

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION
BOARD OF DIRECTORS' MEETING
January 21, 2015
The Altoona Grand Hotel**

Convened: 10:00 A.M.

Adjourned: 1:30 P.M.

Members in Attendance:

Mr. Jay Cessna
Hon. Tom Chernisky
Hon. Mrs. Sharon Clapper
Hon. Barry Dallara
Hon. Bruce Erb
Hon. Josh Lang
Hon. Rodney McCray
Mrs. Heather Meck
Mr. Dennis Munko
Hon. Mark A. Sather

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

Others in Attendance:

Mr. Brandon Carson
Mr. George Gvozdich
Mr. Clark Hostetter, CPA
Mr. Steven K. Howsare

Mrs. Trudy Mitchell
Mrs. Debbi Prosser
Ms Deborah Shaffer
Mrs. Susan Whisler

CALL TO ORDER:

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

At this time Commissioner Thomas, due to the number of new members, requested that everyone introduce themselves. Following introductions the election of officers was conducted.

ELECTION OF OFFICERS:

Commissioner Thomas called on Mr. George Gvozdich, the Commission's General Counsel, to conduct the election of officers for 2016. 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 Vatajuk nominated Commissioner Thomas for the position of SAP&DC President. The motion was seconded by Mr. Munko. Hearing no further nominations, the position of SAP&DC President was declared as being filled by Commissioner Thomas through acclamation.

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

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

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

Commissioner Wissinger nominated Mr. Wilkin for the position SAP&DC Treasurer. The motion was seconded by Mr. Yelnosky. 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

Mr. Munko nominated Mrs. Meck for the position SAP&DC Secretary. The motion was seconded by Mr. Yelnosky. 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 Thomas.

EXECUTIVE, FINANCE, PERSONNEL COMMITTEE APPOINTMENTS/2015:

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).

It was with regret that the SAP&DC Board of Directors accepted the resignation of Mr. Daniel Brogdon as an At-Large Member. A replacement for Mr. Brogdon will be announced at a later date. A list of standing committee members for calendar 2016, as designated by each county Board of Commissioners, was presented for confirmation by the Board of Directors.

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 Wissinger to approve the Advisory Committee designations and appointments for calendar year 2016, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

MINUTES, November 18, 2015:

A motion was entered by Mr. Yelnosky to approve the November 18, 2015 Finance Committee and Board of Directors minutes, as presented. The motion was seconded by Mrs. Meck and was unanimously approved.

FINANCE REPORT:

Mr. Clark Hostetter, Contracted Controller, 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. SAP&DC expects to receive its' State contract funds within the next two months now that the Governor has approved the budget.

A motion was entered by Mr. Wilkin to approve the Finance Report, as presented. The motion was seconded by Commissioner Tomassetti 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 Elaine's Wearable Art was approved by the Loan Review Committee as presented and is now presented for Board of Directors' concurrence.

Mrs. Mitchell also presented and reviewed those loan applications that currently have funds committed and are awaiting closing.

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 Lang 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 Mr. Brandon Peters, Government Procurement Specialist, to the Association of Procurement Technical Assistance Spring Training Conference being held in St. Louis, Missouri, April 2-7, 2016. Funds for this purpose have been budgeted and are available through SAP&DC's PREP budget.

A motion was entered by Mr. Wilkin to approve Mr. James Gerraughty, Government Procurement Program Manager, and Mr. Brandon Peters, Government Procurement Specialist, attending the Association of Procurement Technical Assistance Spring Training Conference being held in, St. Louis, Missouri, April 2-7, 2016, as presented. The motion was seconded by Commissioner Walker and was unanimously approved.

SA RPO BICYCLE AND PEDESTRIAN PLAN UPDATE:

Mr. Brandon Carson, Director, Planning and Community Development Division, explained that SAP&DC as the Rural Planning Organization (RPO) conducting transportation planning activities for Bedford, Fulton, Huntingdon and Somerset Counties is required to maintain an up-to-date Bicycle and Pedestrian Plan. The updated plan will review both on-road and off-road bicycling and pedestrian opportunities throughout the region, as well as developing strategies to facilitate, support and promote those opportunities. PennDOT has made funding available to complete this update to the current plan, which was adopted in 2002.

SAP&DC released a Request for Proposals in October of 2015 and ultimately received six proposals. The Rural Transportation Technical and Coordinating Committees reviewed and scored/ranked the proposals at a meeting held on December 10, 2015. It was recommended that the contract be awarded to Michael Baker International with a completion date of June 30, 2016.

In order to move forward with this plan update and to ensure that work on the plan would be completed by June 30, 2016, an electronic vote of the SAP&DC Board of Directors was conducted in December. The results of the electronic vote was a unanimous approval to award the contract to Michael Baker International at a total cost of \$74,737.67.

Electronic Vote was taken on December 18, 2015 with members approving the award of the Bicycle and Pedestrian Plan Update to Michael Baker International, as provided. Original electronic ballots will be kept on file with original minutes from this January 20, 2016 Southern Alleghenies Board of Directors meeting.

Commissioner Thomas recommended that, due to the number of new members to the Southern Alleghenies Board of Directors, a vote committing to awarding the contract for the Bicycle and Pedestrian Plan Update to Michael Baker International be taken.

A motion was entered by Mr. Yelnosky to commit to the electronic vote taken on December 18, 2015 approving the award of the Bicycle and Pedestrian Plan Update to Michael Baker International. The motion was seconded by Commissioner McCray and was unanimously approved.

FY 2016-2018 UNIFIED PLANNING WORK PROGRAM RESOLUTION:

Mr. Carson presented a resolution designating SAP&DC's Executive Director as having signatory authority under the grant contract with the Commonwealth's Department of Transportation to execute the FY 2016-2018 Rural Transportation Unified Planning Work Program Agreement/contract.

A motion was entered by Commissioner Wissinger to approve the resolution designating SAP&DC's Executive Director as the official to execute the FY 2016-2018 Rural Transportation Unified Planning Work Program Agreement between SAP&DC and the Commonwealth of Pennsylvania Department of Transportation. The motion was seconded by Mr. Wilkin and was unanimously approved.

MUNICIPAL SIGN INVENTORY PILOT PROGRAM/EQUIPMENT PURCHASE:

Mr. Carson reported that the Southern Alleghenies Rural Planning Organization (RPO) intends to complete a pilot traffic control sign inventory program to assist communities in Bedford, Fulton, Huntingdon and Somerset Counties with their Sign Inventory Management programs, which will ultimately help them prepare for compliance with the Federal Highway Administration's Manual on Uniform Traffic Control Devices regulations for maintaining minimum sign retroreflectivity. The proposed work will be conducted by SAP&DC transportation staff and will conclude on June 30, 2016.

A handheld GPS device with built-in camera and data collection software and a retroreflectometer must be purchased in order to perform the work. Price quotes were obtained and it is recommended that approval be given to purchase the equipment needed for the traffic control sign inventory pilot program, as presented, at a

total cost of \$15,240. Funds for purchase of this equipment are available through SAP&DC's FY 2015-2016 Unified Planning Work Program with PennDOT.

Following some discussion and questions, a motion was entered by Commissioner Walker to approve the purchase of the equipment needed for the Municipal Sign Inventory Pilot Program, as presented. The motion was seconded by Commissioner Tomassetti and was unanimously approved.

REGIONAL IMPLEMENTABLE COMPREHENSIVE PLAN/DCED MAP RESOLUTION:

Mr. Carson reminded members of the discussion held at the November SAP&DC Board of Directors meeting regarding a Regional Comprehensive Plan, specifically the issue of a county losing its' individual identify under a regional plan. Ultimately members were assured that steps were being taken to ensure that each county would be provided adequate coverage/identity under a Regional Comprehensive Plan developed by SAP&DC.

Currently, the majority of counties have provided resolutions of support for and agreed to participate in a Regional Plan. Therefore, SAP&DC intends on filing an application with the Pennsylvania Department of Community and Economic Development (DCED) requesting funds to complete a regional implementable comprehensive plan that would satisfy the comprehensive planning requirements for each of the six counties. Funding is available through DCED's Municipal Assistance Program. As required by DCED, the Resolution provided for consideration authorizes submission of the application on behalf of the member counties. Discussion was held regarding the possibility that one or two counties may choose not to participate and the affect that will have on the cost and those counties not participating being able to receive funding for a plan of their own.

Mr. Carson explained that he could not comment on the ability of those counties not participating receiving funding for a plan of their own, but the cost for participating counties would not increase (each county would be required to provide \$30,000). It is important that we move forward with submitting an application for a regional plan because available funds are limited. Therefore, Mr. Carson, requested that approval of the resolution to undertake a regional comprehensive plan be authorized at this meeting. If approved and submitted, SAP&DC would be the first to submit a regional comprehensive plan in Pennsylvania.

A motion was entered by Mr. Wilkin to approve the resolution authorizing submission of an application for funding to complete a regional implementable comprehensive plan on behalf of SAP&DC's member counties. The motion was seconded by Commissioner Dallara and was unanimously approved with the caveat that the resolution be revised if any of the member counties decide not to participate.

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 Mr. Wilkin to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Commissioner Erb and was approved with Commissioners McCray and Ulsh opposing the Regional Bay Journal Support/Chesapeake Media Service, Inc. request.

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD (SAWDB) REPORT:

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, provided members with updated information on the activity taking place in the workforce development arena.

Mrs. Whisler then proceed to review/outline information regarding the release of the Workforce Innovation and Opportunity Act (WIOA) Combined State Plan. She explained that on January 28, 2015, the Governor released the plan for the required 30-day comment period. She then reminded members that at the November Board of Directors Meeting she had shared concerns over certain proposed funding requirements that were included in an earlier and unreleased draft of the plan.

Those provisions require local areas to commit increasing the amount of funding to support training for adults and dislocated workers; 30% of the budget in PY 16, 40% in PY 17 and 50% in PY 18. If the caps remain unchanged, it will have a devastating effect on our region and all workforce development areas in the state. Committing this level of funding to training will require significant cuts elsewhere, namely in the dollars used to support our PA CareerLinks and Title I subcontractors. The proposed cuts will lead to a reduction in facility size, perhaps number and a reduction in the number of staff available in the CareerLinks to assist/serve customers.

A coordinated effort is underway across the state to provide input during the public comment period, primarily focusing on this training benchmark issue. In December a joint letter was submitted by the Southern

Alleghenies, North Central and Central Workforce Areas requesting reconsideration of the benchmarks and noting the negative impact they would have, especially on the rural portions of the state.

Mrs. Whisler then presented for approval a letter developed for signature by Commissioner Thomas on behalf of the Southern Alleghenies Local Elected Officials also urging reconsideration of the issues that will impact service delivery in the region to be submitted to the State as part of the public comment period.

A motion was entered by Mrs. Clapper authorizing submission, as part of the public comment period for Pennsylvania's WIOA Combined State Plan 2016-2020, the letter developed for signature by Commissioner Thomas on behalf of the Southern Alleghenies Local Elected Officials. The motion was seconded by Commissioner Wissinger 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 16, 2016, at the Commission's office beginning at 10:00 A.M.

ADJOURNMENT:

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

Respectfully submitted,

Heather J. Meck

Secretary