



**SEDA-Council of Governments**  
**Board of Directors**  
**Virtual Meeting Minutes**  
**Wednesday, September 23, 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**

John Brown, Rose Orner, Jeff Stover, Amanda Owens, Doug Wilburn, Mandy Fox, Betsy Lockwood, Bo Hornberger, Kristen Moyer

**GUESTS**

None

**CALL TO ORDER**

The SEDA-COG Board of Directors virtual meeting was called to order at 1:01 p.m., by President Ridgway. A roll call was completed, indicating that a quorum was met.

**MEETING MINUTES**

Commissioner Kodish moved for approval of the August 26, 2020 meeting minutes as presented. Commissioner Snyder seconded the motion, and the motion carried unanimously.

**OPEN FORUM****Opportunity for Public Comments**

There was no public comment offered.

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

President Ridgway requested that each Commissioner Member please email Rose Orner with the operational status of their County offices.

**OLD BUSINESS****COVID-19 Test Results Communication, Resolution 2020-10**

Mr. John A. Brown, Executive Director, presented Resolution 2020-10, which seeks to request the Department of Health provide more timely communication regarding COVID-19 test results.

Commissioner Kantz moved to adopt Resolution 2020-10 as presented. Ms. Gray seconded the motion, and the motion carried unanimously.

**NEW BUSINESS****Local Loan Review Committee Report****Custom Container Solutions, LLC**

Mr. Doug Wilburn, Director of the Business Finance Program, presented the \$250,000 SEDA-COG EDA loan request on behalf of Custom Container Solutions, LLC.

Commissioner Boop moved to approve the \$250,000 SEDA-COG EDA loan request on behalf of Custom Container Solutions, LLC, for a term of ten (10) years, at an interest rate of 2.50% fixed for the life of the loan. This request received interim approval by the SEDA-COG Board of Directors Local Loan Review Committee on September 9, 2020. Commissioner Holdren seconded the motion, and the motion carried unanimously, with Commissioner Kantz abstaining.

**Jason L. Newswanger and Caroline B. Newswanger and Zeke Hollow Farm, LLC**

Mr. Wilburn presented the request on behalf of Jason L. Newswanger and Caroline B. Newswanger and Zeke Hollow Farm, LLC, to reduce the PIDA/SBF loan amount from \$400,000 to \$391,900, and to modify the loan amount ahead of the PIDA/SBF loan on the collateral.

Mr. Shilling moved to approve the request on behalf of Jason L. Newswanger and Caroline B. Newswanger and Zeke Hollow Farm, LLC, to reduce the PIDA/SBF loan amount from \$400,000 to \$391,900, and to modify the loan amount ahead of the PIDA/SBF loan on the collateral. This request received interim approval by the SEDA-COG Board of Directors Local Loan Review Committee on September 16, 2020. Ms. Strickland seconded the motion, and the motion carried unanimously.

Chad R. Mingle and Ellen M. Mingle and Mingles Auto Repair, LLC

Mr. Wilburn presented the request for Chad R. Mingle and Ellen M. Mingle and Mingles Auto Repair, LLC for an increase in the Juniata Valley Bank loan to \$125,000, which will be in a first mortgage ahead of the \$24,000 SEDA-COG ARC RLF loan, and the increase in the private note to \$20,000.

Commissioner Partner moved to approve the request for Chad R. Mingle and Ellen M. Mingle and Mingles Auto Repair, LLC, for an increase in the Juniata Valley Bank loan to \$125,000, which will be in a first mortgage ahead of the \$24,000 SEDA-COG ARC RLF loan, and the increase in the private note to \$20,000. This request received interim approval by the SEDA-COG Board of Directors Local Loan Review on September 22, 2020. Commissioner Kodish seconded the motion, and the motion carried unanimously.

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

Mr. Wilburn presented the \$400,000 PIDA loan request on behalf of Hidden Valley Farms and Gary L. Fry Jr. and Tiffany J. Fry, for a term of fifteen years with an interest rate of 0.75% fixed for the first seven years of the loan, then re-set to the then current PIDA interest rate, not exceed 2.75% for the remaining term of the loan.

Commissioner Kantz moved to approve the \$400,000 PIDA loan request on behalf of Hidden Valley Farms and Gary L. Fry Jr. and Tiffany J. Fry, for a term of fifteen years with an interest rate of 0.75% fixed for the first seven years of the loan, then re-set 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 September 22, 2020. Mr. Shilling seconded the motion, and the motion carried unanimously.

SEDA-COG EDA/Tri-District RLF Plan Certification

Mr. Wilburn presented Resolution 2020-09, the SEDA-COG EDA/Tri-District RLF Plan Certification. The Resolution certifies the following:

1. The RLF plan is consistent with and supportive of the area's current economic adjustment strategy.
2. The RLFs are being operated in accordance with the policies and procedures contained in the RLF plan, and the loan portfolio meets the standards contained therein (any exceptions are noted).

Commissioner Higgins moved to adopt Resolution 2020-09 as presented. Commissioner Ridgway seconded the motion, and the motion carried unanimously.

### Pennsylvania Utility Commission (PUC) Resolution 2020-11

Ms. Mandy Fox, Chief of the Weatherization program, presented Resolution 2020-11 for the Board's consideration. The Resolution requests that PPL honor its contracts and not seek to fundamentally change its program, but to maintain the service-delivery model which uses local contractors who have a stake in their communities.

Mr. Shilling moved to adopt Resolution 2020-11 as presented. Commissioner Kantz seconded the motion, and the motion carried unanimously.

### 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 about ten percent but has been somewhat mitigated by the market for rail car storage.
- First Quality Tissue (Clinton County) - this completed project began a few years ago, during which the JRA sought-out and were awarded \$3.0M from the Commonwealth's multi-model fund, and First Quality Tissue added another two-million-dollars, to fund the five-million-dollar project. This project allowed First Quality to build their new plant in Lock Haven, creating 185 new jobs.
- 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 will involve five bridges, with a total cost of \$5.0M, with \$3.5M from the RTAP grant.
- Milesburg Hydraulic Capacity Improvements – with the assistance of Senator Corman, the JRA was awarded a grant from DCED in the amount of \$337,240, to make drainage facilities upgrades in Boggs Township.
- Grade Crossing Improvements – over \$3.0M in Section 130 funds have been invested in 29 improved public grade crossings on the JRA's rail network.
- Bloomsburg to Lime Ridge Stormwater Study – this study involves multiple partners – Columbia County; Commonwealth of PA; Appalachian Regional Commission (ARC); Town of Bloomsburg; SEKISUI Kydex; J.M. Smucker; 84 Lumbar; and SEDA-COG.

Mr. Stover reported that the two JRA court cases are currently awaiting decisions.

#### Executive Director Report

Mr. John A. Brown, Executive Director, offered his update to the Board of Directors:

- Fiscal Update – General Ledger Information
- Two new staff have been hired, in direct response to the COVID-19 impacts – one in Community Development and the other in Business Finance.
- SEDA-COG is administering the CRBG program for five counties and is advocating for an extension to the December 30<sup>th</sup> deadline.

- Staff are awaiting information on the state budget for the remainder of the year. OIBD did received a cut of \$1.0M, which slightly impacted the SEDA-COG Export Program budget.
- The staff will continue to work remotely through November 1<sup>st</sup>. There have been preliminary discussions regarding any staff that might be able to work remotely on a permanent basis or a hybrid version, as this could be beneficial both financially for the organization and for those staff. The building is available for use by the staff. It is being cleaned per CDC guidelines and masks are available upon entry.
- The SEDA-COG Natural Gas Cooperative, in conjunction with Frontier Gas secured an RFP with PA Options and Wellness, located in Perry County. This virtual pipeline project is anticipated to be operational by early 2021.

### **Correspondence/Information Items**

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

At 1:54pm, President Ridgway requested the Board enter into an Executive Session. The Session concluded at 2:29pm.

Commissioner Kantz moved to authorize the Personnel Committee to proceed with any action that is appropriate regarding the engagement letter and performance review of Mr. Brown. Commissioner Holdren seconded the motion, and the motion carried unanimously.

### **ADJOURN**

There being no additional business to come before the SEDA-COG Board of Directors, Commissioner Snyder moved to adjourn the meeting at 2:31pm. Commissioner Kantz seconded the motion, and the motion carried unanimously.

Respectfully submitted,



Larry Reisinger, Secretary  
SEDA-COG Board of Directors