



## NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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### North Central Board Meeting Wednesday, August 26, 2020 – 9:30 AM

#### Members – via Zoom

Ann Losey	Cameron County
Dennis McKimm	Cameron County
Kristy Smith	Clearfield County
Jodi Brennan	Clearfield County
Matt Quesenberry	Elk County
Padraic McGrath	Elk County
Eric Wolfe	Elk County
Jeff Pisarcik	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Tom Kreiner	McKean County
Jeremy Morey	McKean County
Susan Zook Wilson	McKean County
Nancy Grupp	Potter County
Doug Morley	Potter County

#### Staff - via Zoom

Jim Chorney  
Amy Kessler  
Chris Perneski  
Jenn Hibbard  
Mary Lou Jessop

#### Guests – via Zoom

Chair Pisarcik called the meeting to order at 9:30 AM with the pledge to the flag.

#### **QUORUM/INTRODUCTIONS**

Roll call was taken to make sure everyone on the meeting was captured. There was a quorum for the meeting.

#### **NEW BUSINESS**

##### Loans

Maker's Warehouse, LLC, St. Marys, Elk County, has requested a loan in the amount of \$200,000 from the USDA Intermediary Relending Program for 15 years at 1.75% for the purchase of the former Hunt Oil Products building. North Central's collateral will be second mortgage on real estate and second lien on business assets subject to the first mortgage/first lien of CNB Bank, as well as the personal guarantee of the owner. Two jobs will be created within three years.

Chairman Pisarcik called for a motion to approve the loan to Maker's Warehouse, LLC.

Ann Losey moved to approve the loan to Maker's Warehouse, LLC, seconded by Dennis McKimm. Motion passed with Padraic McGrath abstaining.

Jenn briefly went over the changes to the EDA CARES Act Revolving Loan Fund Plan she developed and was approved by the Loan Review Committee. And once approved by the North Central Board of Directors, it will be sent to EDA for their approval before we implement the program.

EDA gave guidance on how to design the program which is for the \$1.76 million dollars North Central was awarded under the CARES Act.

The Revolving Loan Fund will be in two phases. The first will be the Disbursement Phase for a two-year period from July 1, 2020 – June 30, 2022. Under this Phase three regulations will be waived for this period only.

1. Minimum interest rate requirement – loans with a repayment term of seven years or less will have an interest rate of .75%. For loans with a repayment term greater than seven years, the interest rate will be 1.75%
2. Leveraged capital requirement – this provides flexibility needed to finance a broad range of projects, including the ability to be a sole lender for requests such as smaller loan amounts and working capital where it is difficult to leverage private funds.
3. Requirement to demonstrate that credit is not otherwise available – this was waived because the idea of this fund is to make credit more quickly and easily available.

The second phase is the Revolving Phase which will be after all the funds have been drawn down or on July 1, 2020. Funds will be re-lent as loans made from the Disbursement Phase are repaid and the three regulations that were waived for the Disbursement Phase will apply in this Phase.

When asked how the funds will be disbursed, Jenn stated her target is to evenly disburse the money to our six counties with each county receiving approximately getting \$300,000. However if there is a county that isn't using that much, those dollars can be reallocated where needed.

We will try to work with the counties because we understand the counties have also received CARES Act dollars and they are in the process of giving it out to the industries in their counties. With a lot of different funding out there we are trying to make sure by working with the counties that we will be spreading out this money as best we can.

One question that has to be asked in the loan application is, if there is a request for working capital, Jenn has to be sure that anyone who receives these loan funds is not duplicating the funding for other federal funding sources that they may have received.

As far as Allowable Borrowers are concerned, new or existing private, for-profit entities located in our six-county area. The activity financed and its benefits must be within our six-county area. Borrowers must include substantial US citizen or legal resident ownership and have no delinquent debt to the federal government.

Regarding the changes Jenn has made, attached is a copy of the EDA CARES Act RLF Plan. The changes are highlighted in yellow.

With no further questions or discussion, Chairman Pisarcik called for a motion to approve the EDA CARES Act Revolving Loan Fund Plan to be submitted to EDA for their review.

Matt Quesenberry moved to approve the EDA CARES Act Revolving Loan Fund Plan to be submitted to EDA for their review, seconded by Doug Morley. Motion passed.

### **Audit and Finance Committee**

#### **Approval of 990s**

Regarding the question of whether these were approved at a previous meeting, Jim stated that Mary Lou went back in the minutes and verified what had been approved was the submission of the audit report at the March 2020 Meeting but not the 990s. Therefore the Audit and Finance Committee was requesting that the 990s be approved as submitted.

Chairman Pisarcik called for a motion to approve the 990s as submitted.

Kristy Smith moved to approve the 990s as submitted, seconded by Padraic McGrath. Motion passed.

#### **Organizational Budget**

Regarding the Organizational Budget, Jim explained that this is a fluid budget as it changes as we get various contracts. And what it being presented today is a starting point.

The Audit and Finance Committee reviewed and recommended approval noting that it will change throughout the year.

Jim stated this budget is based on our receiving 5/12s of our PREP Contract along with some others. We may see a portion of the remaining 7/12s being received around November; but since that is not a guarantee, this budget will allow us to maintain what we have throughout the year because we were awarded \$400,000 in EDA CARES Act funding.

He also noted this budget does not include the revenue we receive from Keystone Rural Health Consortia for the rent of the back portion of the building. Jim also mentioned he was approached by KRHC for additional space. Staff was moved around to accommodate their request and we should have a new active lease October 1 with the new rent amount.

Chair Pisarcik called for a motion to approve the Organizational Budget noting that it will change throughout the year.

Nancy Grupp moved to approve the Organizational Budget noting that it will change throughout the year, seconded by Padraic McGrath. Motion passed.

### **Transportation**

At the July Board Meeting Resolution #20-07-3007 was passed in which the North Central Board of Directors approved the FFY 2021-2024 TIP.

Since then we were notified that FHWA is now requiring us to do a Self-Certification Process, which was never a requirement for RPOs in the past; however FHWA is now requiring it or they won't approve our TIP package.

Amy briefly reviewed the Documentation of Self Certification Process which states that the North Central RPO has certified that the rural transportation planning process is being carried out in accordance with all applicable federal requirements and that the local process to enhance the participation of the general public, including the transportation disadvantaged, has been followed in developing the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP).

Amy then presented Resolution #20-08-3009 which states that North Central Pennsylvania Regional Planning and Development Commission has conducted air quality conformity of the 2021-2024 North Central Transportation Improvement Program (TIP) and 2045 Long Range Transportation Plan (LRTP) for Clearfield County in accordance with the Clean Air Act Amendment of 1990.

This Resolution serves to certify that the 2021 TIP, including the Air Quality Conformity Determination Report, was adopted by the North Central Pennsylvania Regional Planning Organization on the 9<sup>th</sup> day of June 2020.

Chairman Pisarcik called for a motion to approve Resolution #20-08-3009 which serves to certify that the 2021 TIP, including the Air Quality Conformity Determination Report, was adopted by the North Central Pennsylvania Regional Planning Organization on the 9<sup>th</sup> day of June 2020.

Jim Sleigh moved to approve Resolution #20-08-3009 which serves to certify that the 2021 TIP, including the Air Quality Conformity Determination Report, was adopted by the North Central Pennsylvania Regional Planning Organization on the 9<sup>th</sup> day of June 2020, seconded by Matt Quesenberry. Motion passed.

### Purchases

Jim requested approval to purchase a new Toro Z Master Professional Grade, 60" Zero Turn Lawn Mower, at the cost of \$6,031 from Wayland Farm Supply in DuBois.

The existing equipment we used was shared with North Central Enterprise. NCE decided to go in a different direction by having someone mow their properties so they decided to sell the mowers. We weren't expecting them to sell as quickly as they did. Thus we are without a lawn mower. We did look into having someone mow the lawns for us; however no one else provides that service except professional lawn cutting service. The prices were rather expensive and didn't include trimming. We are under a contractual obligation with the 911 Center to mow their property as well.

When questioned why a professional-type mower was needed, Jim replied that we have property which needs to be taken care of as well as the 911 Center property. And the other lawn mowers lasted 20 and 25 years so purchasing a professional grade mower will hopefully last that long.

Jim also noted that Randy Main, our Maintenance Director, does the mowing.

With no other discussion, Chairman Pisarcik asked for a motion to approve the purchase of a Toro Z Master Professional Grade, 60" Zero Turn Lawn Mower from Wayland Farm Supply in DuBois.

Doug Morley moved to approve the purchase of a Toro Z Master Professional Grade, 60" Zero Turn Lawn Mower from Wayland Farm Supply in DuBois, seconded by Nancy Grupp. Motion passed.

The next Board Meeting will be September 23 in person and via zoom.

Jeff thanked everyone for participating in the meeting.

**ADJOURN**

The meeting adjourned at 10:00 AM.

Respectfully submitted,

Padraic McGrath, CPA  
Secretary/Treasurer