



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

49 Ridgmont Drive, Ridgway, PA 15853

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North Central Board Meeting
Wednesday, March 22, 2023 – 9:30 AM

Members – via Teams or In Person

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Tracy Gerber	Elk County
Eric Wolfe	Elk County
Carol Duffy	McKean County
Richard Fry	McKean County
Susan Zook Wilson	McKean County
Doug Morley	Potter County
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 Teams or In Person

Jim Chorney
Amy Kessler
Samantha Mitchell
Ed Matts
Shelly Caggiano
Jenn Hibbard
Mary Lou Jessop

Guests

Ann Kaufman	Congressman Glenn 'GT' Thompson's Office
Rep. Mike Armanini	75 th District
William Seymour	SB & Company
Thomas Beveridge	Solicitor
Jake Mercer	Ridgway Record

Chair Ann Losey called the meeting to order at 9:32 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 January 25 and February 22, 2023, Board Minutes, Doug Morley moved to accept the minutes as presented, seconded by Tracy Gerber. Motion unanimously passed.

AUDIT PRESENTATION

Mr. William Seymour of SB & Company presented the Uniform Guidance Single Audit Report for the period of July 1, 2021 through June 30, 2022. 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.

Jim thanked Bill for taking the time to present the audit to the Board as well as his presentation to the Audit and Finance Committee.

Bill thanked Shelly and her team for their help in getting the information and answering all their questions.

Jim thanked the Accounting Department for doing a great job in getting all the information required for the audit.

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 as presented and submit it to the Federal Audit Clearinghouse.

Pam Streich moved to accept the Audit Report as presented and submit it to the Federal Audit Clearinghouse, seconded by Richard Fry. Motion passed.

NEW BUSINESS

Financial Reports

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

A95s

A95 2757 was presented whereby Mahaffey Borough is seeking financial assistance through the USDA to purchase a new backhoe at the price of \$49,863.

No action was necessary as this is for information only and any discussion if required.

Correspondence

Regarding the Electric Vehicle Charging Infrastructure Implementation Plan for NC Pennsylvania, Amy Reported that an RFP had been let on January 3 with responses due February 10. Four proposals were received from: The Berkley Group, ECO Engineers, KCI Technologies and Michael Baker International.

A review committee was made up of North Central Staff, along with PREP and Transportation Committee members. The eight Review Committee members reviewed and independently scored each proposal. The group met on February 27 to review the scores. Amy added that NC Staff did not have Michael Baker as their top selection whereas the other members did have Michael Baker as their first choice. After reviewing all the scores, the consensus was to recommend Michael Baker International as the consultant for this project.

The project has been budgeted for under the NC PREP and Transportation budgets not to exceed \$100,000.

Therefore, we are requesting approval to enter into a contract with Michael Baker International to carry out the Electric Vehicle Charging Infrastructure Implementation Plan.

Doug Morley moved to approve entering into a contract with Michael Baker International to carry out the Electric Vehicle Charging Infrastructure Implementation Plan, seconded by Kristy Smith. Motion unanimously passed.

Purchases

There were no Purchases.

Resolutions

There were no Resolutions.

Loans

Jenn had several loans to review.

FGO Transportation, Inc., Weedville, Elk County, has requested a loan in the amount of \$125,000 from the Appalachian Regional Commission Revolving Loan Fund for 5 years at the rate of 4% for the purchase of equipment. Purchase 2017 Peterbilt 389 truck and 2024 HEIL gas/fuel tank trailer to support increased delivery capacity of freight operations and create one job opportunity by adding an additional driver. North Central's collateral will be title to 2024 HEIL gas/fuel tank truck, corporate guarantee of Friday Gas & Oil, Inc. as well as the personal guarantee of the owner. Ten full-time jobs will be retained and one new full-time job will be created within three years.

With no questions, Chair Losey called for a motion to approve the loan to FGO Transportation, Inc.

Tracy Gerber moved to approve the loan to FGO Transportation, Inc., seconded by Dave Glass. Motion unanimously passed.

Kaytee's Family Restaurant & Marketplace, Inc., Coudersport, Potter County, has requested a loan in the amount of \$35,000 from the USDA Intermediary Relending Program Microloan for 5 years at the rate of 5%

for working capital. This will finance working capital to fund operating costs during winter months. The restaurant was destroyed by a fire in April 2021 and re-opened in September 2022 upon completion of the rebuild. North Central's collateral will be mortgage on business real estate subject to First Citizens Community Bank (FCCB) mortgage, mortgage on residential real estate subject to FCCB mortgage, UCC-1 filing on all business assets subject to FCCB filing, as well as the personal guarantee of the owner. Eleven jobs will be retained.

Chair Losey called for a motion to approve the loan to Kaytee's Family Restaurant & Marketplace, Inc.

Richard Fry Moved to approve the loan to Kaytee's Family Restaurant & Marketplace, Inc., seconded by Doug Morley. Motion unanimously passed.

Jenn added that the Loan Review Committee approved the appointment of Sara Andrews to serve on the Loan Review Committee as the representative for the Bradford OECD effective March 22. Sara served on this committee for several years prior to her retirement in 2020 and will be serving as Interim Executive Director for the City of Bradford for the next several months.

Chair Losey called for a motion to approve the appointment of Sara Andrews to the Loan Review Committee as representative of the Bradford OECD effective March 22.

Carolyn Newhouse moved to approve the appointment of Sara Andrews to the Loan Review Committee as representative of the Bradford OECD effective March 22, seconded by Pam Streich. Motion unanimously passed.

Before going into the Executive Session, as we had several guests present Jim asked if they would like to say something.

Rep. Mike Armanini of the 75th District stated he was very glad to be at the meeting and thanked North Central for everything they do in getting the influx of fundings and grants that is coming in from the federal and state governments out into the area.

Rep. Armanini stated he will be emailing our Commonwealth Grant information which shows all the grants and programs that are closed, as well as ones that are open and their deadlines.

Regarding electric vehicles he stated that the plans for the electric vehicle charging stations are a good thing. However, he believes we are going to find out that we do not have the infrastructure for the electric to move this. People need to be educated on how many resources are required to generate the electricity that is going to be necessary.

He is all for cleaner air but also realizes our industry base is so heavily automotive. In the future he doesn't want us losing 60% of our powdered metal industry because the electric vehicles are taking off. If that is the way we are headed, he believes now is the time to start providing programs and incentives for these businesses to do more testing and do more with new materials so they can keep producing products.

He also spoke about the critical minerals of which there is an abundance in the 75th District. He's in the beginning of starting a mineral caucus in Harrisburg which will be bipartisan. He's hoping he can get the Democratic representative from the new district in State College since this is so involved with Penn State.

He wants that industry to develop like the powdered metal industry did and it could be the wave of the future which gets us away from the foreign dominance of China who is supplying almost 100% of these materials. It could keep our future bright way down the road.

He thanked North Central for all the work we are doing. He doesn't think there has been a time when he's picked up his phone or been in a meeting that North Central has been there where North Central hasn't helped. You've had the answers and if you didn't right then, you got them. North Central is doing a great job and whatever he can do to help keep this moving, please know he is here for North Central.

Jim thanked Rep. Armanini for his comments and regarding the list he talked about, which we could really use.

Amy asked Rep. Armanini if the email list worked to which he said it did. He's finding out that he doesn't have direct correspondence like he did with the fire departments of Elk County on Sunday at their annual meeting.

We all know what our volunteer fire departments are facing and just to have their name, phone number, their email address so when things are coming up, if it's a fire grant, where is where it is. If you need help, contact North Central and they can help you get this. One of the biggest problems is that we're so short staffed in these grants and they are so complex. Harrisburg does not give you the grace if you filled this out wrong or you're asking for \$500,000 but you can only ask for \$300,000.

When he's been asked why people aren't receiving grants, Rep. Armanini does some digging to find out what was wrong with the grant application submitted. Harrisburg doesn't let them know what they have done wrong or if additional information is required.

Amy stated that through our Community Capacity Program we have received nearly 100 applications and about 75% to 80% have zero match so they can't be submitted. It continues to be a problem in our region where these municipalities aren't able to get the needed match for their projects. There are areas in our region where the Game Commission owns most of the land so for municipalities their tax revenue base is cut to \$6 an acre split three ways. What do we do to fix this?

With no other questions for Rep. Armanini, Jim thanked him for attending the meeting.

Executive Session

Before going into the Executive Session Jim requested that Samantha Mitchell and Amy Kessler, along with him, be part of that session.

Chair Losey called for a motion to allow Sam, Amy and Jim be part of the Executive Session.

Dave Glass moved to allow Sam, Amy and Jim be part of the Executive Session, seconded by Pam Streich. Motion unanimously passed.

The Executive Session regarding Personnel began at 10:05 AM.

Chair Losey called for a motion to come out of the Executive Session.

Dave Glass moved to come out of the Executive Session, seconded by Pam Streich. Motion unanimously passed.

The regular meeting reconvened at 10:30 AM.

Based on the Executive Session, Solicitor Beveridge will be sending a letter to the staff member there was an issue with.

Solicitor Beveridge stated he will first circulate the language of the letter to the Board if there is anything that needs to be changed and that everyone is on board with the language. He will have that letter out to Jim this afternoon.

Chair Losey called for a motion to approve the draft letter to this individual.

Doug Morley moved to approve the draft letter to this individual, seconded by Dave Glass. Motion unanimously passed.

Adjournment

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

Jim had two announcements to be made before adjourning. First was to remind everyone on the Board if they have not filled out and sent in their Conflict of Interest form, to please do so and send to Mary Lou so we can have that on file.

Secondly, for the Commissioners, if you have not sent in your letter reappointing/appointing your Industry Representative for the next three years (2023 – 2026), again please do so and send to Mary Lou.

The next Board meeting will be held on Wednesday, April 26, beginning at 9:30 AM and will be Virtual to approve loans we may have.

Doug Morley moved to adjourn the meeting, seconded by Kristy Smith. The meeting adjourned at 10:40 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer