



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

49 Ridgmont Drive, Ridgway, PA 15853

Phone: (814) 773-3162

Fax: (814) 772-7045

North Central Board Meeting Wednesday, February 23, 2022 – 9:30 AM

Members – via Zoom

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Matt Quesenberry	Elk County
Tracy Gerber	Elk County
Padraic McGrath	Elk County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Tom Kreiner	McKean County
Susan Zook Wilson	McKean County
Abbi Peters	At-large PA Wilds
Jill Martin-Rend	At-large BC3@Brockway
Carolyn Newhouse	At-large Bradford Area Alliance

Staff - via Zoom

Jim Chorney
Amy Kessler
Christine Perneski
Shelly Caggiano
Jennifer Hibbard
Mary Lou Jessop

Vice Chair Losey 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

AUDIT PRESENTATION

Mr. William Seymour of SB & Company presented the Uniform Guidance Single Audit Report for the period of July 1, 2020, through June 30, 2021. 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.

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 recommends accepting the Audit Report and submit it to the Federal Audit Clearinghouse by the end of March 2022.

Padraic had no additional comments.

Vice Chair Losey called for a motion to accept the Audit Report and submit it to the Federal Audit Clearinghouse by the end of March 2022.

Padraic McGrath moved to accept the Audit Report and submit it to the Federal Audit Clearinghouse by the end of March, seconded by Dave Glass. Motion unanimously passed.

Loans

There were no loans to be approved.

However, Jennifer reported that Tina Gradizzi was appointed to the Microloan Committee to represent the St. Marys EDC. This fills the vacancy on the Committee of Val Weis.

Vice Chair Losey called for a motion to approve the appointment of Tina Gradizzi to the Microloan Committee.

Padraic McGrath moved to approve the appointment of Tina Gradizzi to the Microloan Committee, seconded by Carol Duffy. Motion unanimously passed.

Regional Housing Needs and Market Study Contract Approval

We went out for a Request for Proposal for a Regional Housing Needs and Market Study, as housing has been identified as a key deterrent related to workforce recruitment and retainment. February 4 was the deadline for consulting groups to submit proposals. A total of seven proposals were received; and the review team of Lisa Kovalick of Clearfield County and the North Central Staff of Brittany Wortman, Bert Lahrman, Deb Delhunty, Jenn Hibbard and Chris Perneski reviewed the proposals on February 11. The top two consultant groups, Fourth Economy and Thomas P. Miller Associates were selected, and virtual meetings were conducted.

We have selected the firm of Fourth Economy from Pittsburgh as the consultant for this project. The total cost of the contract is \$58,140.

This has been budgeted for under NC PREP and the EDA CARES Act not to exceed \$58,500.

We are requesting approval to enter into a contract with Fourth Economy to carry out the Regional Housing Needs and Market Study.

Vice Chair Losey called for a motion to enter into a contract with Fourth Economy from Pittsburgh to carry out the Housing Needs and Market Study.

Jim Sleigh moved to enter into a contract with Fourth Economy, seconded by Carolyn Newhouse. Motion unanimously passed.

Jim noted we are getting ready to put out a Call for Community Projects, which will be on our website, social media as well as in the papers. This is the typical ARC projects we do once a year which we reach out and look for community projects as well as look at the viability of being able to fund that through the Appalachian Regional Commission.

We are changing this a little bit because if we have projects ready, we can actually apply more often than once a year. We are going to start doing this on a quarterly basis as far as reaching out and looking at projects. We are also updating our Project Profile, which is basically a simple 2-page profile of the project. The profile will be available on our website.

We wanted to make sure the Board was aware that we are going to be putting this out to communities. If there are any projects you are aware of and would like us to look at them, please have them do the 2-page profile and we can start the process of looking at those projects.

When asked if they should contact Jim, he replied it will be Amy Kessler and Sherry Dumire, our new ARC/EDA Director. She will oversee those projects. So, either one of them would be appropriate to reach out to and they will be able to assist the applicant with any additional information that they may need.

Amy added we are still marshalling through the four full applications that ARC had us do: UPMC Kane HVAC Improvements; and hopefully the final changes are on it and out the door. We also have Westover Water Source Project, the McKean County Business Incubator Accelerator Feasibility Study and Pitt Bradford's Instructional Equipment for Engineering Technology Program.

Amy noted the Pitt Bradford application was officially submitted to Washington, DC for consideration. Regarding the McKean County Business Incubator Study, Amy stated this application is still being reviewed and Amy hasn't received comments back on it.

Those are the four projects we have, three of which are like 98% out our door and through the State, ready to go.

The next Board meeting will be held on Wednesday, March 23, 2022, at 9:30 in person and virtual.

ADJOURN

With no other business, Vice Chair Losey made a motion to adjourn the meeting, seconded by Padraic

McGrath. The meeting adjourned at 10:00 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer