



**SEDA-Council of Governments**  
**Board of Directors**  
**Virtual Meeting Minutes**  
Wednesday, May 26, 2021  
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	✓
	Mr. David Cooney	✓

**STAFF**

Kim Wheeler, Mike Fisher, Rose Orner, Betsy Lockwood, Doug Wilburn, Bo Hornberger, Liz Herman, Tina Showers, Mandy Fox, Amanda Owens, Don Kiel, Teri Provost, Frankie Hockenbrocht, Jeff Stover

**GUESTS**

None

**CALL TO ORDER**

The SEDA-COG Board of Directors virtual meeting was called to order at 1:04 p.m., by President Partner, there being a quorum present.

## **MEETING MINUTES**

Commissioner Kodish moved for approval of the April 28, 2021, meeting minutes as presented. Commissioner Snyder seconded the motion, and the motion carried unanimously.

## **OPEN FORUM**

### **Opportunity for Public Comments**

There were no public comments.

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

There were no items mentioned under this section.

## **OLD BUSINESS**

### **Appalachian Regional Commission (ARC) and Economic Development Administration (EDA) Project Listing Update**

Ms. Betsy Lockwood, Project Development/Grants Manager and PREP Regional Coordinator, reported to the Board on the Appalachian Regional Commission (ARC) and the Economic Development Administration (EDA) Project Listings. SEDA-COG is a designated Economic Development District (EDD) by the U.S. Department of Commerce Economic Development Administration (EDA), and a Local Development District (LDD) by the Appalachian Regional Commission (ARC). SEDA-COG is responsible for developing a list of economic development projects that are potentially eligible for EDA and/or ARC funding in fiscal year 2022-2023. Economic development projects are those that have the potential to create/retain jobs with family-sustaining wages, as well as those involving private sector investment and new business or expansion of existing business. The search for infrastructure projects begins early in the calendar year, with a listing of the projects presented to the Board in June, for approval.

Ms. Lockwood provided the current listing to the Board Members and stated that the list contains projects that are able to be developed in the short term (12-24 months), regionally significant projects, or developable in the long term. Ms. Lockwood noted that if the Board Members were aware of any projects, to please contact her.

### **Signature Authorizations – Revised Resolution 2021-01**

Ms. Kim Wheeler, Executive Director, presented revised Resolution 2021-01, which designated those staff authorized to sign on behalf of the SEDA-COG Board of Directors. This amendment would add Rosemary Orner, Executive Assistant, as a designee, in the event Ms. Wheeler and Mr. Fisher are unavailable.

Commissioner Holdren moved to adopt revised Resolution 2021-01 as presented. Mr. Shilling seconded the motion and the motion carried unanimously.

## CHIRP Update

Mr. Mike Fisher, Assistant Executive Director, presented an update on the CHIRP program. The third round of fund distribution has been completed, with 83% of the total \$7.3 million now dispersed, representing 284 businesses assisted with these funds. The fourth and final round of distribution has begun, for the remaining \$1.2 million. The counties of Centre, Lycoming, and Union have disbursed all their funds.

Commissioner Kodish expressed his thanks to Ms. Lockwood for her efforts with the CHIRP program in Mifflin County.

## NEW BUSINESS

### Local Loan Review Committee Report

#### Centre WISP Venture Company

Mr. Doug Wilburn, Director of the Business Finance Program, presented the request on behalf of Centre WISP Venture Company, for a \$600,000 SEDA-COG EDA COVID-19 loan. Centre WISP Venture Company, LLC is a Centre County-based business that presently provides wireless internet service to more than 1,100 customers, and is presently seeking funding, as a precursor to their RDOF deployment, to deploy fiber-to-the-home (FTTH) into two neighborhoods.

Commissioner Higgins moved to approve a \$600,000 SEDA-COG EDA COVID-19 loan to Centre WISP Venture Company for a term of 10 years at an interest rate of 3.25%, fixed for the life of the loan. Mr. Shilling seconded the motion, and the motion carried unanimously.

#### Hair and Now Day Spa, Inc. and Lindsay M. and Philip M. Herman

Mr. Wilburn presented the request on behalf of Hair & Now Day Spa, Inc., and Lindsay M. and Philip M. Herman, for a \$100,000 SEDA-COG EDA COVID-19 RLF loan for a term of 20 years at an interest rate of 2.50%, fixed for the life of the loan. Lindsay Herman has been in the salon industry for 17 years as a professional licensed cosmetologist and has owned Hair & Now Day Spa for 13 years. Ms. Herman is requesting a loan to purchase a commercial building located at 881 Broadway, Milton. She is looking to relocate her business due to her desire to expand services and because of the limited size of her space and parking available at the S. Front Street location.

Commissioner Holdren moved to approve the \$100,000 SEDA-COG EDA COVID-19 RLF loan to Hair & Now Day Spa, Inc., and Lindsay M. and Philip M. Herman, for a term of 20 years at an interest rate of 2.50%, fixed for the life of the loan. Ms. Strickland seconded the motion, and the motion carried unanimously.

#### Sports Zone, LLC

Mr. Wilburn presented the request on behalf of Sports Zone, LLC for a \$470,138 SEDA-COG EDA COVID-19 loan, for a term of 15 years at 2.5% fixed for the life of the loan. Sports Zone is an indoor sporting facility that hosts soccer, field hockey, flag football, softball, and many other activities. Due to the COVID-19 pandemic restrictions, the Sports Zone closed during the first week of March 2020. They

reopened at partial capacity on September 13<sup>th</sup>, 2020, and remained open until another mandated closure occurred November 16<sup>th</sup>, 2020. Since reopening on January 3<sup>rd</sup>, 2021, they have been operating under the state's mandated occupancy limits. Based on being closed for the majority of 2020 and operating at a reduced capacity since reopening, their cash flow and operating income have decreased.

Commissioner Kodish moved to approve a \$470,138 SEDA-COG EDA COVID-19 loan for Sports Zone, LLC, for a term of 15 years at 2.5% fixed for the life of the loan. Mr. Wiktor seconded the motion, and the motion carried unanimously.

Heritage Hills Retirements Community, Inc. and Antrim Investment Group, LLC

Mr. Wilburn presented the request on behalf of Heritage Hills Retirement Community, Inc. and Antrim Investment Group, LLC, for a \$200,000 loan for a term of 15 years with an interest rate of 4%. Becky and Brian Hissong, owners of Heritage Hills Retirement Community, recently purchased an adjacent parcel of land in order to expand their current personal care facility in Greencastle, PA. The project includes the cost of the land, the refinancing of the existing mortgage on the current property, and construction costs including professional fees and contingency.

Mr. Stevenson moved to approve the \$200,000 SEDA-COG TEAM loan on behalf of Heritage Hills Retirement Community, Inc. and Antrim Investment Group, LLC, for a term of 15 years with an interest rate of 4%. Mr. Shilling seconded the motion, and the motion carried unanimously.

Newberry Animal Health Care Center, LLC and CPNC Investments, LLC

Mr. Wilburn presented the request on behalf of Newberry Animal Health Care Center, LLC and CPNC Investments, LLC, for a \$72,193 SEDA-COG TEAM loan for a term of 15 years with an interest rate of 4%. Dr. Angela Neubaum is seeking financing for the construction of a new veterinary office for Newberry Animal Health Care Center on property that was purchased in May 2019. The new building will be approximately twice the size as their current leased facility. This will allow the business to expand by adding three additional doctors and three additional exam rooms. Equipment will be needed to support the additional doctors and exam rooms.

Mr. Wiktor moved to approve the request for a \$72,193 SEDA-COG TEAM loan on behalf of Newberry Animal Health Care Center, LLC and CPNC Investments LLC, for a term of 15 years with an interest rate of 4%. Mr. Van Benthuyzen seconded the motion, and the motion carried unanimously.

James C. Adams and Megan B. Adams and JMA Farms, LLC

Mr. Wilburn presented the request on behalf of James C. Adams and Megan B. Adams and JMA Farms, LLC, to submit to DCED a request for release of the \$50,000 CD that was pledged as additional collateral for the PIDA loan. All other terms and conditions of the loan will remain.

Commissioner Kodish moved to approve the submission to DCED of a request for release of the \$50,000 CD that was pledged as additional collateral for the PIDA loan, on behalf of James C. Adams and Megan B. Adams and JMA Farms, LLC. All other terms and conditions of the loan will remain. Mr. Stevenson seconded the motion, and the motion carried unanimously.

Board of Directors Meeting, June 23<sup>rd</sup>

President Partner stated that the June 23<sup>rd</sup> Board of Directors meeting will be held in person for those that are comfortable to attend. For those that wish to participate via phone or virtually, the board room has undergone both video and sound upgrades to provide better communication

**Committee and Staff Reports**Joint Rail Authority Report

Mr. Jeff Stover, Executive Director of the Joint Rail Authority (JRA), presented the annual report on the program.

- Rail Traffic – down slightly from the prior year, due to the impacts of the pandemic. The JRA Board of Directors modified the budget in March to account for this expected decrease.
- Rail Transportation Assistance Program (RTAP) – funded through PennDOT, this Program is designed to assist with larger infrastructure projects and requires that the applicant have a line item in the capital budget. The project involves five bridges, with a total cost of \$5.0 million; \$3.5 million of which is from the RTAP grant. The JRA and the Operator are contributing 15% each, to total the 30% match required.
- Grade Crossing Improvements – in 2020, over \$3.0 million in Section 130 funds has been invested in improved public grade crossing protection on 27 public grade crossing on the JRA rail network. An additional \$1.3 million was awarded to reconstruct six grade crossings.
- Rail Infrastructure on JRA Lines by Partner Organizations – Susquehanna Union Railroad Co. (North Shore group) has one PennDOT Rail project underway in Point Township – the Button Oil Propane Terminal. There have also been two projects completed – Castanea Runaround Track located in Lock Haven, and upgrades to the Lycoming Valley Railroad rail in the Muncy area.

Mr. Stover reported on the JRA litigation:

- PA Supreme Court on 2015 JRA vote to award RFP - the JRA won at Clinton County trial court. Commonwealth Court overturned from the Carload Express appeal - JRA appealed to PA Supreme Court. Oral arguments held in early March 2020.
- PA Commonwealth Court on appeal of Reading & Northern Railroad over RFP – the Plaintiff claims process bias - JRA won at Northumberland County trial court and RBMN appealed. Virtual oral arguments held this summer.

Fiscal Update

Mr. Bo Hornberger, Fiscal Controller, provided a fiscal update to the Board:

- Balance Sheets – provides a comparison of March 31, 2021, versus March 31, 2020.
- Income Statements – provides an eight-month review, for the periods July 1, 2020 – March 31, 2021, as compared to July 1, 2019 – March 31, 2020.
- During the middle of the quarter, the financial reports may reflect a deficit – this is due to the quarterly billing cycle.

Commissioner Ridgway asked whether the current cash balance would be put toward the line of credit – Mr. Hornberger replied that the reserve is being held in the event the PPP loan is not forgiven.

Executive Director Report

Ms. Kim Wheeler, Executive Director, provided an update to the Board of Directors:

- Return to the Office – started on May 3<sup>rd</sup>. This was done incrementally, to minimize the number of staff in the building at any one time. Staff are complying with the changing restrictions.
- Grant Awards
  - Housing Rehabilitation – the Governor’s office announced the thirteen recipients of the HOME Improvement Partnerships Program, which is a federal program designed to help local governments and municipalities expand and preserve their affordable housing stock. Three of the recipients were within the SEDA-COG region – the City of Shamokin; Town of Bloomsburg; and the City of Lock Haven. Each will receive a \$500,000 HOME grant.
  - Environmental Protection Agency (EPA) Brownfields Assessment Grant – \$300,000 awarded to the City of Shamokin. This is the maximum amount allowable for this type of grant. SEDA-COG will be administering this grant for the City.
- Community Relations Director Report – Ms. Wheeler shared a few highlights from Ms. Moyer’s report:
  - Submissions to federal Congressional offices for appropriation funding requests regarding the Surface Transportation Reauthorization Act, Columbia County Flood Levee project, South Centre Township wastewater treatment plant and collection system, and the City of Shamokin’s Independence Street Downtown Makeover project.
  - Met with several Chambers of Commerce to discuss partnerships opportunities. Topics included the housing market, making the region attractive for relocation, and the workforce labor shortage.
- Stimulus Update – staff are reviewing the interim rule and facts sheets regarding the American Rescue Plan (ARP) to be able to serve as a resource. Additionally, a survey will be released that will offer a menu of available services and will provide an idea of how many municipalities will need assistance, so the agency is prepared from a staffing perspective.

Correspondence/Information Items

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

ADJOURN

Commissioner Higgins moved to adjourn the meeting at 2:09pm. Commissioner Snyder seconded the motion, and the motion carried unanimously.

Respectfully submitted,



Larry Reisinger, Secretary  
SEDA-COG Board of Directors