANCE REPORT:**

Mr. Clark Hostetter, Action Accounting, presented the Accounts Payable and reported no changes to the information provided in the meeting packet. He also briefly reviewed the summary of bank accounts and reported that SAP&DC remains in a strong cash position and has not had to utilize the line of credit.

A motion was entered by Commissioner Cutchall approve the Accounts Payable/General Fund Ending Balance, as presented. The motion was seconded by Commissioner Wissinger and was unanimously approved.

**PRESENTATION OF SAP&DC FY 2014-2015 OMB CIRCULAR A-133 SINGLE AUDIT:**

Ms Stephanie Stohon and Ms Kathleen Clark of Wessel & Company presented a summary report of SAP&DC's Fiscal Year 2014-2015 Financial Statement. Ms Stohon reported that SAP&DC was issued an unmodified (formerly unqualified) opinion without audit adjustments.

She and Ms Clark then reviewed SAP&DC's Single Audit and reported no findings.

Ms Stohon reported that Wessel & Company has prepared for submission SAP&DC's IRS Form 990 Federal Tax Return for Fiscal Year 2014-2015. Following individual Board member review of the Form 990, any member who has questions/comments regarding the 990 should contact Ms Stohon at Wessel & Company by no later than the end of the day December 31, 2015.

A motion was entered by Commissioner Morris to accept the Fiscal Year 2014-2015 Single Audit, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

**BUSINESS LENDING/ LOANS:**

Mrs. Trudy Mitchell, Business Lending Director, presented and reviewed two loan applications that were submitted to and reviewed by the Commission's Loan Review Committee: Norman & Melissa Martin and Old Towne Bakery & Cafe

Both 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 Mr. Cessna to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner Vataavuk and was unanimously approved.

**PREP 1<sup>st</sup> QUARTER PROGRESS REPORT:**

Mrs. Deborah Prosser, Director, Business Development Services, presented and reviewed a report summarizing the performance of SAP&DC's core and region specific components under its Appalachian Regional Commission and Commonwealth-funded Programs through the first quarter of FY 2015-2016. These programs represent the largest single revenue source within the Commission's operating budget and support a majority of the Commission's economic and community development efforts.

**COORDINATED PUBLIC TRANSIT/HUMAN SERVICES PLAN-METROQUEST CONTRACT:**

Mr. Brandon Carson, Director, Planning & Community Development, reminded members of the contract with Michael Baker International to complete an update to the Southern Alleghenies Rural Planning Organization's Coordinated Public Transit-Human Services Transportation Plan. A major component to this plan is public involvement.

MetroQuest is an online survey and public involvement tool that is a highly effective way to engage the users of transit and human services transportation and involve them in the plan development. The State Transportation Commission and PennDOT utilized this tool successfully as part of their public involvement strategy for the 2017 Pennsylvania Twelve Year Program.

It is requested, therefore, to purchase a MetroQuest web-based public involvement survey tool at a total cost of \$7,800. The funds for this effort are available through SAP&DC's FY 2015-2016 Unified Planning Work Program with PennDot and dedicated transit funds from the Federal Transit Administration.

A motion was entered by Commissioner Lengenfelder to approve the purchase of a MetroQuest web-based public involvement survey tool, as presented. The motion was seconded by Commissioner Cutchall and was unanimously approved.

### **ECONOMIC DEVELOPMENT ADMINISTRATION POWER APPLICATION UPDATE:**

Mr. Carson reminded members of the applications submitted to both the Appalachian Regional Commission (ARC) and the Economic Development Administration (EDA) requesting funds available as part of the President's POWER Initiative to assist communities impacted by the downturn in the coal industry.

Unfortunately the ARC application was denied, but the EDA application was approved and SAP&DC was awarded \$40,000 to move forward with developing a business development and attraction plan for Somerset County, which has been severely impacted by the loss of coal jobs over the last five to six years.

### **REGIONAL COMPREHENSIVE PLAN – DCED MAP APPLICATION:**

Mr. Carson explained that, in conjunction with the Planning Advisory Committee, SAP&DC Planning Division staff have been investigating the feasibility of completing a Regional Comprehensive Plan that would satisfy the comprehensive planning needs of each county. Using cost estimates from a Request for Information that was advertised earlier this year, staff have determined that the total cost of a six-county plan would be approximately \$300,000. Grant funding to assist with this effort is available through PA DCED's Municipal Assistance Program (MAP) and staff would like to proceed and file an application requesting \$150,000 on behalf of the six counties. Resolutions from each of the counties will be required as well a Resolution from the SAP&DC Board authorizing submission of the application. If approved and submitted, SAP&DC would be the first to submit a regional comprehensive plan in Pennsylvania.

Commissioner Tokar-Ickes questioned Mr. Carson regarding about the possibility of a county losing its' individual identify under a regional plan. Mr. Carson assured members that steps were being taken to ensure that each county would be provided adequate coverage/identity under the Regional Comprehensive Plan developed by SAP&DC. Commissioner Tokar-Ickes stated that she had discussions with Somerset County's Planning Director and Somerset County cannot support a regional plan at this time.

Discussion was then held regarding SAP&DC being funded for a less than six county Regional Comprehensive Plan (along with the increased cost to participating counties) and the possibility that if a regional plan is funded whether those individual counties not included in the regional plan can receive funding for a comprehensive

plan of their own. Commissioner Tokar-Ickes and Mr. Carson had received different answers to this question from the Department of Community and Economic Development (DCED) representative.

Therefore, it was decided to table action on filing an application for a Regional Comprehensive Plan until SAP&DC staff follow up with DCED and get a definitive answer regarding whether or not individual counties not included under a Regional Comprehensive Plan can receive funding for a comprehensive plan of their own. Once this issue is resolved members will be notified and, if necessary, a ballot vote will be utilized for action on this subject.

### **GREENWAYS/ATV MINI-GRANT AWARDS (ROUND 2):**

Mr. Carson explained to members that the Regional Greenway/ATV Mini-Grant Program administered by SAP&DC and funded through the PA Department of Conservation and Natural Resources (DCNR) is intended to provide funding for projects that support implementation of the overall goals related to conservation, recreation, alternative transportation and economic development that are identified in the Southern Alleghenies Greenways and Open Space Network Plan. Applications for projects have been reviewed by Planning Division staff in conjunction with the Planning Advisory Committee and approved by DCNR.

A summary of the projects received were provided to members as part of the Board of Directors Meeting packet. Ms. Katie Kinka, Community & Economic Development Program Manager, gave a visual presentation and detailed review of each project. Approximately \$57,700 is still available for projects and another round of applications may be requested in the spring of 2016.

A motion was entered by Commissioner Wissinger to authorize award of the Regional Greenway/ATV Mini-Grant projects, as presented. The motion was seconded by Mr. Cessna and was approved with Commissioner Crooks voting no.

### **SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD REPORT:**

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, explained that with the new legislation changing the Workforce Investment Act to the Workforce Innovation and Opportunity Act several new agreements with the Chief Elected Officials (County Boards of Commissioners) need approval.

Mrs. Whisler requested approval of three new agreements; those being: (1) the Chief Elected Officials and Fiscal Agent Agreement (outlining the relationship between the county Boards of Commissioners and the Southern Alleghenies Planning & Development Commission as fiscal agent for the workforce development region), (2) the Chief Elected Officials and Workforce Development Board Agreement (outlining the relationship between the county Boards of Commissioners and the Southern Alleghenies Workforce Development Board) and (3) the Chief Elected Official Agreement (outlining the role and responsibilities of the county commissioners in the public workforce system).

A motion was entered by Commissioner Lengenfelder to approve the Chief Elected Officials Agreements, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

Mrs. Whisler also requested approval of the local Workforce Development Area Designation required with the passage of the Workforce Innovation and Opportunity Act of 2014. All local workforce areas must apply to the Commonwealth for continued designation as a recognized workforce development area.

A motion was entered by Commissioner Lengenfelder to approve support for the Southern Alleghenies remaining a six county workforce development area. The motion was seconded by Commissioner Cutchall and was unanimously approved.

Mrs. Whisler then reviewed and discussed several developments and issues that may affect the Southern Alleghenies Workforce Development Area.

**OTHER BUSINESS:**

Mr. Howsare 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 2016 at a rate of \$15,000 for each function, amounting to a total of \$30,000 (\$15,000 as general counsel and \$15,000 as loan program legal counsel). This represents no increase over that paid in 2015.

A motion was entered by Mrs. Clapper to approve retaining Mr. George Gvozdich as SAP&DC's legal counsel at a total cost of \$30,000, as presented. The motion was seconded by Commissioner Lengenfelder and was unanimously approved.

The next SAP&DC Board Meeting will be held January 20, 2016 and serves as the Board of Directors Annual Meeting.

Mr. Howsare reminded members that each county board of commissioners must appoint one commissioner to each of SAP&DC's three standing committees (Executive, Finance and Personnel) for calendar year 2016, as well as designating two commissioners from each county board to be primary SAP&DC Board of Directors members, with the third commissioner from each county being an alternate. These appointments should be prepared and submitted by December 31, 2015. Three at-large members would also be appointed to each standing committee.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 12:15 P.M.

Respectfully submitted,

Heather Meck

Secretary