



**SEDA-Council of Governments**  
**Board of Directors**  
**Virtual Meeting Minutes**  
Wednesday, October 28, 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, Tina Showers, Doug Wilburn, Noelle Long, Leslie Osgood, Kristen Moyer, Jeff Stover, Mandy Fox, Mike Morrison, Jim Saylor, Bo Hornberger, Liz Herman

**GUESTS**

None

**CALL TO ORDER**

The SEDA-COG Board of Directors virtual meeting was called to order at 1:05 p.m., by President Ridgway.

## **MEETING MINUTES**

Commissioner Holdren moved for approval of the September 23, 2020 meeting minutes as presented. Commissioner Snyder seconded the motion, and the motion carried unanimously.

## **OPEN FORUM**

President Ridgway offered his thoughts and condolences for Ms. Glenda Ruch, Director of the Community Development department. Ms. Ruch passed away on October 26, 2020. She began her career with SEDA-COG in 1983, as a Program Assistant, growing with the organization, to her last role as Director. Ms. Ruch was an exemplary employee who left an indelible mark on SEDA-COG and the region she served.

### Opportunity for Public Comments

There was no public comment offered.

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

Several of the Commissioner members shared their concern regarding the pre-canvassing of ballots being prohibited in advance of election day.

## **OLD BUSINESS**

### Appalachian Regional Commission (ARC) Amended Project Priorities FY 2021-2022

Ms. Betsy Lockwood, Project/Grants Manager, presented the Appalachian Regional Commission (ARC) Project Priorities for FY 2021-2022. One of SEDA-COG's responsibilities as a Local Development District (LDD) for ARC and an Economic Development District (EDD) for the Economic Development Administration (EDA), is to make project priority recommendations for funding guidance.

Ms. Lockwood presented the proposed addition of the Calder Way Infrastructure Feasibility Study to the FY 2021-2022 Appalachian Regional Commission (ARC) Project Priority List for \$60,000 as the number 4 ranked project. This proposed project will be funded with ARC and borough funds and is expected to total \$150,000. The purpose of this project is to evaluate the capacity and condition of all overhead and underground utilities located within Calder Way in the borough of State College and provide avoidance measures to prevent infrastructure failure and its adverse impacts on the nearby businesses.

Commissioner Higgins moved to approve the submission of the amended FY 2021-2022 project listing to the Appalachian Regional Commission, as presented. Commissioner Kodish seconded the motion, and the motion carried unanimously.

### Economic Development Administration (EDA) Amended Project Priorities FY 2021-2022

Ms. Lockwood presented Economic Development Administration (EDA) Amended Project Priorities FY 2021-2022. There is a total of eight projects in the Public Works category, categorized as either

developable in the short term, regionally significant projects, or developable in the long term. Ms. Lockwood presented a numbered list to the Board Members:

- The projects ranked as one through five are potentially fundable within the next 12-24 months.
- Projects six and seven are considered important regional projects but do not match as well with funding available through EDA. Inclusion on this list indicates they are projects of regional significance and their inclusion on this list may help these projects secure funding from other potential funding sources other than EDA.
- The project identified as the eighth priority project is EDA eligible, but will require a longer time frame for development.

Ms. Lockwood reviewed the top ranked projects, which include the Williamsport Dewey Avenue I-Wall Improvement Project; the Multi-purpose Outdoor Sports Facility Project in Lycoming County; and the Route 504 Business Park Infrastructure Development Project in the Moshannon Valley, Centre County.

Commissioner Boop moved to approve the submission of the FY 2021-2022 project priority list to the Economic Development Administration, as presented. Commissioner Partner seconded the motion, and the motion carried unanimously.

Ms. Lockwood noted that a copy of the 5-Year Comprehensive Economic Development Strategy (CEDS) was sent to all three Commissioners in each County, the county Planning Directors, Economic Development Organizations, and the members of the CEDS committee. Staff have been receiving feedback on the draft and have incorporated the suggested edits. Staff will then make the document available for public review and comment. In December, staff will present the CEDS Committee and the Board of Directors with the final version and will request submission to EDA.

## **NEW BUSINESS**

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

#### **Green Monster Sports, LLC dba Nittany Valley Sports Centre and Nittany Valley Partners, LP as Co-Borrowers**

Mr. Doug Wilburn, Director of the Business Finance Program, presented the request for a \$300,000 SEDA-COG EDA COVID-19 RLF loan on behalf of Green Monster Sports, LLC and Nittany Valley Partners, LP for a term of 10 years at an interest rate of 3.25% fixed for the life of the loan. This project is expected to result in the creation of four full-time jobs as well as additional part-time jobs.

Commissioner Higgins moved to approve the \$300,000 SEDA-COG EDA COVID-19 RLF loan for Green Monster Sports, LLC and Nittany Valley Partners, LP, for a term of ten years at an interest rate of 3.25%, fixed for the life of the loan. This request received interim approval by the SEDA-COG Board of Directors Local Loan Review on October 7, 2020. Mr. Shilling seconded the motion, and the motion carried unanimously.

Lavon and Kathryn Zimmerman

Mr. Wilburn presented the loan request on behalf of Lavon and Kathryn Zimmerman for a \$400,000 PIDA/SBF loan, for a term of 15 years at an interest rate of 0.75%, fixed for the first seven years of the loan, then reset to the then current PIDA interest rate, not to exceed 2.75%, for the remaining term of the loan.

Commissioner Partner moved to approve the submission of an application for a \$400,000 PIDA/SBF loan on behalf of Lavon and Kathryn Zimmerman, for a term of 15 years at an interest rate of 0.75% fixed for the first seven years of the loan, then reset to the then current PIDA interest rate, not to exceed 2.75%, for the remaining term of the loan. This request received interim approval by the SEDA-COG Board of Directors Local Loan Review on October 14, 2020. Commissioner Kodish seconded the motion, and the motion carried unanimously.

Hidden View Farms and Gary L. Fry Jr. and Tiffany J. Fry

Mr. Wilburn presented the request on behalf of Hidden View Farms and Gary L. Fry Jr. and Tiffany J. Fry for submission to DCED of a \$400,000 PIDA application with the bank loan amount increasing to \$1,369,670. The collateral will remain as originally approved.

Commissioner Kantz moved to approve the submission to DCED for a \$400,000 PIDA application with the bank loan amount increasing to \$1,369,670 on behalf of Hidden View Farms and Gary L. Fry Jr. and Tiffany J. Fry. The collateral will remain as originally approved. The request received interim approval by the SEDA-COG Board of Directors Local Loan Review Committee on October 7, 2020. Ms. Strickland seconded the motion, and the motion carried unanimously.

EDA Work Plan Updates – CARES Act

Mr. Wilburn presented the Board Members with the changes, updates, and amendments to SEDA-COG's approved Economic Development Administration (EDA) Work Plan, which pertains to the operations of the Financial Assistance Award provided to SEDA-COG under the Supplemental Appropriations for Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Commissioner Ridgway moved to approve the Economic Development Administration (EDA) work plan updates as presented. Commissioner Metzger seconded the motion, and the motion carried unanimously.

Designation of Agent Resolution – Flood Resiliency

J. Michael Fisher, Assistant Executive Director, presented the Designation of Agent Resolution for the SEDA-COG Flood Mitigation Assistance Grant program. This Resolution authorizes Mr. Fisher to sign documents specific to this program.

Commissioner Holdren moved to approve the submission of the Designation of Agent Resolution for the SEDA-COG Flood Mitigation Assistance Grant program, authorizing Mr. J. Michael Fisher to sign documents specific to this program. Commissioner Partner seconded the motion, and the motion carried unanimously.

## Committee and Staff Reports

### Rental Housing Staff Report

Ms. Leslie Osgood, Chief of the Rental Housing Program, provided an overview of her background and the annual update to the Board of Directors. She highlighted the following:

- There are currently nine senior housing apartment complexes in the region
  - Lycoming County – 3
  - Mifflin County – 2
  - Montour County – 1
  - Northumberland County – 1
  - Snyder County – 2

The rent collected from each of these properties totals \$1.8M, which goes to pay the utilities, taxes, local third-party contractors, hire local staff, and buy local products for these facilities.

- Construction is almost complete on the tenth project, located in Clinton County
  - Susquehannock Heights, opening January 1, 2021
  - Clinton County Housing Authority will maintain the facility, with oversight provided by SEDA-COG staff

Ms. Osgood stated that each of the complexes are low-income tax credit projects, following Section 42 of the IRS tax credit code. Funding for the projects are provided by local investors, grants, and low-interest loans from the Pennsylvania Housing Finance Association (PHFA).

The tenants are offered educational supportive services throughout the year, such as living will seminars, blood pressure screenings, medication reviews with a local pharmacist, etc.

### Community Relations Report

Ms. Kristen Moyer, Community Relations Director, provided an overview of her report:

- SEDA-COG News Articles – a total of 48 published articles within the last 39 days. This is in a concerted effort to better promote the programs and services available to the region.
- Planning in-person meetings with the County Commissioners to provide an update on SEDA-COG activities in their respective counties.
- Participated in a tour of Shamokin with Betsy Kramer and Tom Gerhard from Congressman Meuser's office to promote the Shamokin Revitalization effort.
- Met with legislators regarding the RACP funds for the 4-County Broadband project.

### Export Staff Report

Ms. Noelle Long, Director of the Export Development Program, presented an overview of the activities that have taken place over the past year. The Export Development program works within the 11-county SEDA-COG region providing companies with counseling and technical assistance, workshops and seminars, access to PA's network of 11 authorized trade representatives, and grant assistance. Counseling and technical assistance makes up a significant portion of the program's work, essentially acting as export departments for many clients that simply do not have the resources. Some examples of counseling and

technical assistance include export documentation, regulatory requirements, export controls, customer screening and due diligence, marketing plans, etc.

Ms. Long provided the following highlights (based on 19/20 state fiscal year):

- 11 Authorized Trade Representatives – closure of four offices China, Taiwan, Saudi Arabia, and UAE due to state budget shortfall
- Office of International Business Development (OIBD) year-end goals were at 104%
  - Nearly \$65M in documented export sales (decrease of \$9M from last year) to 68 different countries, 31 different clients
  - 34 client outreach visits conducted
- Bringing the World to Central PA event, virtual – 16 presentations over two weeks
- Trainings held – Incoterms
- Speaking engagements – PSU Smeal class, PSU International Business classes, Joint Chamber Legislative Breakfast, Program update with David Rowe and Kristen Moyer.
- Global Access Program (GAP) - nine awards to nine companies. The program will continue as of October 1<sup>st</sup> which offers up to \$5,000 per company, to be used for international travel and trade shows.
- New initiatives/observations – importing, Caribbean Trade Mission likely looking at spring 2022
- 7% cut to the 20/21 OIBD award

Ms. Long ended her presentation with a brief overview of success stories regarding REMCOM EMCP project, Nittany Laser Russia sale, Xact Korea distributor and mission, Clearview Asset Protection Saudi.

#### Assistant Executive Director Report

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

- The Executive Team (Mike, Amanda, and Rose) have been meeting with the Department Chiefs/Directors on a biweekly basis to assure that they and their staff have what they need and to receive an update on their program.
- CRBG – there are a staff of 10 assigned to this project, who assist six of the counties to distribute \$27.0M in CRBG funds.
- Marketing – the Public Relations staff are more aggressively marketing SEDA-COG’s services.
- County Commissioner visits are being planned, to provide an overview of the activities within each County.
- Broadband – both the 3-County and the 4-County projects have been funded.
  - Buildouts, using wireless technology, are underway in Juniata County with Mifflin County and Perry County to follow.
  - Union County is the led applicant for the 4-County project which includes the counties of Clinton, Lycoming, Northumberland, and Union. A \$2.5M ARC POWER grant was awarded for this project, which was the largest ARC award within the 12-state coverage area. This will be matched with \$4.0M of internal EDA loan funds, along with \$1.5M from the Internet Service Provider (ISP).
  - The Local Development Districts (LDD) applied for and were awarded a \$1.2 million ARC POWER grant, for broadband activities within their respective areas. SEDA-COG

will use their portion of the funds (\$108,125) for broadband efforts in the Snow Shoe Township area of Centre County.

- SEDA-COG is a partner in a \$1,018,500 recovery-to-work ARC POWER grant awarded to the Central Pennsylvania Workforce Development Corporation (CPWDC) and Geisinger.

#### Nominating Committee Appointments

President Ridgway stated that each year the Board of Directors must appoint a Nominating Committee charged with selecting the slate of Officers for the following year, to be presented for approval during the December meeting. President Ridgway recommended the following Board Members for the Nominating Committee: Commissioner Ridgway (Chair), Commissioner Partner, and Commissioner Kodish.

President Ridgway requested nominations from the floor, of which there were none. He requested a motion to close the nominations from the floor.

Mr. Wiktor moved to close the Nominating Committee appointments from the floor. Commissioner Kantz seconded the motion, and the motion carried unanimously.

Commissioner Holdren moved to approve the Nominating Committee appointments as presented. Ms. Strickland seconded the motion, and the motion carried unanimously.

#### Correspondence/Information Items

President Ridgway noted the items listed under the Correspondence/Information Items section, including the new Fiscal Update – General Ledger Information.

At 2:14pm, President Ridgway requested the Board enter into an Executive Session. The Session concluded at 2:31pm.

#### ADJOURN

There being no additional business to come before the SEDA-COG Board of Directors, President Ridgway adjourned the meeting at 2:32pm.

Respectfully submitted,



Larry Reisinger, Secretary  
SEDA-COG Board of Directors