



## NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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### Executive Committee Meeting Wednesday, January 23, 2019

#### Members

James Thomas	Cameron County
Matthew Quesenberry	Elk County
Daniel Freeburg	Elk County
Jeffrey Pisarcik	Jefferson County
James Sleigh	Jefferson County

#### Staff

James Chorney  
Amy Kessler  
Christine Perneski  
Cheryl DePanfilis  
Edward Matts  
Mary Lou Jessop

#### Via Conference Call

Mark McCracken	Clearfield County
Carol Duffy	McKean County
Douglas Morley	Potter County

#### Guests

Thomas G.G. Coppolo	Solicitor
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Jim Chorney called the meeting to order at 10:00 with the pledge to the flag.

Due to the inclement weather Chairman Morley was unable to be in attendance at the meeting; however he participated via phone and had Matt run the meeting. Doug thanked Matt for filling in and running the meeting.

#### **QUORUM/INTRODUCTIONS**

There was a quorum for the meeting.

#### **MINUTES**

With no corrections or amendments to December 19 Executive Committee Minutes, Jeff Pisarcik moved to accept the minutes as presented, seconded by Jim Thomas. Motion unanimously passed.

#### **OLD BUSINESS**

Jim reported that two proposals were received regarding the Strategic Plan.

Matt opened the two proposals which were from Michael Baker International, Harrisburg, and Strategy Solutions, Erie.

Regarding the proposal from Strategy Solutions, the total of their RFP for all recommended components came in at \$13,500. Michael Baker's total for the RFP for all recommended components is \$74,847. With such a discrepancy the proposal from Strategy Solutions was looked at again to make sure their cost of \$13,500 was correct.

Each proposal contained a CD electronic copy as well as hard copies. Copies of these proposals will be sent via encrypted email, along with a scoring sheet, to all Executive Committee members for their review and scoring of each proposal.

The timeframe decided was to have all reviews back by Friday, February 8. Then during the week of February 11, interviews, if necessary, can be conducted with both bidders. Then at the February 27 Executive Committee meeting, the scoring will be reviewed and a decision will be made.

## **NEW BUSINESS**

### Financial Reports

Jim Chorney stated we are going to be doing our end of the year review of programs, making sure that the budgets are good through June 30. Usually we have to have our budgets in by March so this is a change for us to make sure everything is where it is anticipated to be.

Regarding cash flow, Jim said we are fine and we are doing invoices for the end of the quarter. We don't anticipate any problems with reimbursement on most of the invoices. Our projections are that we should be able to go through March before we start having any issues as far as cash flow is concerned.

With no comments or questions on the December Financial Reports, Jim Sleigh moved to accept the Financial Reports as presented, seconded by Doug Morley. Motion unanimously passed.

### A95s

There were no A95s for the month.

### Correspondence

There were several Letters of Support included in the mailing. One of the letters was expressing our support under the Pennsylvania Rural Robotics Initiative and their application for the PA smart Advancing Computer Science and STEM Education Grant proposal.

Another was our application for 2018 ARC POWER Grant Technical Assistance to develop a Regional Freight Mobility Strategic Plan for our six-county region.

The other letters were from Clearfield County confirming Brad Lashinsky to the Full Board of Directors, as well as letters from McKean County reappointing members to the Executive Committee and Full Board of Directors.

There was also a flyer regarding an upcoming Banker's Breakfast to be held on Thursday, February 28 at the Homewood Suites in DuBois. No date has been set for a Banker's Breakfast in Elk County.

Another item discussed was regarding Pennsylvania's Export Assistance Program. Chris Perneski announced that North Central was third in the Commonwealth following the Philadelphia and Pittsburgh areas.

This is for information only.

#### Purchases

There were no Purchases for the month.

#### Resolutions

Even though at the July 2018 Executive Committee meeting, Jim Chorney, as Interim Executive Director, was granted permission to sign on behalf of the Commission, Resolution 19-01-2084 is formal action authorizing the Executive Director, Interim Executive Director or Director of Finance to sign all routine contracts, continuations and amendments on its behalf.

Jeff Pisarcik moved to approve Resolution 19-01-2084, seconded by Dan Freeburg. Motion unanimously passed.

#### Loans

International Cartridge Corporation, Reynoldsville, Jefferson County, has requested a loan in the amount of \$100,000 from the Appalachian Regional Commission Revolving Loan Fund for 7 years at the rate of 3.75% for the purchase of equipment. North Central's collateral will be second lien on equipment to be purchased subject to the first lien security interest of First Commonwealth Bank and first lien security interest on existing equipment, as well as the personal guarantees of the shareholders. Fourteen jobs will be retained and three new jobs will be created within the next three years. The projected annual average hourly rate will be \$19.27/hour plus 25% benefits.

Jeff Pisarcik moved to accept the loan to International Cartridge Corporation, seconded by Jim Sleigh. Motion unanimously passed

Chris stated that we are working to put the Lumberjack Restaurant to rest. Our outstanding principal balance was \$177,323.15. We were afforded the opportunity to deduct the \$50,000 from the sale of the building and total expenses to acquire and maintain the property came in at \$33,699.92. PIDA afforded us the opportunity to deduct those amounts from the principal balance. PIDA also offered forgiveness on the accrued interest and late fees of \$71,057. We are left with a balance of \$93,623.23 to be repaid to PIDA.

At the January 15, 2019, Loan Review Committee meeting, the Loan Review Committee requested that the Executive Committee of North Central's Board of Directors approve the submission of a proposal to the Pennsylvania Industrial Development Authority (PIDA) to pay back the liability of \$93,623.23 on the Lumberjack Restaurant with payments of \$780/month over a term of 10 years at 0% interest.

Jeff Pisarcik moved to accept the submission of a proposal to PIDA to pay back the liability on the Lumberjack Restaurant with payments of \$780/month over a period of 10 years at 0% interest, seconded by Dan Freeburg.

Solicitor Tom Coppolo asked if there was any documentation from PIDA relative to how the debt is established and that they are going to accept this.

Chris stated we have to submit a formal proposal after which time they will formally accept this.

Tom suggested that when we do this, whether in agreement form or whatever, that is signed by this organization and gets sent down to them, that a letter thanking them for their cooperation, acknowledging their willingness to reduce the amounts as well as saying this is an economic issue and by taking this money from us you are also preventing it from going back out for us to do what we are supposed to be doing.

Tom said he would be happy to write the letter in non-threatening terms. He feels this has to be sent because they have made their point and have been very generous and if they want to collect the entire amount, they are entitled to do that. At the same time what good is what they are doing? Seven hundred dollars means nothing to them but it does to us.

Dan stated the whole proposal should be reviewed by Solicitor Coppolo.

Therefore the motion to accept the submission of a proposal to PIDA to pay back the liability on the Lumberjack Restaurant with payments of \$780/month over a period of 10 years at 0% interest would also include the letter and confirmation from PIDA contingent upon review by our Solicitor.

To make it easier, Tom said he will prepare the document. We just need to email him the starting amount, the amounts they gave us for the deductions and what they were for and the resulting amount and repayment terms and he will draw up a simple agreement.

With no other discussion the motion unanimously passed.

### Education

It was decided that since Bob Esch is no longer on the Committee to discuss Education, this topic would be removed from the agenda. However if anything regarding Education needed to be discussed, it would be discussed under Discussion.

### Nominating Committee

The Nominating Committee, comprised of Matt Quesenberry and Jeff Pisarcik, presented their report to the Executive Committee.

The following Slate of Officers has been nominated:

Matt Quesenberry, Elk County Commissioner – Chair  
Jeff Pisarcik, Jefferson County Commissioner – 1<sup>st</sup> Vice Chair  
Mark McCracken, Clearfield County Commissioner – 2<sup>nd</sup> Vice Chair  
Dan Freeburg, Elk County Commissioner – Secretary/Treasurer

Ratification of the new Slate of Officers will take place at the Full Board of Directors' meeting.

### **EXECUTIVE SESSION**

Jim Thomas made the motion to go into Executive Session at 10:07 AM seconded by Jeff Pisarcik.

The Executive Session was regarding legal and personnel matters

The regular Executive Committee resumed at 10:50 AM.

Two items were discussed under the Legal action regarding delinquent loans. No action was taken at this time in order to gather additional information and have a better understanding with the Loan Review Committee.

Regarding Personnel, there was a recommendation for action to look at North Central staff in terms of an adjustment in wages. We will entertain a motion for action on this.

Dan Freeburg moved that we propose a 3% increase to salary of all staff, effective January 13, 2019, seconded by Jim Thomas. Motion unanimously passed.

### **DISCUSSION**

The next Executive Committee Meeting will be held on Wednesday, February 27, 2019, beginning at 9:30 AM. This meeting will be held in the Conference Room.

### **ADJOURN**

With no additional items to be discussed Jeff Pisarcik moved to adjourn the meeting, seconded by Jim Thomas. The meeting adjourned at 10:55 AM.

Respectfully submitted,

Daniel Freeburg  
Secretary/Treasurer