



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, January 26, 2022 – 9:30 AM

Members – in person or via Zoom

Cliff Clark	Cameron County
Dennis McKimm	Cameron County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Tracy Gerber	Elk County
Eric Wolfe	Elk County
Padraic McGrath	Elk County
Jeff Pisarcik	Jefferson County
Jamie Lefever	Jefferson County
Jim Sleigh	Jefferson County
Tom Kreiner	McKean County
Richard Fry	McKean County
Nancy Grupp	Potter County
Doug Morley	Potter County

Staff - in person or via Zoom

Jim Chorney
Christine Perneski
Ed Matts – via phone
Julie Kasmierski
Samantha Mitchell
Shelly Caggiano
Jennifer Hibbard
Mary Lou Jessop

Guests via Zoom

Jill Grosch Rep. Martin Causer's Office

Vice Chair Grupp 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.

Jim noted that the Loans were going to be before the Purchases as Ed was on the road and wouldn't be in cell range until around 10:00 AM.

MINUTES

With no corrections or amendments to the November 17 and December 15, 2021, Board Minutes, Doug Morley moved to accept the minutes as presented, seconded by Richard Fry. Motion unanimously passed.

NEW BUSINESS

Governance Committee

At the December Board Meeting, the Governance Committee nominated the following Slate of Officers for 2022:

Nancy Grupp – Chair (Potter County)
Ann Losey – 1st Vice Chair (Cameron County)
Dave Glass – 2nd Vice Chair (Clearfield County)
Padraic McGrath – Secretary/Treasurer (Elk County)

Vice Chair Grupp asked if there were any nominations from the floor.

Hearing none, Vice Chair Grupp asked for a motion to accept the Governance Committee's recommendation for the Slate of Officers for 2022.

Tom Kreiner moved to accept the Slate of Officers for 2022, seconded by Jeff Pisarcik. Motion unanimously passed.

With the motion being approved, Nancy Grupp took her place as Chair.

Financial Reports

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

A95s

There were no A95s

Correspondence

There was no Correspondence

Resolutions

There were no Resolutions

Loans

Before reviewing the Loans, Jenn stated that Election of Officers was held for the Loan Review Committee. Joe Haines of CNB Bank has been elected as Chair of the Committee and Drew Nedzinski of Riverview Bank has been elected as Vice Chair for 2022.

Chair Grupp called for a motion to accept the Loan Review Committee Officers as presented.

Doug Morley moved to accept the Loan Review Committee Officers as presented, seconded by Padraic McGrath. Motion unanimously passed.

Clearfield Metal Technologies, Inc., Clearfield, Clearfield County, has requested a loan in the amount of \$300,000 from the USDA Intermediary Relending Program Funds 2 & 3 for 7 years at 2.5% for the purchase of equipment. Clearfield Metal Technologies acquired National Sintered Alloys of Clinton, Connecticut in 2021. The purchase of new equipment is to accommodate additional job orders from the acquisition as well as from existing their customers. The equipment includes CNC Turning Machine, 30 and 45 Ton Gasbarre Press, 825 Ton Cincinnati Press, sintering furnace and compression tester. North Central's collateral will be shared first lien security interest with CCIDA on sintering furnace to be purchased, as well as the personal guarantees of the three majority owners. Ninety full-time jobs will be retained. Since the acquisition of NSA, they added 30 employees, and 20 new full-time jobs will be created within three years

Chair Grupp called for a motion to approve the loan to Clearfield Metal Technologies, Inc.

Jodi Brennan moved to approve the loan to Clearfield Metal Technologies, Inc., seconded by Kristy Smith. Motion unanimously passed.

Micron Machining & Repair LLC, St. Marys, Elk County, has requested a loan in the amount of \$95,000 from the EDA CARES Act Revolving Loan Fund for 15 years, with 6-month deferral of principal and interest, at 1.75% for the purchase of real estate. The purchase is the 2,400 sq.ft. building where the business currently operates. The owners have been leasing the property since starting the business in January 2020. Ownership of the property will eliminate the monthly lease payment and provide substantial savings in operational costs that will support future growth. North Central's collateral will be second mortgage on real estate to be acquired subject to the first mortgage of CNB Bank, second lien security on business assets subject to the first lien of CNB Bank, as well as the personal guarantees of the owners. One full-time job will be retained, and two new full-time jobs will be created within three years.

This business was started in January 2020 just prior to the COVID Pandemic and was not eligible for any COVID funding relief, grants, loans, anything. Jenn thought this was a great way to help this company expand and grow and do this over a long term with the principal and interest deferral and low interest rates.

This should be the very last loan request out of the EDA CARES Act Revolving Loan Fund. Jenn finally reached that \$1.76 million. She will give a final report on that fund once this loan and one other loan are closed.

Chair Grupp called for a motion to approve the loan to Micron Machining & Repair LLC.

Tracy Gerber moved to approve the loan to Micron Machining & Repair LLC, seconded by Richard Fry. Motion unanimously passed.

Dented Keg Brewing Company, Clearfield, Clearfield County, has requested a loan in the amount \$100,000 from the Economic Development Administration Revolving Loan Fund for 10 years at 2.5% for the purchase of equipment. This is to provide financing to open a second brewpub location at the River's Landing multi-

occupancy building in Clearfield. The project includes buildout of leased space, purchase of brewing and kitchen equipment, furniture and fixtures, inventory and working capital. The owners operate their first brewpub in Mars, PA. North Central's collateral will be second lien security interest on all business assets subject to first lien security interest of CNB Bank, as well as the secured personal guarantees of the owners. Eight new full-time jobs will be created within three years.

Chair Grupp called for a motion to approve the loan to Dented Keg Brewing Company.

Padraic McGrath moved to approve the loan to Dented Keg Brewing Company, seconded by Jodi Brennan. Motion unanimously passed.

Jim congratulated Jenn and her staff and the Loan Review Committee on a job well done. As Jenn pointed out that was \$1.76 million that we didn't have before and was on top of the normal lending we have. And they got it through in the timeframe EDA was asking them to get it through. It provided a lot of good loans and that is money that is going to be available to our region to relend in the future.

Jenn stated we are starting to get repayments on the loans, even with the six-month deferral on the payments. She noted we have almost \$100,000 that is available for relending out of that fund. The key was it was not only a way to fill a gap with some capital needs and was not duplicating services. She thinks we have been able to respond to some very unique situations that other aid wasn't able to provide.

Doug asked if there were any restrictions on the relending of this money. Does it have to be related to COVID, as someday we may be finished with COVID.

Jenn replied that once we come out of that disbursement phase of the \$1.76 million, all the recapture from that reverts to the original work plan of EDA. It is not going to have those same terms and won't have to be COVID-related.

Nancy thanked Jenn for her explanation on the relending of the funds.

Purchases

There were two purchase requests.

The first was requesting approval to purchase the annual maintenance for our Accounting, Payroll and HR Management software through Abila. The cost is \$8,939.98 which gets us tech support and software updates. This has been budgeted for and gets budgeted for every year.

Chair Grupp called for a motion to approve the purchase of the annual maintenance for our Accounting, Payroll and HR Management software through Abila at the cost of \$8,939.98.

Doug Morley moved to approve the motion to approve the purchase of annual maintenance for our Accounting and HR Management software through Abila, at the cost of \$8,939.98, seconded by Nancy Grupp. Motion unanimously passed.

The second is requesting approval to purchase equipment for a wireless project to expand Broadband in the Forest County area, which is one of the counties we work with the Northwest Commission on grant money we received together.

The cost of the project is \$33,769.30 from Mobilcom. This will be paid out of the Keystone Communities Grant. All equipment is purchased on the COSTARS contract.

Chair Grupp called for a motion to approve the purchase equipment for a wireless project in Forest County at a cost of \$33,769.30 from Mobilcom.

Jim Sleigh moved to approve the motion to purchase equipment for a wireless project in Forest County at a cost of \$33,769.30 from Mobilcom, seconded by Padraic McGrath. Motion unanimously passed.

Broadband

Regarding Broadband, Ed stated they have been working for over a year on securing a tower site in the Lumber City area, in southern Clearfield County, for our ARC Broadband Grant. They finally got the tower and tower climbers secured and will be doing an install starting on February 1 and February 2 to start expanding Broadband in the Lumber City, Kerrmoor and Mahaffey areas. We are excited about this happening as it has been a long process to get going.

We are working through the grants and will be starting our POWER Grant and information and there will be a project in most of the counties for the POWER Grants.

DISCUSSION

Regarding the Conflict of Interest, Jim sated this was started as a result of our Strategic Planning process, where we have the Board members, Committee members and Key North Central staff sign the Conflict of Interest form annually. The file is kept in Jim's office and is available for any Board member to review. Once you have signed the form, if you would please scan and email or mail to Mary Lou who will be maintaining the file.

Regarding the Board members, we are on a cycle where every year one of the identified positions that each of the counties is up for reconfirmation to the Board. This year happens to be the County Planning Representative and we have received confirmation letters from two of our counties. If you would please send us a confirmation letter reappointing your County Planning Representative for three years to Mary Lou, that would be appreciated.

Most of our Committees have people who have been identified by the counties to participate on those Committees. However, two of our Committees, the Governance Committee and Audit and Finance Committee, are on a voluntary basis.

Currently the members of the Audit and Finance Committee are: Padraic McGrath, Kimberlea Whiting, Dave Glass, Tom Kreiner and Doug Morley. Every year we are going to ask if anyone wants to participate on this Committee. It is not necessary for them to be Board members. If you have someone you think would

be good for this position, we are always accepting new people to be on these Committees. Please reach out to Jim or Mary Lou to let us know of anyone that might have interest in participating on the Committee.

Regarding the Governance Committee. Currently we have Scott North, who took the place of Jack Matson, Matt Quesenberry, Carol Duffy, Matt Marusiak and Jill Martin-Rend. Again, if you would like to participate on this Committee, or have someone you think would be good on this Committee, please reach out to us. And again, they do not have to be Board members.

In the past Mary Lou has sent out information on what the Committees do; and if you would like this information, please contact Mary Lou mljessop@ncentral.com and she will forward the information to you.

Now for some good news we received from DCED and ARC. As you will recall the Audit and Finance Committee had recommended that each of the counties put a portion of the match required for a Community Capacity position we were applying for through ARC. All the counties graciously approved that and have put that in their budgets for the upcoming year.

We were just notified this month that ARC is willing to entertain funding that position fully without a match requirement. Basically, we are going to be looking at \$200,000 to add a Community Capacity position at least for the next two years. We are currently looking at advertising for that position. It is basically going to be grant administration for our municipalities to help them, not only with the existing money they have through the ARPA funding, but to look at applying for anything they have a need for in the future.

We are now going through the process of trying to find an applicant, as one of the expectations of this from ARC and DCED is that we hire a new individual to fill this position. What we are hoping to be able to do is have someone on staff probably by the end of February, and then start outreach with the counties to see what we can do to start helping with grant administration, because that basically is what this position is going to be about.

One of the things we are going to reach out to each of the counties about, because it may allow us to hire a second person, is to retain that commitment the counties have made of \$20,000 annually, to be able to afford a second position. When the ARPA dollars initially were sent out to each of the municipalities, we did a survey and a lot of them, being smaller municipalities, don't have the staff available to be able to do a lot of the grant administration or reporting. We are hoping that we will see a good response from this. Ultimately if we can show that there is a need for it and that we produce results, ARC is willing to entertain funding this position on a permanent basis.

This is good news I thought you would like to know about.

With nothing else to be discussed, Chair Grupp noted that a virtual meeting will be held on February 23, 2022, if required to approve loans.

Otherwise, the next full meeting will be March 23, 2022, at 9:30 AM in person and virtually.

ADJOURN

With no additional items to be discussed, Chair Grupp called for a motion to adjourn. Doug Morley moved to adjourn the meeting, seconded by Tom Kreiner. The meeting adjourned at 10:00 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer