

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION
BOARD OF DIRECTORS' MEETING
September 21, 2022
Commission Office**

Convened: 10:00 A.M.

Adjourned: 11:30 A.M.

Members In Attendance:

Hon. Debbie Baughman
Hon. Randy Bunch (via Zoom)
Mr. Jay Cessna
Hon. Barry Dallara
Hon. Bruce Erb
Hon. Scott Hunt

Ms Beth McGregor
Mr. Rick Strait
Hon. Pamela Tokar-Ickes
Hon. Gerald Walker
Hon. Scott Walls
Hon. Amy Webster (via Zoom)

Others In Attendance:

Mr. Daniel Bowers
Mr. George Gvozdoch
Mr. Steven Howsare
Ms Regina Klevan
Mr. Pete Lombardi

Mrs. Trudy Mitchell
Mr. Brandon Peters
Mrs. Debbi Prosser
Ms Deborah Shaffer
Mrs. Susan Whisler

CALL TO ORDER:

Commissioner Walker, President, called the meeting to order at 10:00 A.M.

PUBLIC COMMENT:

Commissioner Walker then asked if there were any public comments. Hearing none, the meeting continued without comment.

MINUTES:

A motion was entered by Commissioner Hunt to approve the July 20, 2022, Board of Directors Meeting minutes, as presented. The motion was seconded by Commissioner Tokar-Ickes and was unanimously approved.

FINANCE REPORT:

Mr. Daniel Bowers, SAP&DC Director of Finance, presented the Accounts Payable/General Fund Ending Balance, reviewed some of the larger expenses and reported no changes to the information submitted. He also

provided a summary of available Commission funds and reported that SAP&DC remains in a good cash position.

Mr. Bowers also announced that the FY 21-22 audit will be presented at the November 16, 2022 Board Meeting.

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

BUSINESS LENDING SERVICES:

Mrs. Trudy A. Mitchell, Director, Business Lending Services, presented and reviewed the actions taken by the Loan Review Committee.

The applications for Ezra B. & Ruth Kauffman and TMW Candies/Tammy & Adam Wiley. were approved, as presented.

A motion was entered by Commission Dallara to concur with the actions taken by the Loan Review Committee relative to the loan applications, as presented. The motion was seconded by Commissioner Webster and was unanimously approved.

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD REPORT:

Mrs. Susan Whisler, SAWDB Director, reported that annually the SAWDB provides its draft budget to the region's local elected officials for review and concurrence. Mrs. Whisler then presented and reviewed the PY 2022 budget detail explaining the different sources of revenue administered by the Board, the budget's cost categories, and approved level of funding. She further explained that this budget represents a fluid document and that the SAWDB has the ability to move money between the Adult and Dislocated Worker allocations as well as obligating funds from the reserve line. Mrs. Whisler then informed members that this budget represented over \$5 million in funding for SAP&DC and the region.

The Southern Alleghenies Workforce Development Board's (SAWDB) regional and local workforce plans are in the process of being updated. Plans must be updated every two years and a full plan must be completed every four years. Further information will be shared as it becomes available.

A motion was entered by Commissioner Hunt to approve the SAWDB PY 22 budget as presented. The motion was seconded by Commissioner Tokar-Ickes and was unanimously approved.

GREENWAYS MINI-GRANT PROGRAM ROUND 8 AWARDS:

Mr. Brandon Peters, Director, Planning & Community Development Division, reported that the Greenways Mini-Grant program is funded through the Pennsylvania Department of Conservation and Natural Resources and was started in 2013. This program is administered by SAP&DC and is intended to provide funding for projects that support implementation of the goals related to conservation, recreation, alternative transportation and economic development, as identified in the Southern Alleghenies Greenways and Open space Network and Southern Alleghenies Bicycle and Pedestrian Plan.

For this round approximately \$100,000 is available to support projects; SAP&DC had requested \$200,000 but was awarded \$100,000. Mr. Peters provided a summary and presentation of the applications received for Round 8. Unfortunately, SAP&DC was unable to awarded funding for the Duncansville Borough Park Design Plan due to their not meeting the minimum funding requirement. Approximately \$21,000 is still available, therefore, SAP&DC is going to advertise for additional projects under Round 8.1 lowering the minimum request to \$1,500 and holding the maximum to \$20,000. Therefore, it is expected that the entire funding of \$100,000 will be allocated.

The Planning Advisory Committee and PC&D staff met previously to score/rank the projects for submissions and the prioritized ranks are now presented for consideration by SAP&DCs Board of Directors.

SAP&DC has already applied for Round 9 funding and received notification that SAP&DC will be receiving \$150,000 for Round 9 funding next year.

A motion was entered by Commissioner Hunt to approve awarding the projects for Regional Greenways Mini-Grant funding, as presented. The motion was seconded by Ms McGregor and was unanimously approved.

SOUTHERN ALLEGHENIES REGIONAL HOUSING STRATEGY:

Mr. Peters reported that following an RFP process SAP&DC recently selected czb to complete a Regional Housing Strategy for the Southern Alleghenies region. The Strategy is expected to examine current housing conditions and trends throughout the region, list potential redevelopment opportunities and identify housing priorities. When complete, this Strategy will provide a framework for addressing housing issues in the Region and advise SAP&DC on how to effectively facilitate housing redevelopment efforts.

Mr. Pete Lombardi, of czb, then provided an overview of the housing strategy project overview and timeline, core concepts and how the project will progress. Following Mr. Lombardi's presentation discussion was held regarding housing issues facing the region to ensure that these issues were addressed during the project.

EXECUTIVE ORDER 12372 PROJECTS:

Mr. Peters explained that 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. Fourteen projects requesting federal financial assistance were presented as consistent with the Commission's overall Comprehensive Economic Development Strategy.

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

OTHER BUSINESS & INFORMATIONAL ITEMS:

At this time Commissioner Walker, SAP&DC Board President, called for an Executive Session to discuss personnel issues.

Following the Executive Session the meeting was adjourned with no further action taken.

The next SAP&DC Board of Commissioners meeting will be held on Wednesday, November 16, 2022. A Finance Committee will be held at 9:00 AM prior to the SAP&DC Board meeting to present and review SAP&DC's FY 21-22 audit.

ADJOURNMENT:

There being no further business the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Scott Hunt

Secretary