



**SEDA-Council of Governments  
Board of Directors  
Virtual Meeting Minutes  
Wednesday, December 2, 2020  
Start Time: 1:00 P.M.**

**MEMBERS**

| <b>County</b>  | <b>Member</b>                   | <b>Present</b> |
|----------------|---------------------------------|----------------|
| Centre         | Commissioner Mark Higgins       | ✓              |
|                | Ms. Lisa Strickland             | ✓              |
| Clinton        | Commissioner Jeffrey Snyder     | ✓              |
|                | Mr. Steve Stevenson             | ✓              |
| Columbia       | Commissioner Richard Ridgway    | ✓              |
|                | Mr. George Forese               | ✓              |
| Juniata        | Commissioner Mark Partner       | ✓              |
|                | Mr. Scott Fritz                 | ✓              |
| Lycoming       | Commissioner Scott Metzger      | ✓              |
|                | Mr. Howard Fry III              | ✓              |
| Mifflin        | Commissioner Kevin Kodish       | ✓              |
|                | Mr. Jim Shilling Jr.            | ✓              |
| Montour        | Commissioner Kenneth Holdren    | ✓              |
|                | Mr. Brian Wiktor                | ✓              |
| Northumberland | Commissioner Samuel Schiccatano | ✓              |
|                | Mr. Greg Klebon                 |                |
| Perry          | Commissioner Brenda Watson      |                |
|                | Mr. Larry Reisinger             | ✓              |
| Snyder         | Commissioner Joseph Kantz       | ✓              |
|                | Mr. Dennis Van Benthuyzen       | ✓              |
| Union          | Commissioner Preston Boop       | ✓              |
|                | Ms. Char Gray                   | ✓              |

**STAFF**

Mike Fisher, Rose Orner, Amanda Owens, Betsy Lockwood, Doug Wilburn, Leslie Osgood, Kristen Moyer, Mandy Fox, Jim Saylor, Bo Hornberger, Liz Herman, Teri Provost, Betsy Kramer, Frankie Hockenbrocht

**GUESTS**

None

**CALL TO ORDER**

The SEDA-COG Board of Directors virtual meeting was called to order at 1:04 p.m., by President Ridgway.

## **MEETING MINUTES**

Commissioner Holdren moved for approval of the October 28, 2020 meeting minutes as presented. Commissioner Snyder seconded the motion, and the motion carried unanimously.

## **OPEN FORUM**

### **Opportunity for Public Comments**

No public comment was offered.

### **Non-Agenda Items of General Interest to the Members**

No Non-Agenda Items were offered for discussion.

## **OLD BUSINESS**

Nothing was offered under Old Business.

## **NEW BUSINESS**

### **Five-Year Comprehensive Economic Development Strategy (CEDS) Report, 2020**

Ms. Betsy Lockwood, Project Development & Grants Manager, presented the Five-Year Comprehensive Economic Development Strategy (CEDS) Report, 2020. As a designated Economic Development District (EDD), SEDA-COG is required to regularly update its Comprehensive Economic Development Strategy (CEDS) in order to maintain eligibility for U.S. Department of Commerce, Economic Development Administration (EDA) funding for the 11-county region. The draft report was first provided to county planning directors, PREP partners, the CEDS Committee, and other economic development partners, requesting comment. After a thirty-day period of review, the suggested revisions were incorporated into the report, which included the need for a highly qualified workforce and for affordable housing. The report was then posted for public comment for another thirty-day period.

Commissioner Kodish moved to approve the Five-Year Comprehensive Economic Development Strategy (CEDS) Report, 2020, be submitted to the Economic Development Administration (EDA), as presented. Commissioner Higgins seconded the motion, and the motion carried unanimously.

### **Local Loan Review Committee Report**

#### **Sunrise Restorations 2, LLC**

Mr. Doug Wilburn, Director of the Business Finance Program, presented the request for a \$124,000 EDA loan to Sunrise Restorations 2, LLC for a term of ten years at 3.25% fixed for the life of the loan. Staff also recommends that the SEDA-COG Board of Directors give final approval for a \$25,000 EDA loan to Sunrise Restorations 2, LLC for a term of three years at 3.25% fixed for the life of the loan. No payments will be required for the first six months of the \$25,000 loan. The \$25,000 loan will continue to accrue

interest during that time. Following the deferment, the \$25,000 loan will be amortized over three years, with a balloon at the final payment to include the deferred interest. Sunrise's main area of focus is on energy efficiency through insulation, window and door installation and weatherization.

Ricky experienced lost sales due to the COVID-19 restrictions and the loss of income by his customers. Also due to the COVID-19 pandemic, Sunrise Restoration's competition has begun to drop off, which has created more work through his contract with The Berks Community Action Program, Inc., and residential work. Ricky plans to take this opportunity to expand his business by bringing on the additional employees, so that his company can take on the new business.

Mr. Shilling moved to approve a \$124,000 EDA loan to Sunrise Restorations 2, LLC for a term of ten years at 3.25% fixed for the life of the loan, along with approval for a \$25,000 EDA loan for a term of three years at 3.25% fixed for the life of the loan. No payments will be required for the first six months of the \$25,000 loan. The \$25,000 loan will continue to accrue interest during that time. Following the deferment, the \$25,000 loan will be amortized over 3 years, with a balloon at the final payment to include the deferred interest. Mr. Stevenson seconded the motion, and the motion carried unanimously.

#### Wagging Tail Coffee Co.

Mr. Wilburn presented the loan request on behalf of Wagging Tail Coffee Co., for a \$30,000 EDA COVID-19 loan to be used towards the purchase of real estate. Susquehanna Community Bank (SCB) approved a \$160,000 loan for the land purchase and construction of their new coffee shop. SCB is also providing a \$10,000 LOC. They were forced to shut down in March of 2020, within six months of opening, due to the COVID-19 pandemic. They opened back up as soon as restaurants were permitted to do so. Wagging Tail Coffee Co. has seen immediate success with their mobile coffee in the Watsontown, Milton, and Montgomery areas and are looking to expand in order to meet the demand of their coffee products and service.

Commissioner Partner moved to approve a \$30,000 SEDA-COG EDA COVID loan to Wagging Tail Coffee Co. for a term of 20 years at 3.25% fixed for the life of the loan. Ms. Strickland seconded the motion, and the motion carried unanimously.

#### Honoring Retiring State Representatives

President Ridgway presented resolutions to honor three retiring State Representatives:

- State Representative Garth Everett, 84<sup>th</sup> House District, Resolution 2020-12
- State Representative Mark Keller, 86<sup>th</sup> Legislative District, Resolution 2020-13
- State Senate President Pro Tempore Joe Scarnati, 25<sup>th</sup> Senatorial District, Resolution 2020-14

Several Board Members shared comments on the impacts these State Representatives have made on our region and their sincere appreciation for their commitment and dedication.

Mr. Fry moved to adopt Resolution 2020-12, as presented. Commissioner Metzger seconded the motion, and the motion carried unanimously.

Mr. Resigner moved to adopt Resolution 2020-13, as presented. Mr. Fritz seconded the motion, and the motion carried unanimously.

Commissioner Snyder moved to adopt Resolution 2020-14, as presented. Ms. Gray seconded the motion, and the motion carried unanimously.

### **Committee and Staff Reports**

#### **Housing Rehabilitation/Flood Resiliency Staff Report**

Ms. Teri Provost, Director of Housing Rehabilitation, Flood Resiliency, and Acting Director of Community Development, presented Resolution 2020-15, along with the annual update on her departments, to the Board of Directors. Resolution 2020-15 was an addition to the agenda, provided to the Board via screen share.

Resolution 2020-15 for East Campus Renovations – Lock Haven University, seeks to combine two resolutions, which were previously presented and approved by the Board, into one resolution. This will be submitted as part of a formal application to the Commonwealth of Pennsylvania Office of Budget, for RACP funding, in the amount of \$2,000,000. This will combine RACP ME#300-1723 for \$1,000,000 and ME#300-2008, also for \$1,000,000.

Commissioner Boop moved to adopt Resolution 2020-15 as presented. Commissioner Snyder seconded the motion, and the motion carried unanimously.

Ms. Provost presented her report on Housing Rehabilitation activities:

- A total of 76 projects have been completed, which is comparable to prior years.
- Rehabilitation work is performed within nine communities, to assure that homes are code-compliant and safe.
- New communities have been added – Borough of Milton, City of Lock Haven, City of Shamokin, and the Town of Bloomsburg.

Ms. Provost updated the Board Members on the SEDA-COG Flood Resiliency Program, which is a stand-alone program from Housing Rehabilitation. A five-year Community Rating System (CRS) Renewal for the Borough of Lewisburg was recently completed. The CRS programs allows homeowners that carry flood insurance to save on the insurance premiums. CRS activities are also underway in the Borough of Milton.

The discounted elevation certificate program has been renewed for five communities – the Town of Bloomsburg, Milton Borough, Danville Borough, Selinsgrove Borough, and Lewisburg Borough. Several applications have been submitted including Community Development Block Grant-Disaster Recovery (CDBG-DR), Flood Mitigation Assistance (FMA), and the Flood Mitigation Program (FMP). Grants have been awarded for Derry Township, Montour County, from the Hazard Mitigation Grant Program (HMGP), totaling \$340,000. These funds will be used to acquire and demolish three single-family homes that experience severe repetitive losses. The Town of Bloomsburg has been awarded a FEMA FMA 2019 grant, to elevate two single-family homes above the base flood elevation.

In 2017, SEDA-COG received an FMA grant to conduct a benefit cost analysis for flood mitigation, in the Town of Bloomsburg. The report is available on the SEDA-COG website at <https://sedacog.org/departments/flood-resiliency/>.

### Shamokin Revitalization Project Report

Ms. Betsy Kramer, Revitalization Coordinator, presented an overview of the start of the Shamokin Revitalization Project and where it stands today. State Representative Kurt Masser, who serves the 107<sup>th</sup> District, was instrumental in the process, securing \$300,000 of Keystone Community grant funds for the project. SEDA-COG made a three-year commitment, beginning July 1, 2019, with the City of Shamokin and has partnered with city officials, Mayor John Brown, city council, and the Shamokin Area Businesses for Economic Revitalization (SABER). Ms. Kramer has been working in the City of Shamokin for the past 18 months, maintaining an office in the downtown area. She serves not only as a liaison between the City and SEDA-COG but has worked to create an environment conducive to future development.

The former Industrial Development Authority (IDA) has been newly reorganized as the Shamokin Economic Development Authority (EDA). An implementation plan for economic revitalization was developed with the help of consultant team Stromberg/Garrigan & Associates and is available to view on the [www.goshamokin.com](http://www.goshamokin.com) website. Eleven new business have set-up in the City since March. A hotel will be breaking ground at the beginning of 2021. The Geisinger Foundation granted Oasis Drug Recovery with \$5,000, which is a safe place for individuals to go who are recovering from addiction. Additionally, property values have seen a 10% increase.

Ms. Kramer stated that her goal is to advance the recommendations made in the “Go Shamokin” plan and hopes to see this plan replicated in other communities.

### Assistant Executive Director Report

Mr. Mike Fisher, Assistant Executive Director, provided an update to the Board of Directors:

- County Relief Block Grant (CRBG) Update – there are a staff of ten assigned to this project, who have assisted six of the counties to distribute \$27.2M in CRBG funds by the end of the calendar year. Mr. Fisher recognized the staff for their efforts with this major undertaking.
- Fiscal Reporting – a fiscal report will now be included in the Board meeting packet, to offer a snapshot comparison of current to last year, revenue vs. expense, and an itemized bank register of checks disbursed within the month.

### Nominating Committee Report

President Ridgway, Chairman of the Nominating Committee, presented the proposed slate of Officers for year 2021:

President – Commissioner Mark Partner  
1<sup>st</sup> Vice President – Commissioner Kevin Kodish  
2<sup>nd</sup> Vice President – Commissioner Mark Higgins  
Secretary – Larry Reisinger  
Treasurer – Dennis Van Benthuysen

President Ridgway requested any additional nominations from the floor. Mr. Fry moved to close nominations from the floor. Ms. Strickland seconded the motion, and the motion carried unanimously.

Mr. Fry moved to approve the slate of Officers for 2021 as presented. Ms. Gray seconded the motion, and the motion carried unanimously.

### **Correspondence/Information Items**

President Ridgway noted the items listed under the Correspondence/Information Items section.

President Ridgway thanked the Board Members and the staff for their efforts during this challenging year. Commissioner Partner thanked President Ridgway for his leadership and efforts in his role this year as Board President, along with expressing his appreciation to the Board Members for their support and the staff for their commitment.

Commissioner Metzger expressed his thanks to SEDA-COG for assistance with the distribution of the CARES funds, which helped several school districts, small businesses, non-profits, and municipalities.

*President Ridgway moved the Board into Executive Session at 1:55pm, to discuss a personnel matter. The Executive Session concluded at 2:11pm.*

Mr. Fry moved to give the Personnel Committee the authorization to enter into negotiations with the candidate for the role of Executive Director. Mr. Fritz seconded the motion, and the motion carried unanimously.

### **ADJOURN**

Commissioner Partner moved to adjourn the meeting at 2:12pm. Mr. Fry seconded the motion, and the motion carried unanimously.

Respectfully submitted,



Larry Reisinger, Secretary  
SEDA-COG Board of Directors