



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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North Central Board Meeting
Wednesday, January 25, 2023 – 9:30 AM

Members – via Zoom or In Person

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Matt Quesenberry	Elk County
Tracy Gerber	Elk County
Padraic McGrath	Elk County
Eric Wolfe	Elk County
Jeff Pisarcik	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Richard Fry	McKean County
Nancy Grupp	Potter County
Abbi Peters	At-large PA Wilds Center
Jill Martin-Rend	At-large BC3@Brockway
Pam Streich	At-Large Workforce Solutions for NC PA
Carolyn Newhouse	At-large Bradford Area Alliance

Staff - via Zoom or In Person

Jim Chorney
Amy Kessler
Samantha Mitchell
Julie Kasmierski
Shelly Caggiano
Jenn Hibbard
Katie Lenze
Mary Lou Jessop

Guests

Rep. Brian Smith	66 th District
Brian Stockman	Ridgway Record
Alyssa Dobson	WIC Intern

Chair Nancy Grupp called the meeting to order at 9:30 AM with the Pledge of Allegiance.

QUORUM/INTRODUCTIONS

Roll call was taken and there was a quorum.

MINUTES

With no corrections or amendments to the November 16 and December 14, 2022, Board Minutes, Ann Losey moved to accept the minutes as presented, seconded by Dave Glass. Motion unanimously passed.

NEW BUSINESS

Governance Committee

At the November Board Meeting, the Governance Committee recommended and nominated the following Slate of Officers for 2023:

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

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

Hearing none, Chair Grupp asked for a motion to accept the Governance Committee's recommendation for the Slate of Officers for 2023.

Jeff Pisarcik moved to accept the Slate of Officers for 2023, seconded by Carol Duffy. Motion unanimously passed.

With the motion being approved, Ann Losey took her place as Chair.

Financial Reports

With no corrections or additions to the October through December Financial Reports, Dave Glass moved to accept the Financial Statements as presented, seconded by Kristy Smith. Motion unanimously passed.

A95s

There were no A95s.

Correspondence

There was no Correspondence.

Purchases

There were two purchases. As Ed was out in the field, Jim did the requests.

We are requesting approval to renew our annual MIP Maintenance and Support Fee for our Accounting and HR management software through Abila at the cost of \$9,655.23. This has been budgeted for.

Chair Losey called for a motion to approve the renewal of our annual MIP Maintenance and Support Fee for our Accounting and HR management software through Abila at the cost of \$9,655.23.

Nancy Grupp moved to approve the renewal of our annual MIP Maintenance and Support Fee for our Accounting and HR management software through Abila at the cost of \$9,655.23, seconded by Jeff Pisarcik. Motion unanimously passed.

The second purchase was requesting approval to renew the Office 365 licenses at the cost of \$6,384 per year for 35 licenses. This will be broken down by each program and has been budgeted for.

Chair Losey called for a motion to approve the request to renew the Office 365 licenses at the cost of \$6,384 for 35 licenses.

Jim Sleigh moved to approve the motion to renew the Office 365 licenses at the cost of \$6,384 for 35 licenses, seconded by Richard Fry.

Resolutions

Katie Lenze presented two Resolutions for RACP funding.

Resolution #23-01-3079 was presented. At the request of the International Brotherhood of Electrical Workers (IBEW) Local 5, North Central is desirous of obtaining funds from the Redevelopment Assistance Capital Grant Program in the amount of \$1,000,000, for their Clearfield Building Addition and Renovation project in Clearfield County. The International Brotherhood of Electrical Workers assures North Central that it will pay the administrative fee and assume the full local matching share of the project costs and assumes responsibility for the project's ongoing operating and maintenance costs.

Chair Losey called for a motion to approve North Central obtaining RACP funds for the International Brotherhood of Electrical Workers (IBEW) Local 5 in the amount of \$1,000,000.

Dave Glass moved to approve North Central obtaining RACP funds for the International Brotherhood of Electrical Workers (IBEW) Local 5 in the amount of \$1,000,000, seconded by Jodi Brennan. Motion unanimously passed.

Resolution #23-01-3080 was presented. At the request of Christ the King Manor, North Central is desirous of obtaining funds from the Redevelopment Assistance Capital Grant Program in the amount of \$1,250,000, for the construction of their new independent living facility in Clearfield County. The Christ the King Manor assures North Central that it will pay the administrative fee and assume the full local matching share of the project costs and assumes responsibility for the project's ongoing operating and maintenance costs.

Chair Losey called for a motion to approve North Central obtaining RACP funds for Christ the King Manor in the amount of \$1,250,000.

Nancy Grupp moved to approve North Central obtaining RACP funds for Christ the King Manor in the amount of \$1,250,000, seconded by Tracy Gerber. Motion unanimously passed.

Loans

Jenn had one loan to review.

Penn Pallet Realty, LLC/Penn Pallet, Inc., St. Marys, Elk County, has requested loans in the amount of \$200,000 from the Appalachian Regional Commission Revolving Loan Fund and \$200,000 from the USDA Intermediary Relending Program for 15 years at 4% for the purchase of real estate. The purchase of real estate includes a 25,000 sq. ft. warehouse facility located on 10 acres of land with an additional 174 acres surrounding the site. Penn Pallet, Inc. has been leasing the facility since 2020 and will continue to use as warehousing space with plans of moving some of their production to the site in the future to accommodate growth. North Central's collateral will be second mortgage on property located at 268 Prechtl Street, St. Marys, subject to the first mortgage of First Commonwealth Bank; mortgages on properties located at 675 Fillmore Road, St. Marys and 533 Independent Road, Woodland, as well as the personal guarantees of the four majority owners. One hundred thirty-four full-time jobs will be retained.

Carol Duffy asked if we have a maximum loan amount in our loan policy?

Jenn responded the maximum is either \$400,000 or 50% of the loan, whichever is less.

With no other questions, Chair Losey called for a motion to approve the loan to Penn Pallet Realty, LLC/Penn Pallet, Inc.

Matt Quesenberry moved to approve the loan to Penn Pallet Realty, LLC/Penn Pallet, Inc., seconded by Jim Sleigh. Motion unanimously passed.

Jenn also reported that the Loan Review Committee held election of officers for 2023. Joe Haines of CNB Bank has been elected Committee Chairperson and Drew Nedzinski of Mid Penn Bank has been elected Vice Chair. Both are for the term of one year.

Chair Losey called for a motion to accept the Loan Review Committee Officers, Joe Haines as Chair and Drew Nedzinski as Vice Chair for 2023.

Pam Streich moved to accept the accept the Loan Review Committee Officers, Joe Haines as Chair and Drew Nedzinski as Vice Chair for 2023, seconded by Richard Fry. Motion unanimously passed.

Building Committee Update

Jim apologized for sending information out this morning; however, we were waiting for information from one of the engineers to get clarification on a cost.

The Building Committee held a meeting on January 19 to discuss moving forward with the building project and starting the process of selecting an engineer. We received quotes from three local engineer architect firms; and based on the price and what they would be providing, we accepted the proposal from ARS Engineering Services at a cost of \$6,500.

The recommendation from the Building Committee, after receiving updated information, is to accept the proposal from ARS Engineering for the build-out plans for North Central's building at the cost of \$6,500.

As a background to why we are doing this, North Central was approached by Keystone Rural Health who are looking for additional space. Currently what we occupy is just enough for us without doing modifications.

It was suggested to take the conference room we now have and use it not only as a conference room, but as additional office space. We reached out to an engineer to see if that was even feasible and they said it could be done, thus our getting the three bids based on our Procurement Policy.

That is where we are right now; and once we agree to sign with an engineer, we are basically moving to the next step in the process. That would be putting it out for bid for a contractor, as well as starting to look into the financing side. To that extent we have already done some preliminary work with USDA to see if financing was going to be available through them. We think that is a potential match for what we are looking to do. If we move forward with the engineer, we will start looking into the financing a little bit more. Before we commit to anything Jim will get back to the Board.

Matt Quesenberry stated having reviewed the proposal from ARS Engineering, we are getting everything from the design to the scope of work and filing procurement documents through the end of the project, where there will be additional opportunities for the engineer to work with a potential contractor for construction.

Jim thanked Matt for bringing that up. That was one of our concerns of the Building Committee to make sure, given our inexperience of doing this type of a project because we've never done this before, at least not since Jim has been here.

We thought it would be a good idea to make sure that the engineer, whomever we contract with, provide us that assistance making sure all the bid specs are put together properly, help us with the selection process, as well as with the day-to-day operations of overseeing the contractor. They won't be here every day but will be working with our maintenance staff and us to make sure we are fully aware of everything that needs to be done and the timelines that need to be met.

Jim also wanted the Board to be aware that once he signs the contract with ARS Engineering, we will be moving to the next step which would be putting this out for bid.

Carol Duffy asked is this was budgeted for and where is the funding coming from.

Jim stated it was not originally budgeted and that was a concern. He feels we have some things we can move around; and given the cost of this proposal compared to the other two, feels we can shift some things around from the money we receive from Keystone Rural Health to afford to pay for this.

Dave Glass said assuming this goes out for bid, we will have another discussion when those bids are received as it is hard to say what the bids are going to come in at.

Jim said that is correct and is why he believes the engineer will at least give us his estimate as to what he believes the cost is going to be and he could be way off. So, we're not sure until the bids come in what the cost is going to be. We will let the Board know that amount.

Before we formally put anything out to bid, Jim anticipates having a conversation not only at the committee level, but at the Board level to make sure everyone is comfortable with the cost or what we anticipate the cost to be.

Tracy Gerber asked if there is anything in the agreement that if the project doesn't move forward that the cost to the engineer changes as well?

Jim said there isn't.

Ann Losey said again not having the experience with engineers and contractors, is this something that is typically done by the counties?

Tracy said she would assume that is what the \$1,300 is for but suggests Jim have a conversation with Ryan to make sure.

Ann asked if the Board wants Jim to have that conversation before we move forward with any approval?

Jim suggested we approve the contract; but he won't sign it until he has a talk with Ryan. If there is a discrepancy between that and what we have discussed here, Jim will reach out to the Board before signing the contract.

Matt asked if Keystone Rural Health is still interested in the additional space as they were when we first began this discussion?

Jim said he talked to them last week and they wanted to know where we were regarding the process, so they are still very interested in the additional space.

Chair Losey asked if there were any other questions or discussion before she called for a motion?

Hearing none, Chair Losey called for a motion to approve the recommendation to use ARS Engineering Services for the build-out plan of the North Central building at the cost of \$6,500.

Jim Sleigh moved to approve the motion to approve the recommendation to use ARS Engineering Services for the build-out plan of the North Central building at the cost of \$6,500, seconded by Tracy Gerber. Motion unanimously passed.

Approval of Joint Clearfield/Elk Counties Comprehensive Plan

The Counties of Clearfield and Elk went out for a Request for Proposal (RFP) on September 23, 2022, to conduct a Joint County Comprehensive Plan. The proposal deadline was October 28, 2022.

Two firms submitted responses and were reviewed by a project review committee made up of one County Commissioner from each County, the County Planner, and a North Central Staff member. After numerous times going back and forth and securing funding, the team from Michael Baker International, Camp Hill, PA, was selected as the consultant for the project.

Funding for this project has been included in the current fiscal year Transportation Budget (\$80,000 Federal Supplemental Planning Funds) with each individual county contributing an equal share of \$25,000 in local matching funds (\$50,000). Total Cost of the contract is \$130,000.

We are requesting approval to enter into a contract with Michael Baker International to perform the scope of work as described in the RFP for the Joint County Comprehensive Plan for Clearfield and Elk Counties.

Jodi added that she appreciated all Amy's help, especially going after the extra funding so this would be affordable to the counties. She also added this has been a long time coming as their last county plan was done in 2006.

Tracy agreed and Matt added it was a great team effort and is going to be a good project and Elks hasn't been done since 1999.

Amy has provided this plan to the counties and to Michael Baker for their review and it is at our solicitor's right now and other than a few minor updates or tweaks, he doesn't see any problem with the agreement.

With no questions or comments, Chair Losey called for a motion to enter into a contract with Michael Baker International to perform the scope of work as described in the RFP for the Joint County Comprehensive Plan for Clearfield and Elk Counties.

Jodi Brennan moved to approve entering into a contract with Michael Baker International to perform the scope of work as described in the RFP for the Joint County Comprehensive Plan for Clearfield and Elk Counties, seconded by Jeff Pisarcik. Motion unanimously passed.

Discussion

Reappointments – Industry Representatives & At-large Positions

This year the Industry Representatives are up for reappointment. If the current Industry Rep is unable to accept reappointment, then the representing County Commissioners will be asked to fill the position.

Industry Reps to be reappointed for 2023 for 3-year term are:

Cameron County – Dennis McKimm – Lumber
Clearfield County – Kristy Smith – Utilities
Elk County – Eric Wolfe – Powdered Metal Industry
Jefferson County – Jim Sleigh- Environmental (Water Management)
McKean County – Susan Zook Wilson – Auto Industry (Sales)
Potter County – Doug Morley – Education

If each county would send us a letter reappointing their Industry Representative so we can have it on file before the next meeting, that would be appreciated.

As well, at our November meeting we reappointed Jill Martin-Rend as an At-large member and added Pam Streich from Workforce Solutions as an At-large member for a term of three years effective January 1, 2023.

Conflict of Interest

Each year we ask our Staff, Board Members and members of other committees, to fill out the Conflict of Interest questionnaire and return it to Mary Lou. A copy of the questionnaire will be sent out after today's meeting. Copies will also be emailed out to our other Committee members. Please fill out the questionnaire and return it as quickly as possible to Mary Lou.

As Rep. Brian Smith was able to join us, Chair Losey called on him to say a few words.

Rep. Smith stated it was good to be able to join the meeting as he likes to hear what is going on in the region.

Before adjourning Jeff Pisarcik thanked Nancy for her leadership last year.

Nancy said it was a pleasure and thanked everyone for all the help they gave her.

The next Board meeting will be held on Wednesday, February 22, beginning at 9:30 AM and will be Virtual.

Adjourn

With no other business Chair Losey called for a motion to adjourn the meeting.

Jeff Pisarcik moved to adjourn the meeting, seconded by Richard Fry. The meeting adjourned at 10:15 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer