



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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**North Central Board Meeting
Wednesday, May 26, 2021 – 9:30 AM**

Members – in person or via Zoom

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Jodi Foster	Elk County
Jeff Pisarcik	Jefferson County
Jamie Lefever	Jefferson County
Jim Sleigh	Jefferson County
Jill Martin-Rend	Jefferson County
Carol Duffy	McKean County
Tom Kreiner	McKean County
Nancy Grupp	Potter County
Doug Morley	Potter County
Abbi Peters	At-Large Elk
Jill Martin-Rend	At-Large Jefferson

Staff - in person or via Zoom

Jim Chorney
Cheryl DePanfilis
Shelly Caggiano
Jennifer Hibbard
Mary Lou Jessop

Guests via Zoom

Zachary Ankeny	State Senator Cris Dush's Office
William Seymour	SB & Company
Ta Enos	PA Wilds Center
Brian Stockman	Ridgway Record/Daily Press

Chair Duffy 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.

AUDIT PRESENTATION

Mr. William Seymour of SB & Company presented the Uniform Guidance Single Audit Report for the period of July 1, 2019 through June 30, 2020. The Auditors reported they found no instances of fraud or illegal acts. They also found internal processes and finances were in accordance with accepted practice, giving them a rating of effective with no suggested improvements. The Auditors reviewed the significant accounting policies adopted by North Central and have determined that these policies are acceptable accounting policies.

Therefore, the Auditing Firm intends to give a positive review of the Commission's finances.

Bill thanked Jim, Shelly and the entire team for their help.

Jim also thanked Shelly for the great job she did as she was thrown into this while learning her new job as well as training a new person to take over her previous job.

Audit and Finance Committee Update

Jim reported that the Audit and Finance Committee met to review the Audit Report and everyone was satisfied with it.

Therefore, the Audit and Finance Committee recommended accepting the Audit Report as presented and submit it to the Federal Audit Clearinghouse.

Nancy Grupp moved to accept the Audit Report as presented and submit it to the Federal Audit Clearinghouse, seconded by Jeff Pisarcik. Motion passed.

The second item the Committee recommended was to accept the Maintenance Budget for FY 2022 as presented. They had reviewed a Maintenance Budget and this is actually a little bit ahead of what we normally do. Typically we would be submitting a budget for next fiscal year in July. However, some of the work we have to commit to right now necessitated our getting the Maintenance Budget approved ahead of time.

Attached to the recommendation letter from the Audit and Finance Committee was a copy of the budget showing specific items. The income we receive from Keystone Rural Health Consortia, which is revenue generated from them leasing portions of this facility, is about \$99,350. The other income which is \$20,700 was from maintenance agreements we have for light maintenance that happens at the 911 Center so that is a combined number.

With the budgetary form we sent out the different categories that we had put precedence on as what we felt were necessary to happen this year. The Space category is their share of the cost of this building with how we divvy those costs out to all of our grants. The Contractual Line Item, \$40,900, was a combination of the new doors we talked about at the last meeting going in on the Keystone Rural Health side of the building. The rest is for the sidewalks in front of the building and for catch basins in the parking lot that need to be replaced before they collapse. A large part of the Service Maintenance Agreements has to do with the cleaning service that we pay for the 911 Center. Everything else is pretty minor.

The only thing Jim wanted to point out that was talked about by the committee and the wording changed was under the Other category which is a Capital Reserve account we are setting up in case of emergency.

We are setting some of that money aside for anything that needs to be taken care of in an immediate fashion.

The recommendation was made by the Audit and Finance Committee to accept the Maintenance Budget for 2022.

Carol asked Jim to speak more about the income utilized and she also had a question regarding the impact of this on the full budget which will be presented later.

We have two maintenance agreements with the 911 Center to do light maintenance, fixing plumbing problems our staff might be able to do as well as plowing, etc. and light cleaning in the building. They pay us annually \$20,700. That's where that portion of the revenue comes from. The remaining \$99,349 is the amount that Keystone Rural Health has agreed to in lease agreements as far as their monthly lease payments. This includes the increase that will start effective July 1 with the new section of the building they just took over. There are two more sections that they anticipate talking over in the building. That would be the attached garage and a room at the end of the hallway at the front part of the building that are not included in that amount which will be added to in the future, but we don't know when that will be.

She was wondering because we had this income in the full budget last year, so pulling it out for just maintenance alone, how will that impact our full budget coming forward?

Jim replied it will still be a component of the full budget. When we present the full budget typically we look at our programs individually and give you a culmination of all of that information for an organization budget which this information will be part of that budget.

With no other questions, Chair Duffy called to a motion to approve the Annual Maintenance Budget for FY 2022 as presented.

Abbi Peters moved to approve the Annual Maintenance Budget for FY 2022 as presented, seconded by Padraic McGrath. Motion passed.

MINUTES

With no corrections or amendments to the March 24 and April 28 Board Minutes, Ann Losey moved to accept the minutes as presented, seconded by Nancy Grupp. Motion passed.

NEW BUSINESS

Financial Reports

With no comments or questions on the July through April Financial Reports, Kristy Smith moved to accept the Financial Reports as presented, seconded by Jeff Pisarcik. Motion passed.

A95s

A95 2752 was reviewed which is for the Air National Guard Readiness Center Environmental Assessment for proposed Modification of Duke Military Operations Airspace. This was for information only.

Correspondence

There was one piece of Correspondence from Rachel Wolfel, ARC/EDA Director. At the May 19 CEDS Meeting the following At-large people were nominated and appointed to the CEDS and now are being brought before the North Central Board for approval. They all accepted their nomination and their terms are for three years retroactive to January 2021.

The six At-large members are:

Michelle Bogacki representing Ridgway Township
Hanna Brock representing the PA WILDS Center
Michael Handley representing Ridgway Borough
Holly Komonczki representing the Lumber Heritage Region
Bradley Lashinsky representing the North Central PA LaunchBox
Robert Veilleux representing McKean County Economic Development

Chair Duffy called for a motion to approve the list of CEDS At-large members as presented.

Jodi Foster moved to accept the list of CEDS At-large members as presented, seconded by Ann Losey. Motion passed.

Purchases

There were no Purchases.

Resolutions

There were no Resolutions.

Loans

Melanie A. Bachman dba God's Country Creamery, Ulysses, Potter County, has requested a loan in the amount of \$50,000 from the EDA CARES Act Revolving Loan Fund for 7 years at .75% for the purchase of equipment and working capital. The purchase of equipment and working capital is to support the expansion of their dairy products line to include pasteurized and flavored milk products. The equipment to be financed is needed for pasteurization and proper storage of dairy products and will support the opportunity to sell products to markets outside of its limited footprint while replacing revenues lost from the cancellation of in-person events due to COVID-19 which was the primary source of income for the business. In addition to supporting the growth of the creamery, the project will also directly benefit the owner and her husband's dairy farm by increasing the usage of its milk production. North Central's collateral will be UCC-1 filing on all business assets, as well as the personal guarantee of the owners. Four full time jobs will be retained.

Chair Duffy called for a motion to approve the loan to Melanie A. Bachman dba God's Country Creamery.

Abbi Peters moved to approve the loan to Melanie A. Bachman dba God's Country Creamery, seconded by Nancy Grupp. Motion passed.

Earthmovers Unlimited, Inc., Kylertown, Clearfield County, has requested a loan in the amount of \$100,000 from the EDA CARES Act Revolving Loan Fund for 7 years at .75% for the purchase of equipment. The purchase of heavy equipment, including 2-wheel loaders, a hauler and 2008 International Truck to expand capacity needed to perform work for contracts awarded for reclamation jobs that were placed on hold due to COVID-19. North Central's collateral will be UCC-1 filing on all business assets, as well as the personal guarantee of the owner. Twenty-two full time jobs will be retained and six full-time jobs will be created within three years.

Chair Duffy called for a motion to approve the loan to Earthmovers Unlimited, Inc.

Dave Glass moved to approve the loan to Earthmovers Unlimited, Inc., seconded by Jodi Brennan. Motion passed.

Logyard Brewing, LLC, Kane, McKean County, has requested a loan in the amount of \$50,000 from the EDA CARES Act Revolving Loan Fund for 7 years at .75% for the purchase of equipment. The brewery underwent a major expansion that was completed two months prior to COVID-19 to accommodate increased production for distribution agreements secured with distributors throughout Pennsylvania. The onset of the pandemic had significantly delayed their growth that was projected for 2020 due to limited sales of draft beer as a result of restrictions and closures imposed on bars and restaurants. The equipment to be financed includes a grain silo and surge hopper scale that will allow grain to be purchased in bulk providing operational cost efficiencies in labor and purchases which will improve profit margins. A new fermentation tank will be purchased to add production capacity as the brewery continues to be on target to meet sales projections from additional agreements with distributors. North Central's collateral will be UCC-1 filing on equipment to be purchased, as well as the personal guarantee of the owners. Nine jobs will be retained and one new job will be created within three years.

Chair Duffy called for a motion to approve the loan to Logyard Brewing, LLC, Kane.

Jeff Pisarcik moved to approve the loan to Logyard Brewing, LLC, Kane, seconded by Jeremy Morey. Motion passed.

Dartonya Manufacturing, Inc., Brookville, Jefferson County, has requested a loan in the amount of \$40,000 from the EDA CARES Act Revolving Loan Fund for 7 years at .75% for repair and upgrades to equipment. The repairs and upgrades to the laser machine is needed to be operational for the completion of current and future job orders for customers. Business had experienced a decrease in revenues in 2020 due to COVID and continues to recover with an increase in work orders from its customers. The laser is responsible for 75% of the sales for the shop and essential to the continuation of operations. North Central's collateral will be UCC-1 filing on all business assets, as well as the personal guarantee of the owner. Two jobs will be retained.

Chair Duffy called for a motion to approve the loan to Dartonya Manufacturing, Inc.

Jeff Pisarcik moved to approve the loan to Dartonya Manufacturing, Inc, seconded by Nancy Grupp. Motion passed.

Jenn gave a brief update on the EDA CARES funding. Interest and activity have improved in the past two months and Jenn feels we will definitely reach getting half the funding out on the street by the end of June.

As Ed was not able to be at the meeting at this time, Jim moved Ta's presentation up.

PRESENTATION

As a background for Ta's presentation, Jim stated several months ago Ta had asked for a letter of support for a project they were doing called the PA WILDS Remote Worker Campaign.

Ta did a power point presentation which is basically trying to get remote workers to come to our region for a short stay and get paid a stipend while they are here to be used on lodging, meals, recreation, etc. The stipend would be paid in the form of the Yiftee gift card system. The funds must be spent at local businesses.

For the application they chose Kane and Bellefonte to be their pilot towns. The lead community organizations would be the Kane Area Development Center and the Bellefonte Downtown Inc. This would be a three-year project. The first year would be development tech, the application process, etc. The investment from the communities would be \$50,000. The second and third years would be operating the campaign.

If you have any communities that may want to participate you would first have to identify which community wants to participate. Then they would have to identify the funding amount, \$50,000 - \$100,000 is recommended. The community would have to commit by September 1, 2021. The PA WILDS Center will work with community lead non-profits to frame out details and put the appropriate grant contracts in place. Program development would be 2021-2022 with implementation in the 2022 – 2024 timeframe.

If you have questions or would like further information, please contact Ta tenos@pawildscenter.org or Abbi Peters apeters@pawildscenter.org.

Carol thanked Ta for this very informative presentation.

Broadband

As Ed was still unable to be at the meeting, Jim gave a brief update as to what the IT Department has been working on.

Currently they are finishing up at Miola, which is the joint project with the Northwest Commission.

They will be starting on the project in Lumber City shortly.

Today they are doing maintenance repairs in Ormsby in McKean County. Telephone poles, as they dry, twist a little bit which has caused problems with some of the equipment on the telephone pole so they will basically be mounting a bracket on the pole that will allow him to adjust the direction of the equipment from the ground instead of having to hire a lift to go up to the top and fix it.

In Highland Township they used one of Elk County's portable towers (Cell on Wheels) the County acquired with the first round of CARES dollars, to provide signal in an area that was not covered and wasn't able to be covered. It now covers a local winery and some cabins that are in the area that are rented out for tourism.

Jim also mentioned that there has been a lot of information going around about the Emergency Broadband Benefit that provides \$50/month for eligible internet customers based on certain criteria. We are not currently part of that group but we are looking into applying for it and becoming eligible so any of our customers that would meet the eligibility requirements, we would be able to provide that benefit to them. Ed has been working on that and we have to work through the FCC and USAC in order to get that completed.

This gives you an idea of what Ed and Adam have been doing.

DISCUSSION

Jim updated the Board on our WIC Program. We have been having discussions with the Board regarding what had happened when the Department of Health started their RFA process in October 2020. We had initially received notification that we have received Elk County but not the other four counties we presently serve. There was a second round of applications which we were not allowed to reapply for those four counties but we did apply for four additional counties to try to supplement for that. In the meantime, we had requested administrative review for the four counties we weren't awarded.

About a week and a half ago we received correspondence from the Department of Health that they have now thrown out all of the second-round applications; and that they are going to get back to us regarding what is going to happen for the next round of applications. That is what we officially know through the Department of Health.

What we have heard through Senator Dush's office and through Representative Oberlander's Office is that they are going to allow us to reapply for Potter, Cameron, Clearfield and Jefferson counties in a future round which they project to be in August or September. We haven't heard that officially yet. Jim asked Zackary Ankeny of Senator Dush's office if he was able to speak to this at all. We are updating our applications in anticipation of being able to re-apply for those four counties. We have the other four applications for Warren, Venango, Clarion and Forest counties already done which were submitted then rejected. We have those actually ready to go so we are actually considering, when this does come out, not only applying for our four counties but also applying for those additional four counties even though they are outside of our traditional footprint because of the fact that we are not guaranteed anything in this next round. We are trying to keep something comparable as far as our current footprint. That is an update as to where we are right now.

Zack, from Senator Dush's office, said there is no more new information and what you know we know. Once they hear any updates from the Department of Health, they will share that information with us.

Jim thanked Zack for getting us the information and doing what you have been able to do in Harrisburg. Obviously they were listening to you because initially we were not going to be able to reapply for those four counties. We are really appreciative of that and the work you all did.

When asked if the Department of Health gave us a reason why the second round was thrown out, Jim replied the only thing the letter said was they cut the second-round applications. However, anything that happened definitely in the first round, and there were five or six counties that outright lost their bids to another agency, going to remain in place. Any of the contracts they awarded in the first round, like Elk County for us, are going to remain in place. It's the 21 counties that were considered to be unresponsive that this applies to. That is all the information Jim has as the Department has been very vague in this entire process.

Carol asked if Zack wanted to give us any other information on anything else.

Zack replied no new information here. As everyone knows the Fiscal Year for the State budget is coming up at the end of June. If there is anyone who really wants to pull the Senator's ear for last minute funding requests, please get it to our office and we will get that to the Senator.

Jim commented that Jenn has done a great job with everything and you are only seeing the EDA CARES funding, but she has also been working very diligently with the CHIRP applications. That was something that was an add-on that we weren't expecting. Jim appreciates all the counties and their help with us getting that through because we didn't have an option in that. We are a Certified Economic Development Organization that these funds had to run through so we really didn't have a lot of choices. There was a lot of cooperation and coordination among the counties and us which was great and he really appreciates that; and he wanted to recognize Jenn for all the hard work she has done both the CHIRP and CARES Act funding.

Carol stated that Jenn and everyone has worked really hard on that CHIRP funding. It's nice to see that we are looking forward to getting that completed ahead of our deadline.

Jenn gave an update on the CHIRP Program.

CHIRP GRANT SUMMARY

COUNTY	APPLICATIONS RECEIVED	APPLICATIONS FUNDED	FUNDS AWARDED
Cameron	7	4	\$ 40,000
Clearfield	54	31	\$ 880,000
Elk	39	29	\$ 335,000
Jefferson	33	19	\$ 490,000
McKean	36	22	\$ 455,000
Potter	9	8	\$ 185,000
Total	178	113	\$ 2,385,000

Zack asked if Jenn could forward a more detailed report, by county, by applicant, by amount awarded for Senator Dush, to which Jenn replied she would do a report for the Senator.

Carol also noted that each county has been requested to put this information on their webpage.

A virtual meeting will be held on June 23, 2021, if required, to approve loans.

The next full meeting will be July 28, 2021, at 9:30 AM in person and via zoom.

ADJOURN

With no additional items to be discussed, Chair Duffy called for a motion to adjourn. Ann Losey moved to adjourn the meeting, seconded by Jeremy Morey. The meeting adjourned at 11:00 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer