



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

49 Ridgmont Drive, Ridgway, PA 15853

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North Central Board Meeting Wednesday, August 24, 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
Joe Dagher	Elk County
Tracy Gerber	Elk County
Padraic McGrath	Elk County
Jeff Pisarcik	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Tom Kreiner	McKean County
Susan Zook-Wilson	McKean County
Nancy Grupp	Potter County
Abbi Peters	At-large PA Wilds Center
Carolyn Newhouse	At-Large Bradford Area Alliance

Staff - via Zoom

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

Guests

Chair Nancy 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.

NEW BUSINESS

Correspondence

Request for Approval to Proceed with Contracting and Subcontracts Under the NC PREP Program 2022-2023.

Chris spoke briefly on this Request.

North Central is finalizing the NC PREP application for funds July 1, 2022 - June 30, 2023. The NC PREP Network includes both funded and unfunded partners. The seven subcontracted funded partners are:

- Cameron County Industrial Development Authority
- PennWest Clarion SBDC
- Clearly Ahead Development
- St. Marys Economic Development Corporation
- Jefferson County Development Council
- McKean County Commissioners/McKean County EDC
- Potter County Redevelopment Authority

NC PREP for Program Year 2022-2023 received an allocation of \$614,496. Statewide, PREP received an increase. This resulted in an increase of \$105,942 for the NC PREP Region. Allocations for each PREP region, to include this increase, were based on the established formula allocation/percentage that DCED utilized in previous years. This formula is referenced in the fiscal code of the budget. Each PREP region has been encouraged to distribute the entire regional allocation among partners in accordance with these percentages that were used last fiscal year (FY21-22).

NC PREP Allocations for Program Year 2020-2023 requested for subcontracting are:

NC REP PY 2022-2023 Allocation	\$614,496	Percentage
Organization	Allocation 2022-2023	
North Central	\$398,746	65%
Clarion SBDC	\$158,436	26%
Subcontracts	\$57,314	9%
Total	\$614,496	100%
Subcontractors Total	\$57,314	
Cameron County	\$6,397	11%
Clearfield County	\$13,778	24%
Elk County	\$9,175	16%
Jefferson County	\$10,207	18%
McKean County	\$10,207	18%
Potter County	\$7,551	13%
Total	\$57,314	100%

*North Central does not hold the PennWest Clarion subcontract. Performance, metrics and reporting are the responsibility of North Central, but we do not serve as the fiscal agent.

We are asking for permission that when the work plan comes to be able to proceed with going to contract and subcontracts with our counties.

Chair Grupp called for a motion to approve the Request to Proceed with Contracting and Subcontracting under the PREP Program for 2022-2023, that when the work plan comes to be able to proceed with going to contract and subcontracts with our counties as presented.

Nancy Grupp moved to approve the Request to Proceed with Contracting and Subcontracting under the PREP Program for 2022-2023, that when the work plan comes to be able to proceed with going to contract and subcontracts with our counties, seconded by Carolyn Newhouse. Motion unanimously passed.

Purchase

Ed reported that the IT Department is requesting permission to renew the Annual Barracuda E-Mail Protection and the Gateway Defense License. This protects against advanced email threats. This also includes our Office 365 back-up which is all our employees' emails, Teams and SharePoint. This is backed up every evening.

The total cost is \$5,393.85 and is budgeted for.

Chair Grupp called for a motion to approve the renewal of the Annual Barracuda E-Mail Protection and the Gateway Defense License.

Matt Quesenberry moved to approve the renewal of the Annual Barracuda E-Mail Protection and the Gateway Defense License, seconded by Jeff Pisarcik. Motion unanimously passed.

Resolutions

Jim introduced Resolution 22-08-3074 in which North Central desired to undertake a project on behalf of the PA Wilds Planning Team to update the PA Wilds Planning Study. The North Central Board of Directors authorizes submission of an application to the Municipal Assistance Program in the amount of \$50,000 to update the PA Wilds Planning Study. As well, North Central Board of Directors hereby commits funds in the amount of \$50,000 as match for this project.

Jim noted that this is contingent on receiving a commitment letter from PA Wilds giving us the \$50,000 as match. The PA Wilds meeting is slated for August 25.

Chair Grupp called for a motion to approve Resolution 22-08-3074, authorizing North Central to submit an application to the Municipal Assistance Program in the amount of \$50,000 to update the PA Wilds Planning Study, contingent on receiving a commitment letter from PA Wilds giving us the \$50,000 as match.

Carol Duffy moved to approve Resolution 22-08-3074, authorizing North Central to submit an application to the Municipal Assistance Program in the amount of \$50,000 to update the PA Wilds Planning Study, contingent on receiving a commitment letter from PA Wilds giving us the \$50,000 as

match. seconded by Ann Losey. Motion unanimously passed.

Carolyn asked Abbi Peters if her team will be undertaking that project internally with their own team or will you be contracting it out.

Abbi stated that is the Planning Team and they will be contracting that out.

Loans

Wilds Sonshine Factory, Inc., Kane, McKean County, has requested a loan in the amount of \$110,000 from the EDA CARES Act Revolving Loan Fund for 10 years at 3.75% for site improvements, purchase equipment and working capital. The repayment term will be 123-month repayments (3 months of interest-only payments followed by 120-month amortization). The project description will be completion of parking lot construction, along with purchase of distilling and office equipment, furniture, signage and start-up operating costs including salaries, inventories, marketing, consulting services and utilities. North Central's collateral will be shared third mortgage on real estate located at 3480 Route 6, Kane, with McKean County IDC subject to first and second mortgages of Northwest Bank; shared third lien security interest on all business assets with McKean County IDC subject to the first and second lien security interest of Northwest Bank, as well personal guarantees of the majority owners. Three full-time jobs will be retained, and one new job will be created within three years.

They will be producing a product called "Sonshine" which is a registered trademark representing a distilled spirit that is manufactured from the sunflower plant that is grown exclusively in the PA Wilds region. They will also have an agricultural education center, which is a dedicated area that is going to feature education and agriculture and natural resources sustainability covering timber, water and agriculture. There will be informational panels and interactive exhibits along with career exploration in those fields. They will also have a gift shop that is going to sell products from persons and other small businesses in the PA Wilds. It is going to support Sonshine Factory's mission. They will be able to serve cocktails there and local PA-based beers and wines. They will also have facility tours and events.

Chair Grupp called for a motion to approve the loan to Wilds Sonshine Factory, Inc.

Abbi Peters moved to approve the loan to Wilds Sonshine Factory, Inc., seconded by Dave Glass. Motion unanimously passed.

Going back to the Resolution, Jim stated if awarded this grant, North Central will be putting these services out to RFP. Denny Puko, who used to work for the Commonwealth and is part of the Planning Team, has volunteered to write the RFP. As far as what North Central will be involved in will be very limited in scope. Basically, we will be the fiscal agent on this and just distributing the money and will be responsible for the auditing at the end.

The next Full Board meeting will be held on Wednesday, September 28, beginning at 9:30 AM. This meeting will be in Person and Virtual.

ADJOURN

With no other business, Chair Grupp called for a motion to adjourn the meeting. Jeff Pisarcik moved to adjourn the meeting, seconded by Ann Losey. The meeting adjourned at 9:46 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer