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communities one project at a time*

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AGENDA

The regular monthly meeting of the Redevelopment Authority of Somerset County Board of Directors, scheduled for Wednesday, May 15, 2024, at 3:00 PM, in the Commissioner's Board Room, 300 North Center Avenue, Somerset, Pennsylvania 15501.

- I. Call to Order
- II. Pledge of Allegiance
- III. Board Minutes – March 20, 2024
- IV. Public Comment
- V. Executive Director's Report
- VI. Old Business
 - A. Department Report
 1. Public/Community Facilities
 - a. Ratify Bid Award – Windber - 17th Street Sidewalks
 - b. Other
 - B. Other
- VII. New Business
- VIII. Conferences & Seminars
 - A. Housing Alliance – Land Bank Summit – June 4, 2024 @ Seven Springs
 - B. Housing Alliance – Rural Pennsylvania Housing Summit – June 5, 2024 @ Seven Springs
 - C. Homes Within Reach – December 4-6, 2024 @ Hershey Lodge
 - D. Other
- IX. Invoices
 - A. April, 2024 – Ratify
 - B. May, 2024 – Approve
- X. Travel
 - A. April, 2024 – Ratify
 - B. May, 2024 - Approve
- XI. Other
- XII. Adjournment

The next meeting of the Board of Directors is scheduled for July 17, at 3:00 PM. in the Commissioner's Board Room, 300 N. Center Avenue, Suite 500, Somerset, PA 15501.

300 N. Center Avenue, Suite 520, Somerset, PA 15501
(814) 443-2780 (814) 445-4570 Fax 1-800-847-1878 1-800-654-5984 (TDD)

Redevelopment Authority of Somerset County is an equal opportunity provider and employer.

The Redevelopment Authority of Somerset County Board of Directors held their regular meeting on May 15, 2024, at 3:00 PM, in the Commissioner's Board Meeting Room located on the 5th floor at 300 North Center Avenue, Somerset, Pennsylvania 15501.

MEMBERS IN ATTENDANCE

Gregory S. Osikowicz – Chairperson
Gary L. Chalk – Vice-Chairperson
Austin Mostoller – Treasurer
Julie Kreger – Assistant Secretary/Treasurer

Steven R. Spochart – Executive Director
Patricia A. Adamczyk – Deputy Executive Director

Mr. Osikowicz, Chairperson, called the meeting to order with the Pledge of Allegiance at 3:00 P.M.

Mr. Osikowicz asked for a motion to dispense with the reading of the March 20, 2024, minutes. Mr. Mostoller made the motion, Ms. Kreger seconded, and the motion carried. Mr. Osikowicz asked if there were any corrections, additions, or deletions to the March 20, 2024, board minutes. As there were none, Mr. Mostoller made a motion to approve the minutes as presented. Ms. Kreger made the second, and it was unanimously approved.

PUBLIC COMMENT

There was no public comment currently.

EXECUTIVE DIRECTOR'S REPORT

Mr. Spochart presented his report, as contained in the Board's packet. There were no items requiring action at this time.

OLD BUSINESS

At this time, I presented the Community Facilities Report. Items requiring action are as follows:

Windber Borough – 17th Street Sidewalk Improvements – Windber Borough's 2021 Entitlement and Somerset County's 2022 Entitlement CDBG Funds. A motion to ratify award of the construction contract for this project to Berkebile Excavating Co., Inc., in the amount of \$112,251, was made by Ms. Kreger and seconded by Mr. Mostoller. This motion carried.

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NEW BUSINESS

There was no new business for action or discussion.

CONFERENCES AND SEMINARS

Motion to authorize Mr. Spochart and Mrs. Adamczyk's attendance at the Housing Alliance – Land Bank Summit on June 4th at Seven Springs was made by Mr. Mostoller, seconded by Mr. Chalk, and unanimously approved.

Ms. Kreger made a motion to authorize Mr. Spochart and Mrs. Adamczyk's attendance at the Housing Alliance – Rural Pennsylvania Housing Summit on June 5th at Seven Springs. Mr. Chalk seconded this motion and it carried.

A motion was made by Mr. Mostoller and seconded by Ms. Kreger to authorize Mr. Spochart and Mrs. Adamczyk's attendance at the Homes within Reach Conference in Hershey, PA from December 4-6, 2024. This motion carried.

INVOICES

Mr. Mostoller made a motion to ratify approval of the invoices and contractor payments as presented for April 2024. Mr. Chalk seconded, and the motion carried.

Mr. Mostoller a motion to pay the invoices as presented for May 2024. Mr. Costantino seconded this motion and it carried.

TRAVEL

At this time, Mr. Mostoller made a motion to ratify payment of the travel expenses for April 2024, in the amount of \$98.49. This motion was seconded by Ms. Kreger, and unanimously approved.

Ms. Kreger made a motion to pay the travel expenses, in the amount of \$909.34, for May 2024. Mr. Mostoller seconded, and this motion passed.

I requested Board approval to issue a Certificate of Completion for a former flood recovery project in Paint Township, formerly known as the Klimek Hotel, and owned by Alice (Klimek) VonLunen now known as Alice (Klimek) Robinson. The deed restrictions have been met, and we do not see a problem with issuing this certificate. Ms. Robinson is trying to sell the property and the certification is needed for her to do this. Mr. Mostoller made a motion to approve issuing the certificate of completion. This motion was seconded by Ms. Kreger and carried.

With no other business to come before the Board at this time, Mr. Chalk made a motion to

With no other business to come before the Board at this time, Mr. Chalk made a motion to adjourn the meeting at 3:55 P.M. The motion was seconded by Mr. Costantino and carried.

The next regular meeting of the Redevelopment Authority Board of Directors is scheduled for July 17, 2024, in the Commissioner's Board Room.

Respectfully submitted,



Patricia A. Adamczyk
Deputy Executive Director

The above minutes were approved at a regular meeting of the Board of Directors held.

_____ at which a quorum was present.

Nicholas S. Costantino, Secretary

**Executive Director's Report – Steven R. Spochart
Board of Directors' Meeting – May 15, 2024**

- **FY2024 CDBG.** Allocations from DCED should be coming sometime over the new few weeks now that a FY2024 federal budget has been passed. Applications will most likely be due in October 2024.
- **FY2023 CDBG.** The County's overall FY2023 CDBG allocation is 0.04% higher at \$692,168 as compared to FY2022's allocation of \$691,911. We received the award letter, dated April 25, 2024, last week. Therefore, the contract should be coming at any time.
- **Awarded Competitive CDBG Projects.** On Thursday, August 31, 2023 the Authority was notified that an award of \$1.8 million was made for the Hooversville Waterline and Tank Replacement Project. We are currently working with the Borough and The EADS Group on this project.

On December 19, 2023, the County received the second Competitive CDBG award for the Garrett Borough Walker Street Streetscape Project. The grant is \$976,586. We were hoping to have this out for bids by the end of May/early June. However, Southern Alleghenies Planning and Development Commission has applied for nearly \$20 million for an Appalachian Regional Commission (ARC) ARISE grant that this project and its funding will be utilized as match monies. We have to make sure that this project does not pre-date the ARISE funding contract, otherwise the CDBG may be deemed ineligible to meet the match requirement. We anticipate this to be designed and engineered this summer so that it can be bid over the winter for a spring 2025 construction start.

- **Competitive CDBG Applications.** Two applications: 1) Boswell Borough Storm Sewer Improvement Project; and 2) Village of Wilbur Water System Improvements were submitted to DCED. The applications are under review by DCED officials with decisions hopefully to be made by the end of June 2024.
- **Transportation Alternatives Set-Aside (TASA) Award.** Bids were opened on December 14, 2023 for the Berlin and Garrett projects. The Berlin project is already underway and coming along very nicely. M&B Services is the contractor, and they should be able to be finished in Berlin before the 4th of July and then move to Garrett.
- **Transportation Alternatives Set-Aside (TASA) Applications.** Two applications were submitted for Garrett and Berlin Boroughs. Unfortunately, last week we received notice that neither application was awarded funding. The next round of TASA applications will most likely be in the fall of 2025.

- PHMC 140/150 West Union Street Exterior Stabilization Project. Consultants from Landmarks SGA have prepared draft drawings outlining the scope of work for the roof, masonry work, porches and doors. It has been determined that a wood shake most likely would have been the original roofing material. Therefore, we are proceeding with a synthetic shake. I have contacted three different manufacturers of a synthetic shake product and have received samples. The Authority will purchase all the necessary materials direct and then engage a roofer for the installation.


The Authority will also be engaging a mason so that masonry repairs can begin as soon as possible, as well. Should sufficient funding be available, the last items to be addressed will be the doors and porches.

- PHFA PHARE Funding. Work has now started for water line improvements in the Cherry Lane Mobile Home Park. The Authority is purchasing materials directly from suppliers and the owner of the Park is having it installed.
- Act 152 Demolition Fund. The balance as of April 30, 2024 is \$385,069.05. The eighth demo (153 Statler Street, Central City) has been completed.

Three private offers from the Authority were submitted to the Tax Claim Bureau for the following properties. The offers need to be advertised and presented to each of the taxing bodies for approval. The Authority should receive the deeds in about three months.

1. \$6,113.49 – 157 West Church Street, Somerset, PA 15501
2. \$2,762.21 – 3105 Seanor Road, Hollsopple, PA 15935
3. \$6,915.06 – 528 East Main Street, Somerset, PA 15501

TO: Steve Spochart, Executive Director & the Board of Directors

FROM: Patricia A. Adamczyk, Deputy Executive Director 

DATE: May 15, 2024

RE: Community Facilities Report

JENNER TOWNSHIP - DEMARCO ROAD - SANITARY SEWER EXTENSION PROJECT - SOMERSET COUNTY 2023 ENTITLEMENT CDBG FUNDS

We will be putting this project out for bids shortly. We had to wait till we received the approval letter from DCED for our 2023 Contract. If we do not receive the fully signed contract by the time of the bid opening, we will have to wait until we do issue the Notice of Award.

SOMERSET BOROUGH - CENTER AVENUE REVITALIZATION PROJECT - SOMERSET BOROUGH 2019-2021 & 2022 CDBG ENTITLEMENT, DCED MULTI-MODAL FUNDS, SOMERSET BOROUGH FUNDS

Steve and I attended a progress meeting yesterday at the Borough offices. The Contractor must complete the sidewalks on the west side of South Center and install a control box to complete the South Center portion of the project. We are anticipating closing this portion out to meet the June 30th deadline for the CDBG funds which have already been paid out.

The Borough will be utilizing their 2023 Entitlement funds, as well as additional funds on hand towards paving the project area once it is completed. This will be bid out soon.

SOMERSET TOWNSHIP 2021 ENTITLEMENT CDBG FUNDS & SOMERSET TOWNSHIP MUNICIPAL AUTHORITY FUNDS - SOUTH CENTER SANITARY SEWER PROJECT

STMA's Engineer, Somerset Planning, is currently working on the contract documents and drawings and we are anticipating putting this project out for bids very soon. This will consist of connecting one property on South Center to Somerset Borough's sanitary sewer main, due to a malfunctioning on-lot system.

WINDBER BOROUGH - 17TH STREET SIDEWALK IMPROVEMENTS - WINDBER BOROUGH ENTITLEMENT 2021 & SOMERSET COUNTY 2022 ENTITLEMENT FUNDS

As you are aware, we opened bids on April 29, 2024. The lowest bidder is Berkebile Excavating Co., Inc., in the amount of \$112,251. We need a motion to ratify approval of the Award to Berkebile Excavating.

The pre-construction conference is being held tomorrow at the Borough and Notice to Proceed will be issued, dated June 1, 2024. This is a 60-day contract, and it should not take the contractor too long to complete it.

Redevelopment Authority of Somerset County
General Expenses
April 17, 2024

GENERAL EXPENSES

Gregory Osikowicz - Travel	\$	10.72
Gary L. Chalk - Travel	\$	24.12
Nicholas S. Costantino - Travel	\$	42.88
Austin P. Mostoller - Travel	\$	5.36
Julie A. Kreger - Travel	\$	-
County of Somerset - Office Rent	\$	954.00
County of Somerset - Phone Bill	\$	26.43
Somerset County Treasurer - Postage	\$	42.99
Verizon - Fax Machine	\$	46.89
AT & T - Cell Phones	\$	55.35
CBIZ - FSA Participation Fees	\$	11.22
Comcast - Internet Service	\$	144.87
Daily American - Monthly Subscription	\$	14.73
Advanced Office Systems - Copier Maintenance		
First Commonwealth Bank - Supplies, Conferences, Etc. (SRS)	\$	7.30
First Commonwealth Bank - Conferences, Supplies, etc. (PAA)	\$	869.59
Digital.iway - Monthly Website Work/Website Hosting Annual Fee	\$	40.00
In-Shore Technologies - IT services & Monthly Anti-virus fee	\$	25.50
Paycor - Payroll Fees for February 2024	\$	122.10
Pro-Disposal - Garbage P/U @ 140 & 150 W. Union St.	\$	35.00
Penelec - Electric Bills @ 140 & 150 W. Union St. (December 2023)	\$	379.41
Borough of Somerset - Water Bill @ 140 & 150 W. Union St.	\$	104.88
Columbia Gas - Gas Bill @ 140 & 150 W. Union St	\$	942.21
Ben Franklin Plumbing - Service Fee - Furnace - W. Union Street	\$	99.00
Sheeler Concrete & Excavating - Plowing @ 140 & 150 W. Union Street	\$	115.00
TOTAL GENERAL EXPENSES	\$	<u>4,119.55</u>

DIRECT PAYMENTS

Suzann Lehmier - Solicitor
The Daily American - Publications
The Tribune Democrat - Publications
Beer, Ream & Co. - Auditors

TOTAL DIRECT PAYMENTS

\$ -

FRINGE BENEFITS

UPMC - Health Insurance - April 2024	\$	4,395.65
UPMC - Health Insurance - May 2024	\$	4,069.31
UPMC - Vision & Dental Insurance - March & April 2024	\$	435.04
UPMC - Vision & Dental Insurance - May 2024	\$	217.52
The American Funds - Pension (2 pays)	\$	1,147.94
Principal Life Insurance Co. - Life Insurance	\$	101.04
PSAB - U/C - 1st Quarter 2024	\$	1,490.00

TOTAL FRINGE BENEFITS

\$ 11,856.50

<u>Company/Firm/Description</u>	<u>Program & Year</u>	<u>Amount</u>
Appalachian Engineering Group, LLC Invoice No. 1047 - Garrett Borough - Walker Street Streetscape - Engineering	SC20 & GB23	\$ 68,985.00
Mullin & Lonergan Associates Invoice No. 1036-70/01 - Environmental Review - Jenner Township - Demarco Rd.	SC23	\$ 4,050.00
Core & Main Invoice No. U659994 - Cherry Lane Waterline Replacement	PHARE	\$ 4,511.74
Environmental Standards, Inc. Invoice CINV-268484 - EPA Grant Work - Garrett Borough	EPA	\$ 375.50
Landmarks SGA, LLC Invoice 224007-2 - PHMC Grant Work - Union St. Property	PHMC	\$ 1,017.50
DJS Ventures, Inc. Invoice for February & March, 2024 - EPA Grant Work	EPA	\$ 3,650.00
	TOTALS	\$ 82,589.74

Redevelopment Authority of Somerset County
General Expenses
May 15, 2024

GENERAL EXPENSES

Gregory Osikowicz - Travel	\$	10.72
Gary L. Chalk - Travel	\$	24.12
Nicholas S. Costantino - Travel		
Austin P. Mostoller - Travel	\$	5.36
Julie A. Kreger - Travel	\$	-
County of Somerset - Office Rent	\$	954.00
County of Somerset - Phone Bill	\$	26.09
Somerset County Treasurer - Postage	\$	7.04
Verizon - Fax Machine	\$	46.56
AT & T - Cell Phones	\$	59.09
CBIZ - FSA Participation Fees	\$	11.22
Comcast - Internet Service	\$	144.87
Daily American - Monthly Subscription	\$	14.73
Advanced Office Systems - Copier Maintenance	\$	688.56
First Commonwealth Bank - Supplies, Conferences, Etc. (SRS)	\$	62.29
First Commonwealth Bank - Conferences, Supplies, etc. (PAA)	\$	420.60
Digital.iway - Monthly Website Work/Website Hosting Annual Fee		
In-Shore Technologies - IT services & Monthly Anti-virus fee	\$	25.50
PA Housing Alliance - Annual Membership Fee	\$	325.00
PAHRA - Guest Registration - Spring Conference	\$	100.00
Paycor - Payroll Fees for February 2024	\$	122.10
Pro-Disposal - Garbage P/U @ 140 & 150 W. Union St.	\$	35.00
Penelec - Electric Bills @ 140 & 150 W. Union St. (December 2023)	\$	373.85
Borough of Somerset - Water Bill @ 140 & 150 W. Union St.	\$	130.50
Columbia Gas - Gas Bill @ 140 & 150 W. Union St	\$	346.87

TOTAL GENERAL EXPENSES

\$ 3,934.07

DIRECT PAYMENTS

Suzann Lehmier - Solicitor	\$	375.00
The Daily American - Publications		
The Tribune Democrat - Publications	\$	3,412.75
Beer, Ream & Co. - Auditors		

TOTAL DIRECT PAYMENTS

\$ 3,787.75

FRINGE BENEFITS

UPMC - Health Insurance - June 2024	\$	4,069.31
UPMC - Vision & Dental Insurance - June 2024	\$	217.52
The American Funds - Pension (3 pays)	\$	1,721.90
Principal Life Insurance Co. - Life Insurance	\$	101.04

TOTAL FRINGE BENEFITS

\$ 6,109.77

<u>Company/Firm/Description</u>	<u>Program & Year</u>	<u>Amount</u>
Frankie's Hauling & Excavating Invoice 2024050001 - Demo - 153 Statler St., Central City	ACT152	\$ 9,300.00
Searchtec, Inc. Invoice RSC-207361	ACT152	\$ 396.00
Landmarks SGA, LLC Invoice 224007-3 - PHMC Grant Work - Union St. Property	PHMC	\$ 5,081.59
DJS Ventures, Inc. Invoice for April, 2024 - EPA Grant Work	EPA	\$ 2,375.00
	TOTALS	\$ 17,152.59

TRAVEL EXPENSE BREAKDOWN

TO: Steven R. Spochart, Executive Director / Board of Directors

FROM: Patricia A. Adamczyk/Deputy Executive Director

DATE: April, 2024

The following is a breakdown of travel expenses incurred by the Authority employees.

EMPLOYEE	TOTAL MILEAGE	MILEAGE EXPENSES	OTHER * EXPENSES	TOTAL EXPENSES
Steven R. Spochart	0	\$ -	\$ -	\$ -
Patty Adamczyk	147	\$ 98.49		\$ 98.49
	147	\$ 98.49	\$ -	\$ 98.49

* "Other expenses" also includes per diem allowances and parking garage fees.

TRAVEL EXPENSE BREAKDOWN

TO: Steven R. Spochart, Executive Director / Board of Directors

FROM: Patricia A. Adamczyk/Deputy Executive Director

DATE: May, 2024

The following is a breakdown of travel expenses incurred by the Authority employees.

EMPLOYEE	TOTAL MILEAGE	MILEAGE EXPENSES	OTHER * EXPENSES	TOTAL EXPENSES
Steven R. Spochart	750	\$ 502.50	\$ 32.40	\$ 534.90
Patty Adamczyk	512	\$ 343.04	\$ 31.40	\$ 374.44
	1262	\$ 845.54	\$ 63.80	\$ 909.34

* "Other expenses" also includes per diem allowances and parking garage fees.