



## NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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### North Central Board Meeting Wednesday, February 28, 2024 – 9:30 AM

#### Members – via Zoom

Josh Zucal	Cameron County
Jessica Herzing	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
Joe Haines	Elk County
Jeff Pisarcik	Jefferson County
Scott North	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Marty Wilder	McKean County
Susan Zook-Wilson	McKean County
Nancy Grupp	Potter County
Jill Martin Rend	At-Large BC3@Brockway
Abbi Peters	At-large PA Wilds

#### Staff - via Zoom

Jim Chorney  
Amy Kessler  
Ed Matts  
Ana Slavik  
Chris Perneski  
Shelly Caggiano  
Jenn Hibbard  
Mary Lou Jessop

Chair Dave Glass called the meeting to order at 9:30 AM with the pledge to the flag.

#### QUORUM/INTRODUCTIONS

Roll call was taken and there was a quorum for the meeting.

#### Correspondence

There were two pieces of correspondence.

The first amendment is:

We are requesting approval for an amendment to our existing consulting agreement with ESRI who is providing Technical Consulting Support to modernize workflows. The additional funding to provide support as we transition to a long-term fix and to implement online services for:

- Community Capacity Project Intake Workflow
- Impact Site Dashboarding
- Transportation Environmental Justice Mapping and Dashboarding

This requested amendment is designed to support our current capabilities while we work towards a comprehensive, long-term solution for the agency.

Total Amendment Cost is \$14,700. The funding for this amendment is already available within our budget, primarily because of staff resignations and retirements over the past year.

Chair Glass called for a motion to approve the amendment to our existing consulting agreement with ESRI who is providing Technical Consulting Support to modernize workflows.

Jeff Pisarcik moved to approve the amendment to our existing consulting agreement with ESRI who is providing Technical Consulting Support to modernize workflows, seconded by Nancy Grupp. Motion unanimously passed.

The second amendment is:

We are requesting approval for an amendment to our existing consulting agreement with Michael Baker International who is conducting our Electric Vehicle Charging Infrastructure Implementation Plan for North Central Pennsylvania.

This amendment aims to expand our project's scope and effectiveness through the evaluation of an additional site here at North Central as well as updating project narratives and appendices to reflect this inclusion, incorporating the site into our feasibility reviews and prioritization processes, developing a high-level cost estimate for the site's development, updating mapping graphics to include this new location, and submitting a revised draft implementation plan. Additionally, to further progress the prioritized sites across all six counties from concept and plan to grant application and grant recipient, Michael Baker will perform additional tasks to make each prioritized site more "ready" for deployment as identified in the actions below. These include:

- Utility Coordination: coordinating with utility companies to assess the need for significant improvements.
- Fee Assessment Framework: developing a fee assessment framework to assist in recouping investments.
- Draft CFI Grant Narrative: drafting a narrative for the Charging and Fueling Infrastructure grant application.

These strategic efforts are aimed at boosting the preparedness of our identified sites for effective program deployment and laying a foundation for our project's success.

Total Amendment Cost is \$14,000. The funding for this amendment is already available within our budget, primarily because of staff resignations and retirements over the past year.

Chair Glass called for a motion to approve the amendment to our existing consulting agreement with Michael Baker International who is conducting our Electric Vehicle Charging Infrastructure Implementation Plan for North Central Pennsylvania.

Jodi Brennan moved to approve amendment to our existing consulting agreement with Michael Baker International who is conducting our Electric Vehicle Charging Infrastructure Implementation Plan for North Central Pennsylvania, seconded by Kristy Smith. Motion unanimously passed.

### Resolutions

There are two Resolutions to be approved:

**Resolution No. 24-02-4015** is North Central, at the request of Christ the King Manor, is desirous of obtaining funds from the Redevelopment Assistance Capital Grant Program of the Commonwealth of Pennsylvania in the amount of \$1,250,000 for the construction of their new independent living facility in Clearfield County.

Christ the King Manor intends to construct a health and wellness center within independent living retirement community in DuBois, Clearfield County. The construction will promote holistic health, foster social connections, and enhance the overall well-being of senior residents.

All projects awarded RACP funding by the Commonwealth are charged an administrative fee by North Central equal to one percent of the grant amount and where no portion of the fee may be paid from the proceeds of the grant; and

North Central has been assured by Christ the King Manor that it will pay the administrative fee and assume the full local matching share of the project costs and assume responsibility for the project's ongoing operating and maintenance costs.

Chair Glass called for a motion to authorize the Executive Director, Interim Executive Director or Director of Finance, on behalf of the Commission, to execute a sub grant agreement and administrative agreement thereof.

Jim Sleigh moved to approve the motion to authorize the Executive Director, Interim Executive Director or Director of Finance, on behalf of the Commission, to execute a sub grant agreement and administrative agreement thereof, seconded by Abbi Peters. Motion unanimously passed.

**Resolution No. 24-02-4016** is the North Central Pennsylvania Regional Planning and Development Commission administers Revolving Loan Funds with funding from the Economic Development Administration (EDA), Appalachian Regional Commission (ARC), USDA Rural Development Intermediary Relending Program (IRP), and the State Small Business Credit Initiative (SSBCI).

The funding sources for all Revolving Loan Funds require all loan applications that are recommended for approval by the Loan Review Committee to be approved by the North Central Pennsylvania Regional Planning and Development Commission Board of Directors.

Loan approvals by the Board of Directors authorize the North Central Pennsylvania Regional Planning and Development Commission to lend Revolving Loan Funds and are ratified by resolutions to be executed with original signatures by the Executive Director and Board Secretary/Treasurer.

The North Central Pennsylvania Regional Planning and Development Commission Board of Directors authorizes the Executive Director and Board Secretary/Treasurer to execute resolutions for loan approvals by electronic signatures.

Chair Glass called for a motion to approve the North Central Pennsylvania Regional Planning and Development Commission Board of Directors authorizing the Executive Director and Board Secretary/Treasurer to execute resolutions for loan approvals by electronic signatures.

Abbi Peters asked if we use DocuSign or something else that confirms that extra step that says they are acknowledging it is an electronic signature.

Jenn said we don't use DocuSign. For most things we will email them, have them sign it, scan and send it back to us.

Jim added that we use Adobe Signature for a lot of documents we do internally. We will review that to see what the most appropriate method is.

Abbi said that might add another layer of speediness and protection.

With no other discussion, Abbi Peters moved to approve the motion to approve the North Central Pennsylvania Regional Planning and Development Commission Board of Directors authorizing the Executive Director and Board Secretary/Treasurer to execute resolutions for loan approvals by electronic signatures, seconded by Carol Duffy. Motion unanimously passed.

### Loans

Pipe Eye Sewer Services, Inc., Bradford, McKean County, has requested a loan in the amount of \$217,500 from the Economic Development Administration Revolving Loan Fund for 7 years at the rate of 4% for the purchase of equipment. The purchase of a 2023 Jet/Vac sewer cleaning truck to expand service capabilities through upgraded technologies. North Central's collateral will be first lien security interest on 2023 Jet/Vac sewer cleaner truck including all attachments shared with CNB Bank and City of Bradford OECD, as well personal guarantee of the owner. Six full-time jobs will be retained, and two new jobs will be created within three years.

Chair Glass called for a motion to approve the loan to Pipe Eye Sewer Services, Inc.

Scott North moved to approve the loan to Pipe Eye Sewer Services, Inc., seconded by Carol Duffy. Motion passed with Joe Haines abstaining.

### Building Committee Update

Ed gave a brief update on the construction. The project is going quite well. All the walls and offices are framed up. The rough-in electric is done. The heating and air conditioning units are installed. They are down to finishing drywall which will be finished today. We will be priming tomorrow and painting on Friday. The ceiling and lighting and final inspection will be next week.

Ed hopes that in the next 2 – 2-1/2 weeks we will be done with the project. There have been no hold-ups or hick-ups with project, so all is on track.

### Conflict of Interest Reminder

Chair Glass reminded those that haven't filled out and returned the Conflict-of-Interest form to please do so.

Jim added that if you serve on more than one committee, you only have to submit one form.

Regarding our next meeting, which will be Wednesday, March 27, 2024 at The Red Fern in Kersey and will be in person, Chair Glass urges everyone to be in attendance if possible. We have new members on the Board, and this will be a good time to get to know them as well as them getting to know what North Central does.

Jim added we will be sending an email out by Friday to be filled out and returned so we have an accurate count for lunch.

Stations will be set up for each Department, manned by staff, where you will be able to visit and learn what we do.

We are looking forward to seeing you all on March 27 at The Red Fern.

### GOOD OF THE ORDER

Chair Glass called for a motion to enter an Executive Session.

Jeff Pisarcik moved to go into the Executive Session, seconded by Joe Haines. The Executive Session began at 9:50 AM.

### ADJOURN

With no other business, Chair Glass called for a motion to adjourn the Executive Session and adjourn the meeting. Jeff Pisarcik moved to adjourn the meeting, seconded by Abbi Peters. The meeting adjourned at 10:15 AM.

Respectfully submitted,

Joseph K. Haines  
Secretary/Treasurer