



## NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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

#### Members – via Zoom

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dennis McKimm	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Joe Daghir	Elk County
Tracy Gerber	Elk County
Eric Wolfe	Elk County
Jeff Pisarcik	Jefferson County
Jamie Lefever	Jefferson
Jim Sleigh	Jefferson County
Richard Fry	McKean County
Susan Zook Wilson	McKean County
Doug Morley	Potter County
Jill Martin-Rend	At-large BC3@Brockway
Carolyn Newhouse	At-large Bradford Area Alliance

#### Staff - via Zoom

Jim Chorney  
Amy Kessler  
Christine Perneski  
Ed Matts  
Julie Kasmierski  
Samantha Mitchell  
Shelly Caggiano  
Jennifer Hibbard  
Mary Lou Jessop

#### Guests

Jill Grosch	Rep. Martin Causer's Office
Brian Stockman	Ridgway Record

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**

##### Financial Reports

With no corrections or additions to the January and February Financial Statements, Jeff Pisarcik moved to accept the Financial Statements as presented, seconded by Richard Fry. Motion

unanimously passed.

A95s

There were no A95s.

Correspondence

There was no Correspondence.

Purchases

There were no Purchases.

Resolutions

Resolution #22-03-3061 was presented. This resolution is that North Central desires to undertake the project “North Central PA Greenways Mini Grant Program 2023”, which is a program we have been running in the past. This resolution is for permission for North Central to enter into a contract with DCNR and allows Jim Chorney, as Executive Director, to sign the grant application electronically.

Dave Glass moved to approve Resolution #22-03-3061 “North Central PA Greenways Mini Grant Program 2023”, seconded by Jodi Brennan. Motion unanimously passed.

Resolution #22-03-3063 was presented. This resolution is for North Central to administer the Headwaters Charitable Trust grant application, in the amount of \$849,958 matched with \$100,000 in private funds, to the Commonwealth Funding Authority for the Knox Kane Rail Trail: Completing Connections and Trestle Rehabilitation.

Doug Morley moved to approve Resolution #22-03-3063 for North Central to administer the Headwaters Charitable Trust grant application, seconded by Tracy Gerber. Motion unanimously passed.

Loans

Advantage Sales & Supply Co., Inc., Ridgway, Elk County, has requested a loan in the amount \$145,000 from the USDA Intermediary Relending Program for 7 years at 2.5% for the purchase of equipment. The purchase of this equipment is to support the additional capacity needed to manufacture and test materials in response to increased demands for products. North Central’s collateral will be first lien security interest on 1,000 Ton Talurit Swager with dual die holders and dual action cylinders, second lien security interest on Proof Test Bed subject to first lien security interest of CNB Bank, as well personal guarantees of the owners. Eighty-six jobs will be retained, 10 at the Ridgway location, and four full-time jobs will be created within three years.

Vice Chair Losey called for a motion to approve the loan to Advantage Sales & Supply Co., Inc.

Dennis McKimm moved to approve the loan to Advantage Sales & Supply Co., Inc., seconded by Richard Fry. Motion unanimously passed.

Jenn also reported that the Department of Community and Economic Development has requested an amendment to our Master Plan between the Commonwealth of Pennsylvania, acting through the Pennsylvania Industrial Development Authority (PIDA), and the North Central Commission to include administrative funds from the Small Business First (SBF) Program for the support of the PA Wilds Small Business Ombudsman position as an employee of the PA Wilds Center for Entrepreneurship, Inc.

This amendment will cover a period beginning March 1, 2022, ending February 28, 2024. This is the third amendment to our Master Loan Agreement for the administrative support of the Ombudsman position that provides business development activities in the PA Wilds.

Also attached as part of this contract is a corresponding Memorandum of Understanding with the PA Wilds Center for Entrepreneurship, Inc.

With that, Vice Chair Losey called for a motion to approve the third amendment to the Master Agreement.

Jeff Pisarcik moved to approve the third amendment to the Master Agreement, seconded by Dave Glass. Motion unanimously passed.

### **BOARD ORIENTATION**

Before getting into the Board Orientation Jim had Ed talk about the SharePoint that is being set up for the Board to use, as we will be posting meeting information and other points of interest for the Board's information.

As this is a work in progress, we want feedback as to whether we are heading in the right direction as far as getting information out.

Ed walked through the steps to get logged in. He will be sending out emails over the next several weeks for members can get activated on the site. And if you have any questions on how to get set up, Ed will be providing his phone number for you to talk to him directly and he will walk you through the process.

The SharePoint site is North Central Board of Directors. Under that are different selections that can be made. One site is Our Impact Site which is kept updated by our GIS staff; Board Meeting Packet and Agenda; Board Orientation; Annual Reports and Grant Opportunities. Brittany Wortman is keeping the Grants Opportunities updated.

We want this site to be 'one-stop shopping' where you will be able to see upcoming meetings, etc. Eventually the RPO, CEDS and other committees will be added to the site.

This is a work in progress as we are all learning how SharePoint on the web works, as it is different than housing a SharePoint on your site.

We didn't intentionally set up the CEDS and RPO and others, because as we are building these things, we want to have consistency to the structure so if you can find your way in the CEDS section, you can go to the RPO section, and it will be the same process. We want to do that but didn't want to build all at first without getting input from the Board. We tried to keep it simple for the basic structure and now we want input from you as to how we can make this a useable tool that easy and functional.

Our goal is to have everyone use this site, whether it's for the current board meeting or what is going on within the CEDS Committee, you will have that ability and the function will be there. Instead of continually trying to address report problems as far as how much or how little we give, we will still do the mid-month reports, but this will give you an opportunity to dive in deeper if that is what you want to do.

We will continue to bring this up at each meeting just to see if there are any suggestions. There is a comment box in there for you to put in comments. And once you are signed in, you will have to authenticate every time to get into the site but won't have to go through the entire process.

Ed added as an Internet provider in general, yesterday we decided to block Russia and Belarus IP addresses which is 90,000 subnets, which each subnet is 256 IPs. In an eight-hour period we had a million hits that were blocked from Russia, and we are just a little, small Internet provider. Can you imagine what corporations are getting hit with? As for now, if you have to go to a Russian website on our service, you are not getting there.

Regarding the SharePoint website, Ann asked how hard or easy will it be for new Board members to get on and old Board members be deleted. She wanted to know if Ed would be able to give limited access at that point.

Ed stated it will be very easy on his side to shut down a login for someone who is not on the Board any longer. He can close that login and establish the login for the new person taking that position.

Tracy Gerber asked when Ed talked about this being an app from your phone, this is all accessible on the computer as well, correct?

Ed stated the app on the phone is just the authenticator. It is dual authentication, and you would be better running on a PC or tablet. It's easier to see the information on it. You can get to it from a phone but would be hard to navigate the information.

As Ed said, he's not going to try to get everyone on all at once. He's going to try to do it systematically so he can help people with their requests as they are logging on. Once you get that, Jim strongly encourages the members to go in, play around with the site and make any suggestions you feel would be helpful. As we see those, we will start to build that into the process. We are hoping to eventually get to a site everyone is agreeable with, and it provides useful information.

The Board Orientation was reviewed, and each department head gave a brief recap of the programs they oversee.

If you would like more information on any of the programs, please don't hesitate to reach out to us and we will put you in contact with the right staff person.

If you would like to participate on any of the committees we have, please contact Jim.

Jim reminded the commissioners to send in a letter confirming the reappointment of their planning representative on the Board.

The next Board meeting will be held on Wednesday, April 27, if necessary to approve loans, beginning at 9:30 AM and will be virtual.

The next Full Board meeting will be held on Wednesday, May 25, beginning at 9:30 AM. This meeting will be in Person and Virtual.

**ADJOURN**

With no other business, Vice Chair Losey called for a motion to adjourn the meeting. Doug Morley moved to adjourn the meeting, seconded by Richard Fry. The meeting adjourned at 11:00 AM.

Respectfully submitted,

Padraic McGrath, CPA  
Secretary/Treasurer