



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

**Wednesday, December 8, 2021
Start Time: 12:30 P.M.**

Union County Government Center

MEMBERS

County	Member	Present
Centre	Commissioner Mark Higgins	x
	Ms. Lisa Strickland	x
Clinton	Commissioner Jeffrey Snyder	
	Mr. Steve Stevenson	x
Columbia	Commissioner Richard Ridgway	x
	Mr. George Forese	x
Juniata	Commissioner Mark Partner	x
	Mr. Scott Fritz	
Lycoming	Commissioner Scott Metzger	x
	Mr. Howard Fry III	
Mifflin	Commissioner Kevin Kodish	x
	Mr. Jim Shilling Jr.	x
Montour	Commissioner Kenneth Holdren	x
	Mr. Chris Benjamin	
Northumberland	Commissioner Samuel Schiccatano	x
	Mr. Greg Klebon	
Perry	Commissioner Brenda Watson	x
	Mr. Larry Reisinger	x
Snyder	Commissioner Joseph Kantz	x
	Mr. Dennis Van Benthuyzen	x
Union	Commissioner Preston Boop	x
	Mr. David Cooney	

STAFF

Kim Wheeler, Rose Orner, Betsy Lockwood, Bo Hornberger, Kristen Moyer, Jeff Stover, Tina Showers, Doug Wilburn, Elaine Stauder, John Reichard, Leslie Osgood, Scott Kramer

GUESTS

None

CALL TO ORDER

The SEDA-COG Board of Directors meeting was called to order at 12:35 p.m., by President Partner, there being a quorum present.

MEETING MINUTES

Commissioner Holdren moved for approval of the October 27, 2021, meeting minutes as presented. Commissioner Ridgway 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

Mr. Forese, Chairman of the Personnel Committee, requested Commissioner Jeff Snyder, Clinton County, be appointed to the Personnel Committee, replacing Mr. Brian Wiktor who resigned earlier this year.

Commissioner Kodish moved to approve the appointment of Commissioner Snyder to the Personnel Committee. Commissioner Ridgway seconded the motion, and the motion carried unanimously.

Mr. Forese shared that a few of the Board members have discussed increasing the level of Board engagement with the staff. He suggested the creation of an Ad Hoc Committee, to include Commissioner Partner, Commissioner Ridgway, Commissioner Snyder, Commissioner Kodish and Mr. Jim Shilling, which would work with Ms. Wheeler to determine areas where Board involvement could be utilized.

After discussion between the Board and staff, it was determined that an Ad Hoc Committee will not be appointed at this time, but would be discussed further during the January 2022 meeting, along with the Board leadership composition. Additionally, it was requested that Mr. Forese provide an outline of the vision for the proposed Committee for Board review, and for staff to request current biographies from each of the Members.

Staff Introduction

Ms. Kristen Moyer, Community Relations Director, introduced Ms. Elaine Stauder, the new Communications Coordinator for SEDA-COG. Ms. Stauder will be focused on increasing SEDA-COG's media presence and marketing the organization.

OLD BUSINESS

Nothing was presented under Old Business.

NEW BUSINESS**Local Loan Review Committee Report****Zimmerman Truck Lines, Inc**

Mr. Doug Wilburn, Director of the Business Finance Department, presented the request on behalf of Zimmerman Truck Lines Inc, for a \$245,890 SEDA-COG COVID-19 loan. Zimmerman Truck Lines Inc., located in Juniata County, began in 1984 and is owned 100% by Mark Zimmerman. ZTL has 70 trucks in their fleet and transports goods throughout the mid-Atlantic and New England regions. They work mainly on Class 8 trucks, but they also work on trailers and medium duty trucks.

Commissioner Kodish moved to approve a \$245,890 SEDA-COG COVID-19 loan to Zimmerman Truck Lines Inc for a term of seven years at a fixed interest rate of 3.50%, fixed for the life of the loan. Commissioner Ridgway seconded the motion, and the motion carried unanimously, with Mr. Shilling abstaining.

Kenneth L. Dawn M., Bernard L., & Phyllis I. Shaffer

Mr. Wilburn presented the subordination request on behalf of Kenneth L. Dawn M., Bernard L., & Phyllis I. Shaffer. The borrowers are seeking approval for a refinance from AgChoice to First Citizens Community Bank (FCCB) with the SBF loan being subordinate to a FCCB loan, which would pay off the AgChoice debt. The FCCB loan will provide a longer term and better interest rate than AgChoice's loan.

Commissioner Ridgway moved to approve the request on behalf of Kenneth L. Dawn M., Bernard L., & Phyllis I. Shaffer, to submit to DCED a request for subordination to the First Citizens Community Bank loan, with proceeds to pay off AgChoice Farm Credit's senior debt, capital gains tax and closing costs. All other terms and conditions of the loan will remain. Commissioner Kantz seconded the motion, and the motion carried unanimously.

Robert W. Simcox dba Bob's Lectrified

Mr. Wilburn presented the request on behalf of Robert W. Simcox dba Bob's Lectrified for a three-month loan deferment with the client paying interest only from 12/1/21 through 2/1/22. All other terms and conditions will remain. The retail business has been impacted by supply chain issues where products are not available or have significant delays. The intent of the loan deferment is to help the client through the slower months and possibly find a buyer for the real estate and/or business located in Lock Haven.

Commissioner Holdren moved to approve the request on behalf of Robert W. Simcox dba Bob's Lectrified for a three-month loan deferment with the client paying interest only from 12/1/21 through 2/1/22. All other terms and conditions will remain. Commissioner Ridgway seconded the motion, and the motion carried unanimously.

Centre WISP Venture Company

Mr. Wilburn presented the request on behalf of Centre WISP Venture Company. The client received three loans for equipment for the Juniata, Mifflin, and Perry counties Broadband Infrastructure. An additional loan is committed for fiber and equipment for Centre and Mifflin counties. The loan was to be collateralized by a second mortgage on the commercial property, behind the first mortgage held by First Citizens Community Bank along with a first lien on the project fiber/equipment. Centre WISP was awarded \$12 million through the FCC RDOF program to build fiber optic home internet in Centre, Mifflin, Juniata, Northumberland, and Huntingdon counties. The commercial property is required for collateral for the letter of credit for the FCC RDOF award. Therefore, a request is being made to take a second mortgage on the guarantors' residence, behind the first mortgage held by Freedom Mortgage, instead of taking a mortgage on the commercial property. All other terms and conditions of the loan will remain.

Commissioner Ridgway moved to approve the request as presented. Commissioner Higgins seconded the motion, and the motion carried unanimously.

COMMITTEE & STAFF REPORTS

Rental Housing Management Report

Ms. Leslie Osgood, Chief of Rental Housing Management, provided a report on the activities of her department:

- Affordable Housing Options – staff are investigating other affordable housing options to be undertaken, beyond the tax credit programs.
- Market Street & High Street Manors Rehabilitation (1998/2001) – both facilities, which were the first built require updates and rehabilitation. Staff are currently trying to combine both buildings under one limited partnership and work through the tax credit process, which would fund the needed updates.
- Developer Training – staff are actively investigating education in this area.
- Susquehannock Heights – the tenth facility, located in Clinton County, was placed in service January 2021. The building is fully occupied. It is managed by the Clinton County Housing Authority, under the oversight of SEDA-COG staff. A building dedication will take place in the spring of 2022.

The Board and staff discussed departmental challenges such as the process of developing new projects, tax credit restrictions, and maintaining part time staff.

Information Technologies Group (ITG) Report

Mr. Scott Kramer, Principal IT Specialist of SEDA-COG's Information Technologies Group (ITG), provided an update on his department. ITG performs a wide range of services for internal SEDA-COG departments, as well as outside clients such as local governments and non-profits

- Internal Projects - can range from in-house applications to ongoing technology improvements, such as workstation or server upgrades. SEDA-COG's technology infrastructure has been cloud-based for some time now, which has allowed staff to work remotely.
- External Projects - services range from website technical support to broadband projects.
 - Website Hosting – SEDA-COG continues to host nearly 60 websites for municipalities and non-profits. A new shared hosting program, through a partnership with CCAP, was scheduled for implementation for mid-to-late 2021, but due to pandemic-related delays, this has been scheduled to roll out in the beginning of 2022. Staff will be working with CCAP and the hosted municipalities with site migration and training once it comes online.
 - Website Projects – in FY 2020-2021, ITG completed new website projects for:
 - Picture Rocks Borough, Lycoming County
 - Berwick Area Joint Sewer Authority, Columbia County
 - Briar Creek Borough, Columbia County
 - Technical Support – SEDA-COG, is also assisting and providing technical support to:
 - Selinsgrove Borough, Snyder County
 - Danville Borough, Montour County
 - Cooper Township, Montour County
 - East Buffalo Township, Union County
 - Walker Township, Juniata County
 - Tuscarora Township, Perry County

Mr. Kramer provided an update on the Broadband projects:

- Pilot Project – counties of Juniata, Mifflin & Perry – since April 2019, staff have been engaged with these counties to address the lack of adequate broadband in the rural regions of each county. Utilizing state funding from the Pennsylvania Keystone Communities Program, SEDA-COG is offering low interest (1%) Revolving Loans Funds (RLF) totaling \$95,000 per county, to provide funding for ISP's, who would then deliver a minimum of 25mb down and 3mb up service in the selected pilot project areas. In conjunction with the state funding, SEDA-COG had secured an additional \$150,000 from the Appalachian Regional Commission (ARC), to further incentivize ISPs with reimbursable grants of approximately \$47,000 per county. The combined funding for both the RLF and the reimbursable grant is \$142,000 per county. All three project areas were awarded to Centre WISP, a wireless service provider out of Centre County.

From late December of 2020 through the close of the project on April 30, 2021, Centre WISP has been able to bring one hundred and one residential customers and seven business customers online with their wireless service. Additionally, Centre WISP was able to expand outside the proposed project area and provide service to another 200 households. Centre WISP has estimated between 1000-2000 residents within Mifflin, Juniata, and Perry counties are able to be serviced with high-speed internet from the project towers.

- Four County Rural Broadband Project - in cooperation with Clinton, Lycoming, Northumberland, and Union counties, SEDA-COG was awarded \$2.5M through the ARC POWER 2020 funds that would, in part, provide funding for reimbursable grants to incentivize ISP's in expanding their service areas into the unserved / underserved rural regions of the four counties.

Prior to the COVID-19 pandemic, the four counties and staff worked with the state legislature to secure an additional \$1.0M line item in the Capital Budget for Pennsylvania's Redevelopment Assistance Capital Program (RACP), to be used for reimbursable grants. SEDA-COG also allocated \$4.0M in EDA CARES funding to establish a low interest RLF.

A competitive procurement process was utilized to select the internet services providers that can provide the best service at the most affordable rate. Request for Proposals have been reviewed and awarded based on selection criteria that included but not limited to the ability to provide a minimum of 100↓/100↑ symmetrical in the selected areas for businesses, 50/10 for residential, affordable costs to the end user, coverage of area to be served, and the ability to invest a minimum of \$375,000 of their private sector investment, which may include assets already in place, in-kind services, and cash. The awardees are:

- Clinton County – Upward Broadband, a Wireless ISP out of Paradise, PA
- Lycoming County – Windstream, a national internet service provider
- Union County – Service Electric Cable Vision, a local phone, cable tv, and internet provider
- Northumberland County – Service Electric Cable Vision, a local phone, cable tv, and internet provider

Mr. Kramer stated that the status of this approximately \$4.0M project is that the ISPs will be providing SEDA-COG a detailed scope of work to begin the next phase which is the environmental review process.

- Centre County Broadband Project - SEDA-COG has partnered with the North Central LDD in obtaining funding from ARC POWER and Keystone Communities, which will establish a \$210,000 reimbursable grant program to incentivize ISPs to provide a minimum of 100↓/100↑ symmetrical service (the current minimum speed as defined by ARC POWER) in areas, specifically rural, where it might not be financially feasible for a traditional buildout.

SEDA-COG, in conjunction with the Centre County Commissioners, have identified the area in and around Snowshoe Township as being unserved / underserved with high-speed internet. Currently there are no ISPs in the area providing 100↓/100↑ symmetrical speeds.

Fiscal Update

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

- Balance Sheets – provides a comparison of October 31, 2021, versus October 31, 2020.

- Income Statements – provides a review for the periods July 1, 2021 – October 31, 2021, as compared to July 1, 2020 – October 31, 2020. A small deficit of \$58,000 is reflected – this is due to the report being prepared in the middle of the quarter. During the middle of the quarter, the financial reports may reflect a deficit due to the quarterly billing cycle.
- PPP Loan – the Small Business Administration (SBA) has not yet provided an update on the status of the PPP loan.

Executive Director Report

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

- The Local Development District Directors met with the new ARC Federal Co-Chair, Ms. Gayle Conelly Manchin and Congressman Cartwright on November 8, 2021. Each LDD offered highlights of ARC-funded projects and discussed opportunities for stimulus funds.
- Community Capacity-Building Funding – staff had been requested to submit a proposal, by ARC, to address the staffing needs as related to the pandemic response. This was submitted just prior to Thanksgiving. The application also includes the opportunity to host regional forums, to better understand the infrastructure needs within the region.
- Planning Directors meeting – seeking opportunities for collaborations, new regional directions, and building relationships with the County Planning departments. The first meeting was well received – a second will be planned after the new year.
- Recognition Program – SEDA-COG does not currently have a recognition process to acknowledge years of service; and staff would like to implement a program in 2022.
- Guest Speakers – would this be of interest to the Board of Directors, and if so, what topics would the Board like to see presented.

Ms. Wheeler acknowledged Ms. Annette Nyman, Principal Program Analyst with the Fiscal Department, who will be retiring after 38 years. Ms. Nyman's dedication, commitment, and service to SEDA-COG has been superb.

Nominating Committee Appointments

President Partner, Chairman of the Nominating Committee, presented the proposed slate of Officers for year 2022:

President – Commissioner Kevin Kodish
 1st Vice President – Commissioner Mark Higgins
 2nd Vice President – Commissioner Ken Holdren
 Secretary – Larry Reisinger
 Treasurer – Dennis Van Benthuysen

President Partner requested any additional nominations from the floor. Mr. Forese moved to close nominations from the floor. Commissioner Ridgway seconded the motion, and the motion carried unanimously.

Mr. Forese moved to approve the slate of Officers for 2022 as presented. Commissioner Ridgway seconded the motion, and the motion carried unanimously.

Recognition of Outgoing Board President

Ms. Wheeler thanked President Partner for his year of leadership and service. President Partner expressed his appreciation for the efforts of the dedicated Board Members and staff.

CORRESPONDENCE/INFORMATION ITEMS

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

President Partner requested the Board enter Executive Session to discuss a personnel matter.

Commissioner Kodish moved to approve the Board enter Executive Session, and the motion was seconded by Commissioner Holdren. The Session began at 2:08pm.

The Executive Session concluded at 2:23pm.

ADJOURN

President Partner adjourned the meeting at 2:24pm.

Respectfully submitted,



Larry Reisinger, Secretary
SEDA-COG Board of Directors