



BLAIR COUNTY PLANNING COMMISSION
Regular Meeting of May 25, 2023, 8:30 AM
Altoona Water Authority, 900 Chestnut Avenue, Altoona, Pennsylvania

AGENDA

CALL TO ORDER

1. Roll Call – The meeting will begin with a roll call of the members to publicly determine who is present as well as determine if a quorum is present.
2. Welcome New Appointment – Welcoming new Board member, Nicola Ardizzone
3. Approval of Minutes – The Minutes of the April 27, 2023 will be considered for approval.
4. Public Comment Period – Public comment will be received at this time.
5. Commissioner Liaison Forum – This is an opportunity for the Commissioners’ liaison to make any reports, comments, or findings to the Planning Commission.

DEVELOPMENT APPLICATIONS

6. Altoona Grande Palazzo, Phase 4 – located along 8th Avenue and 26th Street, in the City of Altoona.
7. Dollar General and Tractor Supply – located along East Pleasant Valley Boulevard, in Antis Township.
8. T & L Moore – located along 338 Mansion Drive, in Greenfield Township.
9. DTJ Warehouse – located along East Pleasant Valley Boulevard, in Logan Township.
10. Staff Level Reviews – Planning staff has reviewed and responded to the following applications since the last meeting. Commission members were given an opportunity via email to review these applications prior to response letters being sent:
 - City of Altoona: William & Grace Beere No-Impact Subdivision
 - City of Altoona: Donald & Luanne Mencl Lot Merge
 - City of Altoona: Nader and Moffitt Lot Line
 - Allegheny Township: Sam and Wanda Dunkle Lot Consolidation
 - Blair Township: Snowberger Subdivision
 - Frankstown Township: Daniels, Cayce & Dosh Lot Line Relocation/Merger
 - Frankstown Township: DeGol and Gurman Lot Line Relocation/Merger
 - Frankstown and Logan Townships: Detwiler and Meisner Lot Line Relocation
 - Tyrone Township: Wengerd and Rennos Subdivision

ACTIONS BY GOVERNING BODIES

11. Ordinance Amendment – Logan Township zoning ordinance amendment

METROPOLITAN CLEARINGHOUSE

12. Staff Level Reviews – Planning staff has reviewed and responded to the following requests since the last meeting. Commission members were given an opportunity via email to review these requests prior to response letters being sent:
- Altoona Water Authority -Westerly Treatment Plant Road, Digester Environmental Permit, General Information Application
 - MSP Properties of PA -Dollar General and Tractor Supply, Antis Township, Chapter 102 Permit Application
 - Union Square Townhomes/now Jeff Long Commercial -City of Altoona, NPDES Chapter 102 Permit
 - U.S. Fish & Wildlife Services -Poplar Run Stream Restoration, Blair Township

ADMINISTRATIVE ITEMS

13. Policy Review – The following policies need to be reviewed for any updates or revisions:
- Blair County Planning Commission Bylaws
 - Member Handbook
 - Employee Handbook
 - Procurement Policy
 - Financial Policy
 - Public Participation Policy
 - Record Retention Policy
 - Anti-Discrimination Complaint Procedure
14. Contract Status – The organization has the following open contracts or agreements for general operations:
- UNDI – IT support and Microsoft 365
 - Fanelli-Willett – Legal Services
 - Guy Landolfi – Accounting Services
 - LR Webber – Employee Benefits
 - Gingrich Insurance – General Liability and Workers Compensation Insurance
 - UPMC Health Plan – General Medical, Vision, and Dental Insurance
 - Guardian – Life, ADD, Long- and Short- Term Disability Insurance
 - Health Equity – Health Savings Accounts
 - Aflac – Supplemental Health Insurance
 - Wix – Web Hosting
 - ESRI – Geographic Information Systems maintenance and support
 - Intuit – Three-year license for QuickBooks
 - Great America – Computer equipment leasing
 - Xerox – Copier equipment lease
 - Document Solutions – Copier charges (per imprint)
 - Crystal Springs – Drinking water for the office
 - County of Blair – Communications and Certain Office Supplies / Support
 - Your Choice FCU – Credit Union Membership
 - American Planning Association – Organizational Membership
 - County Planning Directors Association of Pennsylvania – Organizational Membership
 - Blair County Chamber of Commerce – Organizational Membership
 - PA-MAGIC – Organizational Membership
 - Penn State Sustainable Communities – Organizational Membership

15. Contract Review – The organization has the following open contracts or agreements for projects/programs:
 - Commonwealth of Pennsylvania – Unified Planning Work Program (MPO)
 - Commonwealth of Pennsylvania – Peer Support / Circuit Rider for Williamsburg
 - Commonwealth of Pennsylvania – 2025 Hazard Mitigation Plan Development

16. Insurance Contract Executions – Authorization to execute agreements as follows:
 - UPMC Health Insurance - \$54,220.08
 - Guardian Life Insurance - \$5,556.00
 - Health Equity - \$180.00
 - Annual HSA Contribution - \$13,200.00

17. Americorps Contract Execution – Authorization to execute a contract with Intermediate Unit 8 for 1,700 hours for an Americorps member for an amount not to exceed \$12,000.00

18. Current Work Program – Review of the current and foreseeable work program.

19. 2023-2024 Operating Year – Presentation of proposed items for fiscal year 2023-2024.
 - Update Development Review Fee Schedule
 - Establish Local Share Rate
 - Establish Staff Salaries
 - Establish Prevailing Shop Rate
 - Operating Budget

20. Planning Commissioners' Forum - This is an opportunity for Planning Commission members to bring items of relevant interest to the attention of the body as a whole.

21. Questions from the Media – This is an opportunity for the media to ask any questions needed to clarify any points made or agenda items discussed during the meeting.

22. Upcoming Events:
 - May 26 – ABCD Annual Meeting
 - May 29 – Memorial Day; Office Closed
 - June 05 – PennDOT Connects Steering Committee
 - June 07 – DCNR Tour of Altoona's Parks
 - June 10 – Let's Move Day at Lakemont Park
 - June 12 – MPO Meeting
 - June 13 – Pedalcycle and Pedestrian Advisory Committee
 - June 13 thru 15 – DCNR & Western Conservancy Watershed Summit
 - June 14 – Flag Day; Office Closed
 - June 19 – Juneteenth Day; Office Closed
 - June 20 – Hazard Mitigation Committee; 2025 Plan Update Kickoff
 - June 25 thru 28 – Pennsylvania Housing Revitalization Conference
 - June 28 – Southern Alleghenies Planning Advisory Committee

ADJOURNMENT

The next board meeting is scheduled for 8:30 AM on June 29, 2023 at the Altoona Water Authority, 900 Chestnut Avenue, Altoona, Pennsylvania.