



**NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION**

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North Central Board Meeting  
Wednesday, March 27, 2024 – 9:30 AM  
The Red Fern, Kersey, PA

Members – via Teams

Josh Zucal	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Matt Quesenberry	Elk County
Eric Wolfe	Elk County
Joe Haines	Elk County
Jeff Pisarcik	Jefferson County
Jessica Funk Seary	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Doug Morley	Potter County
Jill Martin-Rend	At-large BC3@Brockway
Pam Streich	At-large Workforce Solutions for NC PA

Staff - via Teams or In Person

Jim Chorney  
Amy Kessler  
Ana Slavik  
Christine Perneski  
Ed Matts  
Julie Kasmierski  
Shelly Caggiano  
Jenn Hibbard  
Brent Addleman  
Mary Lou Jessop

Guests

Andrea Verobish	Congressman Thompson's Office
Jill Grosch	Rep. Causer's Office
Tom Kreiner	McKean County Commissioner
Robert Rossman	Potter County Commissioner

Chair Dave Glass 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 for the meeting.

**MINUTES**

With no corrections or amendments to the January 24 and February 28, 2024, Board Minutes, Jeff Pisarcik moved to accept the minutes as presented, seconded by Doug Morley. Motion unanimously passed.

### Financial Reports

With no corrections or additions to the January and February 2024 Financial Reports, Doug Morley moved to accept the Financial Statements as presented, seconded by Joe Haines. Motion unanimously passed.

### A95s

There were no A95s.

### Correspondence

There was no Correspondence.

### Purchases

There were no purchases.

### Resolutions

There were two Resolutions.

The first was for the draft Authorization to use Electronic Signatures on Routine Contracts.

At the February meeting Jenn presented a resolution specifically for the Loan Program and electronic signatures for the loan resolutions, which was passed.

This sparked conversation regarding what else we might be able to use electronic signatures for because we have different contracts that go out on a regular basis that we typically have to wait for it to go through the mail or we hand deliver them. We thought this was a great opportunity to update all our procedures regarding electronic signatures. We drafted this resolution and sent it to our solicitor, Mr. Beveridge. He reviewed it and was in agreement with everything. We referenced all the appropriate acts that we need to.

We looked into DocuSign as the verification method.

Ed said DocuSign seems to be the one that everybody is using. It is very widely used and easy on the person's side that is generating the contracts to get the signature blocks put in, initials, however you want to do it. You can also set it if there are multiple signatures. It can be set up that once the first person signs and submits it, it goes on to the next second, third, etc. When all signed the document comes back to the originator of the document. It meets all the laws and requirements that are in the Resolution.

Jim also noted the cost is minimal. We get 100 envelopes per log in so we will probably purchase two log ins. We also get a discount because we are a non-profit.

It makes sense moving that direction being able to have people electronically sign these documents. That will also not limit our search when we are looking for new positions of them having to be in Elk County just

for the convenience of it. We will be able to expand that as well.

Chair Glass asked if there were any more questions or comments on this resolution. Matt Quesenberry made the motion to accept the resolution authorizing the use of electronic signatures on routine contracts, seconded by Carol Duffy. Motion unanimously passed.

The second Resolution is regarding the Greenways Mini Grant Program.

Jim noted this is a document DCNR put together and we are required to get a resolution for us to be able to do the Mini Grant Program. He asked Amy to talk a little more about it.

We are in our current 2023-2026 Greenways Mini Grant Program for DCNR. We are about halfway through spending the project mini grant. We just approved the last three, waiting for DCNR to sign off on them. Applications for the next round of DCNR's Mini Grant Program are due next week. Amy is trying to get the finalized document put together. She has received letters of support from the County Planners encouraging the project and this is the last piece that will allow us to continue the Mini Grant Program. It is a \$150,000 application matched by \$150,000 that the applicants have to put into match. There is also a 5% administrative fee for us to administer the program.

This is a pretty straightforward resolution authorizing us to go after the Greenways Mini Grant Program.

With no questions or comments, Chair Glass called for a motion to approve the resolution for the Greenways Mini Grant Program.

Pam Streich moved to approve the resolution for the Greenways Mini Grant Program, seconded by Jodi Brennan. Motion unanimously passed.

### Loans

Jenn reviewed one Microloan and three loans for board approval.

Schatz Services, LLC, St. Marys, Elk County, has requested a loan in the amount of \$35,000 from the USDA/ Microloan for 5 years at the rate of 5% for the purchase of equipment. Purchase a 2021 Bobcat E42 Mini Excavator to provide additional equipment needed to expand the capacity for services provided to customers. North Central's collateral will be first lien security interest on 2021 Bobcat E42 Mini Excavator to be purchased shared with the Elk County IDA, as well as the personal guarantee of the owners. Four full-time jobs will be retained, and two full-time jobs will be created within three years.

With no questions, Chair Glass called for a motion to approve the loan to Schatz Services, LLC.

Matt Quesenberry moved to approve the loan to Schatz Services, LLC, seconded by Kristy Smith. Motion passed with Joe Haines abstaining.

Wildwoods Bar & Grill, Inc., St. Marys, Elk County, has requested a loan in the amount of \$54,500 from the USDA Intermediary Relending Program 5 for 10 years at the rate of 4% for building renovations. Building

improvements including replacement of kitchen floor, a 12' x 20' addition for expansion of kitchen with prep area and new dish room and a catering room in the basement that will accommodate the purchase of a walk-in freezer North Central's collateral will be third mortgage on real estate subject to first and second mortgages of CNB Bank, as well as the personal guarantee of the owners. Five full-time jobs will be retained.

This approval will be contingent upon a satisfactory appraisal coming back at a satisfactory loan amount. With no questions, Chair Glass called for a motion pending the appraisal to approve the loan to Wildwoods Bar & Grill, Inc.

Caroll Duffy moved to approve, pending the appraisal, the loan to Wildwoods Bar & Grill, Inc., seconded by Jeff Pisarcik. Motion passed with Joe Haines abstaining.

Cori D. Wagner dba Mama Made Crafts, Coudersport, Potter County, has requested a loan in the amount of \$75,000 from EDA CARES Act for 15 years at the rate of 4% for the purchase of real estate. Purchase real estate located at 117 North Main Street, Coudersport, which will retain the commercial retail space that the owner leases. North Central's collateral is mortgage on real estate located at 117 North Main Street, Coudersport, second lien security interest on all business assets, assignment of rents and leases, as well as the personal guarantee of the owners. One full-time job will be retained.

This approval will be contingent upon a satisfactory appraisal coming back at a satisfactory loan amount.

With no questions, Chair Glass called for a motion pending the appraisal to approve the loan to Cori D. Wagner dba Mama Made Crafts.

Doug Morley moved to approve, pending the appraisal, the loan to Cori D. Wagner dba Mama Made Crafts, seconded by Pam Streich. Motion unanimously passed.

Wapiti Woods Lodge, LLC, Benezette, Elk County, has requested a loan in the amount of \$200,000 from the Pennsylvania Industrial Development Authority (PIDA) Loan Fund for 15 years at the rate of 4% for building construction. Construction of a lodge for overnight accommodations that will feature four bedrooms with a sleeping capacity of 8 adults, 2-1/2 bathrooms, full kitchen, laundry facilities, indoor and outdoor fireplaces and outdoor seating. The lodge will run concurrently with Wapiti Woods, LLC, which is a successful cabin rental company featuring 10 total cabins available for rent along the Bennett Branch of the Sinnemahoning Creek. North Central's collateral will be second mortgage on real estate subject to first mortgage of CNB Bank, as well as the personal guarantee of the owners and corporate guarantee of Wapiti Woods LLC. Five part-time jobs will be created within three years.

With no questions, Chair Glass called for a motion to approve the loan to Wapiti Woods Lodge, LLC.

Jim Sleigh moved to approve the loan to Wapiti Woods Lodge, LLC, seconded by Kristy Smith. Motion passed with Joe Haines abstaining.

Jenn also noted that Courtney Cole has resigned from the Loan Review Committee effective March 29, 2024. Mr. Cole is the representative for Citizens & Northern Bank and will be retiring at the end of this month.

Jenn then asked for approval of the appointment of Lynne Ruffner to serve on the Loan Review Committee as the representative for Citizens & Northern Bank effective March 29, 2024.

Chair Glass called for a motion to accept the resignation of Courtney Cole from the Loan Review Committee and the appointment of Lynne Ruffner to the Loan Review Committee.

Joe Haines moved to accept the resignation of Courtney Cole from the Loan Review Committee and the appointment of Lynne Ruffner to the Loan Review Committee, seconded by Carol Duffy. Motion unanimously passed.

Dave stated that Brent is the new marketing person and he is doing a series of articles and stories about North Central. That got Dave thinking about the Loan Program and a) the money we have out there and b) how much we still have in our own programs.

Jenn stated our active loan portfolio is about 170 loans representing about \$20 million in financing. The outstanding principal on that is about \$12 million. Just in our Revolving Loan Funds there is a little over \$1 million available.

Jim didn't know if Jenn knew about how much of the new money that recently came in between the SSBCI, EDA CARES. He thought the SSBCI was a little over \$1 million and that is significant because if we only have a million dollars sitting there that is available, that means Jenn has done a lot of work to get us to this point.

Jenn stated in the fall of 2022 we were awarded a little over \$2 million in Revolving Loan Funds from the State Small Business Credit Initiative. However, we weren't given that \$2 million all at once. They are doing that in three tranches. Our first tranche was just over \$600,000. That money has all been loaned out. We are waiting for the second truck, but for all the money that went out state-wide, it must be 80% expended state-wide. Therefore, we are just waiting.

Dave said part of the reason he mentioned this was so Brent could hear the numbers. However, the other reason is we all must do a good job of telling the story of what North Central does. And being able to talk to people in our communities telling them that North Central has 170 loans out with about \$20 million of investment in our six-counties. That is a good story, and he thinks that is a number he is going to keep when he's talking about it.

Dave thanked Jenn for supplying that information and for a great month for loans.

#### Building Committee Update

Ed gave a brief update. The building project is almost finished. We ran into a sight snag; however the construction went well. Our inspection for the construction was a pass, our above ceiling inspection was a pass, and we are waiting for the smoke alarms, which are the only things left to come in. Emergency lighting came in last week and all the light switches came in. Once the smoke alarms come in and are installed, we can have our final inspection and start the moving process.

The conference room is set up and have all the video conferencing equipment mounted on the wall and we have a small office that we have set up as a small conference room.

We are hoping next week to get everything in and have the final inspection and have everyone moved in by the end of April or beginning of May.

Jim added we are excited about it because it is giving us opportunity to move staff into eight new offices and the storage above will open other opportunities within the office if we need to expand capacity. Prior to starting all this work, we had Keystone Rural Health sign a lease that when the construction was complete, they would be taking over the additional space we will be moving out of. We have all that in place. We just have to give a date and right now we're hoping May 1, but it depends on when we can start moving staff into those new areas.

We will invite everyone up for an in-person meeting and you will be able to take a tour of the final product.

Ed added if the smoke alarms take a long time to come in, he is hoping we can get a preliminary approval to move people in before we have that final inspection.

#### Executive Committee Update and Recommendation

The Executive Committee met on March 13, 2024, to discuss that with the new salary structure making sure that people were placed properly on it who are already employees. The structure was put in place and then made sure everyone got over to at least the minimum. There were also people that have been here 7, 8 years who were very close to the starting rate. This is not a thing that is going to be repeated. This is a lone time. Let's get this right and put everyone on the scale where they belong and that is it. Going forward the scale is the scale. The mid-point is 7 years with the top being 14 years.

Dave thought it was a good discussion and there was a lot of trying to make sure the data was exactly where it needed to be; and in the end, the Executive Committee did vote to recommend the changes as they discussed after making some changes to the numbers.

Jim said what is important is our old system wasn't moving, it was stagnant for over 12 years. We went out and had a consultant come in and help us. We are now at market rate minus a discount for the location. And to Dave's point, we are not going to be doing this again because what we will be doing is moving that scale every year to keep up with inflation. The is the only thing we will be bringing back to the Board on an annual basis is how far do we move that scale to make sure we keep up with everything that is going on. As far as new employees and existing employees, this puts everyone where they should be within that scale.

Hearing no comments or further discussion, Chair Glass called for a motion to approve the recommendation to reallocate employees identified as earning below the midpoint of the updated salary scale to their appropriate salary levels based on their years of service. Effective April 1, 2024.

Doug Morley moved to approve the recommendation to reallocate employees identified as earning below the midpoint of the updated salary scale to their appropriate salary levels based on their years of service. Effective April 1, 2024, seconded by Pam Streich. Motion unanimously passed.

Dave thanked the Executive Committee for all their hard work on this.

### **Good of the Order**

Jim introduced Brent Addleman, our newest employee. In the past we haven't done a good job marketing ourselves as an organization, telling about all the good things. We assumed if we did a good job people would recognize that fact. What we were very quickly learning was people might understand the programs they are dealing with, but they don't understand all the programs and services we do here at North Central. And most of the services are free.

Brent's job is to take us in that direction. It won't be easy but we want a standard form stating this is what you can expect from North Central. He will oversee all our social media platforms, making sure everything is up to date and that we are getting a consistent message out to everyone. We are going to continue to move in this direction and have these kinds of events as we are doing today to try to get that message out to make sure all our Board Members understand, not just what they know about North Central, but everything we do. One of the things Jim is going to touch on during his presentation as far as the role of a Board Member is to be ambassadors for North Central out in the communities they represent.

It is extremely important, and we are excited to have Brent on board.

Brent stated he's happy to be part of the Team and looks forward to working with everyone in the future in getting the word out about everything North Central does.

Dave added that he didn't know we hired Brent until he saw him at an event last week. Dave and Brent played Little League together and have known him since he was 11. He's gone out and done a lot of journalism work in other areas and has a ton of experience. Dave is happy about this hire.

When we adjourn the meeting, we will go out to the big room and everyone and mingle. The official activities don't start until 10:30. We want to make sure we give everyone a chance to get here. Jim will talk a little about how we are going to proceed around the room and the different stations we are going to have. He is excited to see everybody here. This will give you an opportunity to talk.

Amy also added our Transportation Improvement Program will be going out for public comment the month of May. That is where we put the big bibles of documents in your county planning office and commissioner's office so you will be seeing them coming out the later part of April. This is a heads up if the Committee approves everything on April 9. The only thing you have to do is make it available if someone happens to come into your office.

As there were legislative guests present, Chair Glass asked if they would like to say anything.

Andrea Verobish, from Congressman Glenn Thompson's office, stated she was glad to be at the meeting. She said they still don't have answers on the community funded projects. She is hoping within the next week or so they will hear something.

Jill Grosch from Rep. Martin Causer's office said she was happy to be at the meeting.

The next meeting will be Wednesday, April 24, starting at 9:30 and will be Virtual.

Adjournment

With no other business to be discussed, Chair Glass called for a motion to adjourn the meeting. Kristy Smith moved to adjourn the meeting, seconded by Jeff Pisarcik. The meeting adjourned at 10:00 AM.

Respectfully submitted,

Joseph Haines  
Secretary/Treasurer