



**SEDA-Council of Governments  
Board of Directors  
Virtual Meeting Minutes**

**Wednesday, March 24, 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, Amanda Owens, Betsy Lockwood, Doug Wilburn, Kristen Moyer, Jim Saylor, Bo Hornberger, Liz Herman, Tina Showers, Jeff Stover, Mandy Fox, Rob Brown

**GUESTS**

No guests were in attendance.

**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 February 24, 2021 meeting minutes as presented. Commissioner Higgins 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**

Commissioner Ridgway spoke briefly about the Penn State program - if any of the Commissioners wish to discuss further, please contact Columbia Commissioner Young.

## **OLD BUSINESS**

Nothing was offered under Old Business.

## **NEW BUSINESS**

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

#### **Sponenberg Farm, LLC and Scott And Mallory Sponenberg**

Mr. Doug Wilburn, Director of the Business Finance Program, presented the request on behalf of Sponenberg Farms, LLC and Scott A. and Mallory C. Sponenberg, for a \$400,000 SEDA-COG PIDA loan, for a term of 15 years at an interest rate of 1.00% fixed interest rate for a seven (7) year period set at the 10-year treasury yield. After seven years, the rate will reset to the then-current 10-year treasury yield. The reset rate is limited to a 200 basis point increase/decrease. The reset rate is then fixed for the duration of the loan. Based on the current 10-year treasury yield, the rate for the initial (7) year period is 1.00%.

Scott and Mallory Sponenberg operate a small farm in Danville, Montour County. This loan would help the borrowers diversify their existing agriculture business, which is currently crops and beef.

Ms. Strickland moved to approve the request on behalf of Sponenberg Farms, LLC and Scott A. and Mallory C. Sponenberg, for a \$400,000 SEDA-COG PIDA loan, for a term of 15 years at an interest rate of 1.00% fixed interest rate for a seven (7) year period set at the 10-year treasury yield. After seven years, the rate will reset to the then-current 10-year treasury yield. The reset rate is limited to a 200 basis point increase/decrease. The reset rate is then fixed for the duration of the loan. Based on the current 10-year treasury yield, the rate for the initial (7) year period is 1.00%. Mr. Fritz seconded the motion, and the motion carried unanimously.

#### **Housing Development Corporation (HDC) Board of Directors Appointment of Kim E. Wheeler, AICP**

Mr. J. Michael Fisher, Assistant Executive Director, offered an overview of the Housing Development Corporation (HDC) and Resolution 2021-04. The HDC, which is a separate 501(c)(3) non-profit corporation, serves as the project developer and the managing agent of the elderly housing apartment

buildings, using Federal Tax Credit financing. The bylaws of the HDC require that three of the nine members of the HDC Board are to be SEDA-COG Board Members. Traditionally, one of those members has been the SEDA-COG Executive Director. Resolution 2021-04 seeks to appoint Ms. Kim E. Wheeler, Executive Director, to the SEDA-COG Housing Development Corporation.

Commissioner Kodish moved to adopt Resolution 2021-04 as presented. Commissioner Holdren seconded the motion, and the motion carried unanimously.

### **Committee and Staff Reports**

#### **Procurement Technical Assistance Center (PTAC) Grant Submission, FY 2021-2022**

Mr. Robert Brown, Director of the SEDA-COG Procurement Program, presented the Board Members with Option Year 1 Proposal 2021-2022 for the Procurement Technical Assistance Center (PTAC). The total amount of the Proposal is \$341,750. The Defense Logistics Agency (DLA) provides 60% of the funds, with the remaining 40% as matching funds provided by SEDA-COG.

Commissioner Kantz moved to approve the Option Year 1 Proposal 2021-2022 for the Procurement Technical Assistance Center (PTAC). Commissioner Snyder seconded the motion, and the motion carried unanimously.

#### **Weatherization Program Activities Update**

Ms. Mandy Fox, Chief of the Weatherization Program, provided the Board with an annual activity update. The Program has been experiencing staff hiring challenges, since January 2019. From that date to present, ten staff members have left, with only one new staff person added to the team. COVID-19 impacts have added to that challenge, as the position entails working within client homes. Ms. Fox is actively working with Administration on new advertising opportunities to promote the open positions.

The Weatherization Program has partnered with the Red Cross on the Home Made Safer program, to distribute home smoke detectors. Following the installation of the smoke detector, the Red Cross contacts the homeowner to provide fire safety education.

Ms. Fox concluded her presentation by expressing her appreciation for the Weatherization team, noting two letters received from clients regarding the excellent service they were provided.

#### **Community Relations Report**

Ms. Kristen Moyer, Community Relations Director, provided a report to the Board of Directors, highlighting the following:

- Through a referral from Representative Lynda Culver, Ms. Wheeler and Ms. Moyer met with Representative Aaron Kaufer, Co-Chair of the Legislative Economy Task Force, to discuss the impacts of COVID-19 on the Pennsylvania economy. The Task Force is seeking comment on how to develop future legislation, as well as tackling the reform of agencies to create a concierge type of assistance for businesses coming into Pennsylvania.
- Met with Congressman Keller to discuss SEDA-COG's ongoing projects and efforts in the 12<sup>th</sup> district.
- Met with Senator Casey's Aide, Liz Kishbaugh to discuss current stimulus package.
- Coordinated and facilitated discussion with staff from Senators Casey and Toomey regarding the potential changes to the population threshold of Metropolitan Statistical Areas (MSA) and the

impact it could have on CDBG and transportation funding. We also contacted Congressmen Keller and Meuser regarding this issue and provided comments to the federal register.

Ms. Moyer spoke briefly about the federal stimulus package:

- \$3.0 billion will be allocated to the Economic Development Administration. Twenty-five percent of the \$3.0 billion is reserved to assistance to communities that have suffered economic injury because of job losses in the travel, tourism, or outdoor recreation sectors.
- \$4.5 billion for the LIHEAP Program to help families cover the cost of home heating and cooling.
- \$500.0 million will be provided for grants to states, to assist low-income households with drinking water and wastewater services.

### Fiscal Update

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

- Balance Sheets – provides a comparison of January 31, 2021 versus January 31, 2020.
- Income Statements – provides a seven-month review, for the periods July 1, 2020 – January 31, 2021 as compared to July 1, 2019 – January 31, 2020.
- Paycheck Protection Program (PPP) - staff have submitted the forgiveness application with First National Bank. While there is no confirmed date at this time, Mr. Hornberger stated that once SBA receives the documentation, it typically takes about 90 days to receive a response.

Commissioner Ridgway expressed his appreciation for Mr. Hornberger's report and his efforts.

### Executive Director Report

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

- County Commissioner Meetings – these annual meetings, which will conclude shortly, have been very informative regarding the needs and priorities of the County's, and how SEDA-COG can be of assistance in the coming year. Please feel free to invite other County staff to attend as appropriate, along with your SEDA-COG Board Additional Representative.
- Return to the Office – starting on May 3<sup>rd</sup>. This will be done incrementally, so that no more than 50% of the staff are in the building at any one time. A memo will accompany the April Board meeting packet.
- CHIRP – Mr. Fisher offered a brief update on the CHIRP grant program. Currently, 159 completed applications have been received, which are under staff review for eligibility. Following this review, the information will be provided to the County's to assure their eligibility. Additionally, another 157 applications, in draft form, are being addressed by staff. For those County's that have not yet sent in their grant fund check, please do so at your earliest convenience, so staff can be ready to release the funds to the qualified businesses as soon as possible. Commissioner Kantz requested that the Commissioners be provided with the list of the businesses that qualified for the grant funds, along with those that did not. Mr. Fisher confirmed that the requested information will be provided.
- Federal Stimulus Funds – information is available on the five allowable uses for these funds, but the full details have not yet been provided. Ms. Wheeler offered a few areas where SEDA-COG could be of assistance to the County's during this process. Commissioner Higgins suggested that

after the CHIRP grant program concludes, he would like to see the Economic Development staff provide assistance on fund usage, such as matching funds or rural broadband. Commissioner Ridgway suggested fund usage toward mental health areas, resultant of the pandemic. Ms. Strickland shared that from a municipal perspective, technical assistance would be very helpful.

### **Correspondence/Information Items**


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

Commissioner Metzger expressed his thanks to Ms. Wheeler, Mr. Fisher, and Ms. Moyer for the County Activity Report information, along with his appreciation for how SEDA-COG has assisted Lycoming County. Additionally, the Commissioner recognized National Agriculture Day, and expressed his appreciation for the efforts and dedication of the American farmer.

### **ADJOURN**

Commissioner Kantz moved to adjourn the meeting at 2:01pm. Mr. Stevenson seconded the motion, and the motion carried unanimously.

Respectfully submitted,



Larry Reisinger, Secretary  
SEDA-COG Board of Directors