Board of Directors Report
March 4, 2020

Focus 81
Local Gov. Assistance
LTAP
NEPA MPO

Business Services
Transportation

Business Development Services

Community & Economic Development Services

- ARC
- Blue Ribbon Task Force
- Engage!
- NCAC
- Research & Information

- Business Finance
- BFC 504
- International Business Dev.
- PTAC
NEPA’s Board of Directors 2019-2020

CARBON COUNTY
Kathy Henderson 610-379-5000 khenderson@carboncountychamber.org
Marlyn Kissner 570-421-4433 marlyn@lehightonvalleychamber.org
Wayne Notothstein (County Commissioner) 570-325-3611 waynenotothstein@carboncounty.net
Harold Purdiner 570 427-8640 weatherlyboro@gmail.com
Joseph Sebelin (Executive Committee-1st Vice-Board Chairperson) 570-657-8205 jsebelin@ptd.net

LACKAWANNA COUNTY
Ida Castro 570-504-9647 icastro@som.geisinger.edu
Philip Condron (Executive Committee-Board Chairperson) 570-344-6888 phil.condron@condronandcompany.com
Tom Donohue 570-347-2056 tdonohue@lamar.com
John McNulty 570-963-4605 jomcnulty@pa.gov
Jerry Notarianni (County Commissioner) 570-963-6800 notarianni@lackawannacounty.org
(Brenda Sacco - Alternate) 570-963-6830 saccob@lackawannacounty.org
Alex Stark 570-558-5112 astark@kaniesable.com

LUZERNE COUNTY
Stephen Barrouk (Executive Committee-2nd Vice-Board Chairperson) 570-814-9114 sbarrouk@citybrokersllc.com
Mary Malone 570-455-1509 mmalone@hazletonchamber.org
Tim McGinley (County Council) 570-825-1500 tim.mcginley@luzernecounty.org
(Vacant - Alternate)
Michelle Mikitish 570-655-1424 mmikutish@pittstonchamber.org
Kevin O’Donnell 570-455-1508 kodonnell@hazletoncando.com
Theodore Wampole 888-905-2872 theodore.wampole@luzernecounty.org

MONROE COUNTY
Christopher Barrett 570-421-5791 cbarrett@poconos.org
Charles Leonard 570-839-1992 cleonard@pmedc.com
John Christy (County Commissioner) 570-517-3102 jchristy@monroecountypa.gov
(Mary Frances Postupack - Alternate)
Peter Wulfforst 570-296-3405 ptw3@psu.edu

PIKE COUNTY
Derek Bellinger 570-409-0057 derek.bellinger@waynebank.com
Cynthia DeFebo 570-296-2909 cdefebo@pikepa.org
William Kerstetter (Executive Committee-Assistant Treasurer) 570-832-1578 cobk@ptd.net
Matthew Osterberg (County Commissioner) 570-296-7613 mosterberg@pikepa.org
Peter Wulfforst 570-296-3405 ptw3@psu.edu

SCHUYLKILL COUNTY
Robert Carl 570-622-1942 rcarl@schuykillchamber.com
Micah Gursky 570-645-8118 micah.gursky@sluhn.org
George Halcovage (County Commissioner) 570-628-1202 ghalcovage@co.schuylkill.pa.us
(Executive Committee-Secretary)
Michael McCord 570-773-3075 mmccord@pahouse.net
Bud Quandel (Executive Committee-Past Board Chairperson) 570-544-4775 bquandel@quandel.com

WAYNE COUNTY
Joseph Adams (County Commissioner) 570-253-5970 jwadams@waynecountypa.gov
Mark Graziano (Executive Committee-Treasurer) 570-253-5289 mgraz@ptd.net
David Hoff 570-253-8274 hoff@wmh.org
Craig Rickard 570-253-5870 crickard@waynecountypa.gov
Mary Beth Wood 570-253-2537 mbw@wedcorp.org

AT-LARGE
Carl Beardsley 570-602-2000 cbeardsley@flyavp.com
Matthew Connell 570-369-1938 mconnell@northampton.edu
Steve Danillof 570-706-7330 sdanillof@pahomepage.com
Ricky Durst 570-646-2300 rdurst@poononraceway.com
Vincent Galko 570-751-3798 vgalko@mercuryllc.com
Larry Malski 570-963-6676 lmalski@pnrra.org
Alana Roberts 570-348-1622 aroberts@pplweb.com
Vacant

EX-OFFICIO
Charles Barber (NCAC Board Chair) 570-714-1570 charles@luzfdn.org
Jeffrey Box 570-655-5581 jbox@nea-alliance.org
Michelle Bising (PNE Board Chair) 570-839-1992 mbsbing@pmedc.com
(John Augustine - Alternate)

EMERITUS
David Donlin 570-624-1796 dadmatd515p@comcast.net
Paul Maher 570-825-7872 n/a
Ernest Prete 570-558-5970 epreate@comcast.net
I. Call to Order - Phil Condron, Board Chairperson

II. Pledge of Allegiance - Phil Condron, Board Chairperson

III. Board Discussion & Action Items
* January 16, 2020 Meeting Minutes - Phil Condron, Board Chairperson 1-5
* Treasurer’s Report - Wendi Holena, VP & CFO 6-7
* Review of 2019 Audit Report - Phil Keaney, CPA, J.H. Williams & Co. Handout
  - Bill Kerstetter/Wendi Holena
* Resolution 2020-09 authorizing PennDOT contract to provide transportation program services - Jeffrey Box/Alan Baranski 8-9
* Affiliate/Committee/Division Reports 10-19
  - Appalachian Regional Commission (ARC) Project Update - Kurt Bauman
  - Business Development Services - Steve Ursich
  - Communications & Membership - Alex Stark/Donna Hritz
  - Community & Economic Development Services - Kurt Bauman
  - Transportation Services - Alan Baranski

IV. President & CEO Report - Jeffrey Box

V. Presentation - Mary Kolessar, DiscoverNEPA

VI. Open Discussion - Phil Condron, Board Chairperson
### Board of Directors Report
Minutes of
Thursday, January 16, 2020

<table>
<thead>
<tr>
<th>CARBON</th>
<th>LACKAWANNA</th>
<th>LUZERNE</th>
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<tbody>
<tr>
<td>Kathy Henderson</td>
<td>Thomas Donohue (conf. call)</td>
<td>Michelle Mikitish</td>
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<tr>
<td>Marlyn Kissner</td>
<td>Jack McNulty</td>
<td>Theodore Wampole</td>
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<td></td>
<td>Alex Stark</td>
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<thead>
<tr>
<th>MONROE</th>
<th>PIKE</th>
<th>SCHUYLKILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Leonard</td>
<td>Cynthia DeFebo</td>
<td>Michael McCord</td>
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<table>
<thead>
<tr>
<th>WAYNE</th>
<th>AT-LARGE</th>
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<tr>
<td>David Hoff</td>
<td>Carl Beardsley</td>
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<td>Craig Rickard</td>
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<td></td>
<td>Steve Daniloff</td>
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<td></td>
<td>Ricky Durst (conf. call)</td>
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<td></td>
<td>Vince Galko</td>
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<table>
<thead>
<tr>
<th>STAFF</th>
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<tbody>
<tr>
<td>Alan Baranski</td>
<td></td>
<td></td>
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<tr>
<td>Kurt Bauman</td>
<td></td>
<td></td>
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<tr>
<td>Wendi Holena</td>
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<tr>
<td>Donna Hritz</td>
<td></td>
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<tr>
<td>Kara Smith</td>
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<tr>
<td>Steve Ursich</td>
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The NEPA Alliance held a Board of Directors Meeting on Thursday, January 16, 2020, at the NEPA office in Pittston. Board Chairperson Phil Condron called the meeting to order at 1:00pm.

Board Chairperson Phil Condron asked the Board of Directors to join him in reciting the Pledge of Allegiance.

**ACTION ITEMS**

**Minutes** - A motion was made by Theodore Wampole and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of November 6, 2019. **Motion carried**

**Treasurers Report** – Wendi noted that on the Statement of Activities as of December 31, 2019, NEPA is 50% through the budget year. She reported that NEPA has total revenues and total expenses of approximately $1.5 million. Wendi further reported that there is a small increase in net assets of approximately $1,200. She stated that the FY2019 Audit is almost finalized and will be presented at the March meeting. Wendi noted that on the Statement of Financial Position, NEPA has unrestricted cash of approximately $500,000. She noted that the $75,000 loan NEPA provided to the Business Finance Corporation (BFC) in March, 2012 for startup operations will be repaid in a month or two, which will assist with NEPA’s cash balance.

A motion was made by Matthew Connell and seconded by Charles Leonard to accept the Treasurer Report as presented. **Motion carried**

**Resolution 2020-07 approving the Comprehensive Economic Development Strategy (CEDS) five-year plan** – Jeff reported that every five (5) years NEPA is required to refresh the Comprehensive Economic Development Strategy (CEDS), which is a requirement of the Economic Development Administration (EDA) to remain as an economic development partner with EDA and also to continue to qualify the region for economic development funds. Jeff thanked the partners that attended the strategic planning sessions in the Fall. Kurt stated that the CEDS will be put out for a thirty-day comment period. He noted that he is asking the Board for approval and any comments will be incorporated prior to submission to EDA. Kurt reported that Eric Pages assisted with the revision of the document. He stated that the four (4) main components are: SWOT Analysis, Strategic Direction/Action Plan, Evaluation Framework and Economic Resilience.

A motion was made by Charles Leonard and seconded by David Hoff to accept the CEDS as presented. **Motion carried**

**Approval of a revised NEPA Mission Statement to comply with U.S. Department of Treasury regulations regarding the New Market Tax Credit program** – Jeff reported that under the requirements of the New Market Tax Credit (NMTC) and Certified Development Entity (CDE) the designation that NEPA received from the United States Treasury has indicated that NEPA’s current mission statement needs to be tweaked. He stated that the consultant is recommending adding key program language. Phil stated that the Executive Committee reviewed and revised the mission statement and are proposing the following for Board approval.
The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.

A motion by Joseph Sebelin and seconded by Mary Frances Postupack to approve the revised NEPA Mission Statement as presented. **Motion carried**

**Committee/Affiliate Reports**

*Appalachian Regional Commission (ARC) Project Update* – Kurt reported that on page 19 of the Board packet provides a list of previously funded ARC applications for the past twelve months. He stated that NEPA assisted with delivering $1.1 million in ARC funding to the region, which is an increase from previous years. Kurt noted that on page 20 lists the pending applications that are currently being worked on and submitted to the Department of Community and Economic Development (DCED) for review, which also reflects an increase. He noted that the increase is due to the additional Local Access Road funding. Kurt announced a new round of applications will be opening on April 1st.

*Blue Ribbon Task Force (BRTF)* – Jeff reported that the December meeting to select a fundraising consultant was cancelled due to pending inclement weather. He noted that NEPA is managing two (2) state grants from Pennsylvania Military Community Enhancement Commission (PMCEC). Jeff stated NEPA wants to be proactive regarding the Tobyhanna Army Depot as well as securing additional workloads. He noted that the meeting will be rescheduled some time in February.

*Communications & Membership* – Alex reported as of December 31, 2019, NEPA had 412 members for a total of 275,684. He stated that the previous year’s campaign ended with 413 members for a total of $277,302. Alex stated NEPA’s goal for 2020 is 450 members.

Phil stated that the Executive Committee had a discussion regarding the necessity for matching funds for various programs. Kurt reported the matching requirements are in constant need. He noted that NEPA has the opportunity to acquire a loan program from NEPIRC, however, NEPA does not have the $180,000 in matching funds. Phil stated that membership is crucial for new and existing programs. He asked Board members to think of businesses in their respective counties that benefit from economic development that could support NEPA. Phil stated that Staff will provide the Board with a list of membership.

Donna reported that NEPA is scheduled for a photo op with Holiday Inn Express located at 400 PA-315, Pittston on Friday, March 27th at 11:00am. She noted that the Holiday Inn Express received a Small Business Administration (SBA)504 loan through the NEPA Alliance Business Finance Corporation (BFC) for property renovations.

Donna stated that the NEPA Nominating Committee will be meeting on Thursday, February 27th to review the Board composition. A meeting notice and meeting material will be sent prior to the meeting for review. Donna further reported that she will be reaching out to Alex to schedule a Communications/Membership Committee meeting to discuss NEPA’s Annual Dinner and discuss membership in further detail. Jeff asked the Board for their assistance regarding nominating new members to the Board of Directors.
Board of Directors Report
Minutes of
Thursday, January 16, 2020

Metropolitan Planning Organization (MPO)/Transportation – Alan reported that Staff continues to work on the 2020-2021 Transportation Improvement Program (TIP) update, which is a four (4) year program of bridge, highway and transit projects that will be receiving funding cuts. He noted that NEPA is working with the districts to creatively keep the projects going. Alan reported that the contract with PennDOT is completed and will presented to the MPO Policy Board for approval. He stated that the Long Range Transportation Plan (LRTP) is being developed with the consultant Baker International and is near completion. He noted that he is expecting an adoption at the end of March, which is a twenty-five-year plan of all the transportation needs within the four (4) counties. Alan reported that Staff will be meeting with Milford Borough and Pike County Officials regarding conducting a traffic study. He noted that Staff attended an I80 public hearing on environmental assessments.

Business Development Services – Steve Ursich introduced Kara Smith, Procurement Government Specialist. Kara reported that she has an Undergraduate Degree in Criminal Justice, Shippensburg University and a Masters Degree in Business Administration, Carson-Newman (online). Kara noted that she looks forward to working with everyone. Steve reported that the Government Contracting Showcase is scheduled for June 11, 2020, at the Radisson in Scranton.

Steve noted that Debbie Langan, Senior International Business Development Manager will be hosting a series of winter webinars over the next three (3) months.

Steve stated that Business Finance has been very busy with an SBA Audit completed and submitted before the Christmas holiday. He also reported that the SBA Annual Year End Report was completed and submitted on time.

Steve noted that the application for Community Development Financial Institution (CDFI) designation will be going out to the United States Treasury within a week upon the consultant’s return from vacation.

Steve reported that NEPA’s Small Business Administration (SBA’s) portfolio stands at sixteen (16) loans at approximately $16.4 million. He noted that Staff secured two (2) SBA loan approvals. He noted that five (5) loan commitments are out at $3.3 million.

Steve reported that there are two (2) loan commitments out under the Pennsylvania Industrial Development Authority (PIDA) program that are committed at $1.65 million. He further reported that two (2) loans are at the state under review.

Nonprofit & Community Assistance Center (NCAC) – Kurt reported that Staff assisted with a successful collaboration with the NEPA Community Health Care Center (Lackawanna County) with an Appalachian Regional Commission (ARC) grant and the All One Community Foundation, which assisted with the purchase of new equipment for their new facility. He also reported that a grant writing workshop is scheduled for February 19th in Carbon County.

President & CEO Report - Jeff noted that NEPA hosted a business round table discussion with United States Department of Labor Secretary Eugene Scalia on Monday, January 13th. He noted that twenty-two business leaders from the region were in attendance. Jeff thanked Vince Galko for arranging the event and Phil for moderating the discussion. He also noted that Congressman Dan Meuser was in attendance.
**Presentation** – Vince Galko, Senior Vice President, Mercury Public Affairs provided a power point on Mercury Public Affairs. He highlighted on the company’s background, clients, strategic communications, federal lobbying, digital services, paid media and grassroots mobilization. A copy of the power point is available upon request.

John Augustine noted that the Real Estate Summit is scheduled for April 30, 2020 at the Woodlands. Carl Beardsley requested a copy of the NEPA Membership brochures.

There being no further business Board Chairman Phil Condron adjourned the meeting at 1:50pm.

Respectfully submitted:
Donna Hritz  
Communications & Operations Manager  
January 17, 2020
### Statement of Activities

**January 31, 2020**

<table>
<thead>
<tr>
<th></th>
<th>Prior YTD</th>
<th>Current YTD</th>
<th>Budget</th>
<th>Percentage of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants/Projects</td>
<td>$1,379,529</td>
<td>$1,632,914</td>
<td>$3,117,764</td>
<td>52%</td>
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<tr>
<td>Membership Fees</td>
<td>135,333</td>
<td>132,412</td>
<td>227,000</td>
<td>58%</td>
</tr>
<tr>
<td>Rental Income</td>
<td>14,461</td>
<td>16,409</td>
<td>28,921</td>
<td>57%</td>
</tr>
<tr>
<td>RLF Admin. Fees</td>
<td>15,159</td>
<td>24,950</td>
<td>20,000</td>
<td>125%</td>
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<tr>
<td>Match from Other Sources</td>
<td>56,980</td>
<td>62,398</td>
<td>39,667</td>
<td>157%</td>
</tr>
<tr>
<td>Other Receipts</td>
<td>8,878</td>
<td>10,237</td>
<td>10,200</td>
<td>100%</td>
</tr>
<tr>
<td>Contributed Services</td>
<td>14,723</td>
<td>19,805</td>
<td>38,000</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,625,063</td>
<td>1,899,125</td>
<td>3,481,552</td>
<td>55%</td>
</tr>
</tbody>
</table>

| **Expenses:**          |           |             |          |                      |
| Personnel              | 876,793   | 921,322     | 1,601,078| 58%                  |
| Benefits               | 323,618   | 359,381     | 672,453  | 53%                  |
| Contractual            | 156,374   | 296,667     | 663,498  | 45%                  |
| Professional Fees      | 11,169    | 15,103      | 19,500   | 77%                  |
| Travel and Per Diem    | 23,090    | 23,889      | 32,531   | 73%                  |
| Meetings and Seminars  | 46,631    | 53,413      | 65,412   | 82%                  |
| Postage                | 3,901     | 4,203       | 5,750    | 73%                  |
| Supplies               | 13,472    | 27,236      | 47,171   | 58%                  |
| Publications and Memberships | 23,438 | 21,196 | 39,225 | 54% |
| Printing               | 3,980     | 3,686       | 6,800    | 54%                  |
| Advertising            | 9,657     | 4,840       | 18,500   | 26%                  |
| Occupancy              | 31,906    | 26,720      | 66,340   | 40%                  |
| Equipment Rental & Maintenance | 9,956 | 8,622 | 18,282 | 47% |
| Depreciation           | 32,543    | 41,143      | 64,507   | 64%                  |
| Telephone/Internet     | 9,908     | 12,025      | 21,320   | 56%                  |
| Insurance              | -         | 5,884       | 26,500   | 22%                  |
| Interest               | 26,846    | 26,010      | 44,275   | 59%                  |
| Other Costs            | 5,580     | 26,279      | 27,797   | 95%                  |
| Contributed Services   | 14,723    | 19,805      | 38,000   | 52%                  |
| **Total Expenses**     | 1,623,585 | 1,897,424   | 3,478,939| 55%                  |

**Increase (Decrease) in Net Assets**

<table>
<thead>
<tr>
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<th>Prior</th>
<th>Current</th>
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<tbody>
<tr>
<td></td>
<td>$ 1,478</td>
<td>$ 1,701</td>
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**Net Assets**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 1,388,571</td>
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<tr>
<td>Increase (Decrease)</td>
<td>1,701</td>
</tr>
<tr>
<td>Current Balance</td>
<td>$ 1,390,272</td>
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### Statement of Financial Position
#### January 31, 2020

<table>
<thead>
<tr>
<th>Assets</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Liabilities</th>
<th>Prior Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Cash Invested</td>
<td>$ 521,186</td>
<td>$ 387,815</td>
<td>Accounts Payable</td>
<td>$ 102,919</td>
<td>158,776</td>
</tr>
<tr>
<td>Restricted Funds Invested</td>
<td>4,492</td>
<td>46,893</td>
<td>Deferred Project Funds</td>
<td>4,492</td>
<td>46,893</td>
</tr>
<tr>
<td>Membership Fees Receivable</td>
<td>30,400</td>
<td>26,650</td>
<td>Employee Benefits Payable</td>
<td>122,157</td>
<td>137,940</td>
</tr>
<tr>
<td>Advances/Deposits/Prepays</td>
<td>28,245</td>
<td>40,138</td>
<td>Payroll Withholdings</td>
<td>3,687</td>
<td>4,175</td>
</tr>
<tr>
<td>Accounts Receivable - Projects</td>
<td>908,061</td>
<td>1,097,090</td>
<td>Deferred Membership Fees</td>
<td>107,494</td>
<td>114,597</td>
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<tr>
<td>Loan Receivable - NEPABFC</td>
<td>80,670</td>
<td>81,321</td>
<td>Capital Lease Payable</td>
<td>519,628</td>
<td>603,965</td>
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<tr>
<td>Depreciable Assets (Net of Deprec.)</td>
<td>661,673</td>
<td>776,711</td>
<td>Total Liabilities</td>
<td>860,377</td>
<td>1,066,346</td>
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<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td>1,374,350</td>
<td>1,390,272</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$ 2,234,727</strong></td>
<td><strong>$ 2,456,618</strong></td>
<td></td>
<td><strong>$ 2,234,727</strong></td>
<td><strong>$ 2,456,618</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities &amp; Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 2,234,727</strong></td>
<td><strong>$ 2,456,618</strong></td>
</tr>
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*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.*
RESOLUTION 2020-09

OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS
AUTHORIZING APPROVAL OF A
METROPOLITAN TRANSPORTATION PLANNING WORK PROGRAM CONTRACT
BETWEEN NEPA AND THE COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION (PennDOT)

WHEREAS, the current Federal Transportation Reauthorization Bill mandate requires the adoption of a statewide transportation planning process in urbanized and rural areas, and

WHEREAS, the Pennsylvania Department of Transportation and the Northeastern Pennsylvania Alliance have previously executed an Intergovernmental Agreement designating NEPA as the provider of coordinated transportation planning and programming for a portion of the NEPA region including the counties of Carbon, Monroe, Pike and Schuylkill, and

WHEREAS, by letter from the Secretary of Transportation dated March 27, 2013, the Commonwealth of Pennsylvania has formally designated the Northeastern Pennsylvania Alliance Metropolitan Planning Organization (NEPA MPO) as encompassing the counties of Carbon, Monroe, Pike and Schuylkill, and includes the East Stroudsburg Urbanized Area (UZA) Boroughs of Stroudsburg, East Stroudsburg and Delaware Water Gap, and portions of the Townships of Hamilton, Jackson, Middle Smithfield, Pocono, Price, Smithfield and Stroud within Monroe County, and

WHEREAS, as cited within the current Master Grant Agreement executed with the Commonwealth of Pennsylvania Department of Transportation, NEPA is authorized to provide transportation planning and programming services within its greater service area including Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne Counties, and

WHEREAS, the Pennsylvania Department of Transportation has advised NEPA staff that FHWA, FTA and Commonwealth funds will be made available for Fiscal Year 2020-2022 to carry out transportation planning and programming activities, and

WHEREAS, those funds will require a local cash match from NEPA, and

WHEREAS, NEPA has been consulting with the NEPA MPO Technical Committee, Policy Board, FHWA and PennDOT staff in developing a Unified Planning Work Program (UPWP) that will implement the federal and state transportation policies and serve the needs of the region, and
WHEREAS, the NEPA MPO Technical Committee by an email ballot closed January 15th and affirmed at its meeting of January 21st and the NEPA MPO Policy Board at its meeting of January 16th have taken action to endorse and approve respectively the NEPA MPO 2020-2022 UPWP for submittal to PennDOT for the development of the appropriate contract documents, and

WHEREAS, this work plan has established for the NEPA MPO region in Pennsylvania, a legitimate and permanent role in regional transportation planning;

NOW THEREFORE, BE IT RESOLVED, that:

(1) The NEPA Board of Directors authorizes submission of the 2020-2022 Metropolitan Planning Organization Unified Planning Work Program (UPWP) to PennDOT.

(2) The Executive Management of NEPA is hereby authorized to execute all related Work Order and Master Agreements with PennDOT.

(3) The President/CEO of NEPA is authorized to transmit copies of this resolution to the appropriate PennDOT Officials.

ADOPTED THIS 4th DAY OF March, 2020

Philip P. Condron
Board Chairperson
NEPA Alliance Board of Directors

Jeffrey K. Box
President & CEO
NEPA Alliance
Dear Board Members,

Spring will soon be here! That means budgeting and planning for the new fiscal year starting July 1, 2020.

Here is a brief update on NEPA activities that we have been working on and will continue to work on through the fiscal year and beyond.

**Governor Wolf’s Proposed Innovation Plan**
The Governor has proposed increased funding for economic development in his 2020-2021 budget. The proposed budget includes a $2.5 million increase for PREP, the Partnerships for Regional Economic Performance program. NEPA, the SBDC’s and the Economic Development Corporations all receive funding through this line item. Our other partners would also receive additional funding under the Governor’s proposal in other line items. The proposed increases would be positive considering there have not been any increases in funding for economic development at the state level in many years. Most of the economic development groups in the state, including the LDD’s, are going on the record in support.

**ARC POWER Program**
The ARC POWER grant program is open for the fourth year of applications. The Pennsylvania LDD Network is applying for funding for two (2) initiatives, broadband and entrepreneurship. As the current Chairperson of the PA LDD Network, I believe we need to demonstrate our ability to work together on projects that affect all of Appalachian Pennsylvania. If approved these will be the largest initiatives undertaken by our network in many years.

**DDAA Conference**
The annual DDAA Conference will be held in March in Washington DC, bringing together the entire network of LDD’s from all thirteen states. Three (3) of us will attend and we are planning visits to Capitol Hill to discuss our programs.

**Transportation Funding**
As previously reported, our four (4) county MPO TIP will suffer about a 30% reduction in funding for projects within the MPO over the next four (4) years. Two (2) key projects in the region needing funding and a higher priority are SR61 (Schuylkill County) and SR2001 (Pike County). We have been working with our elected officials and stakeholders in both counties to address the need.

**Nominating Committee/Board Complement**
The Nominating Committee is beginning work on the Board of Directors complement for the new Fiscal Year beginning July 1st. Action will be brought before you in May.

Thank you for the opportunity to serve this region. Please let me know if there are any questions about NEPA activities.

Respectfully,

Jeff
BUSINESS DEVELOPMENT SERVICES DIVISION

Business Financial Center
The Business Finance Center has been able to close four (4) loans totaling $150,939 and leverage $288,770 in private investment. The Business Finance Center continues to build a strong loan pipe-line with over $23.3 million in potential loans. Of the approved loans, the majority are expected to close by the end of the calendar year. Loans closed since that last meeting include the following business sectors:

- Manufacturing
- Fitness Centers
- Medical Professionals
- Cafés

Through these loan closings, the businesses are expected to create fifteen (15) full-time positions along with one borrower reducing their material waste through an PIDA pollution prevention loan.

<table>
<thead>
<tr>
<th>SBA 504</th>
<th>Number</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Loans</td>
<td>7</td>
<td>$4,440,000.00</td>
</tr>
<tr>
<td>Closed Since Last Meeting</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Outstanding Loans</td>
<td>17</td>
<td>$16,378,432.92</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>24</td>
<td><strong>$20,818,432.92</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIDA</th>
<th>Number</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Loans</td>
<td>4</td>
<td>$2,300,000.00</td>
</tr>
<tr>
<td>Closed Since Last Meeting</td>
<td>1</td>
<td>$35,939.00</td>
</tr>
<tr>
<td>Outstanding Loans</td>
<td>9</td>
<td>$1,754,635.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
<td><strong>$4,090,574.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal Funds</th>
<th>Number</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Loans</td>
<td>7</td>
<td>$546,000.00</td>
</tr>
<tr>
<td>Closed Since Last Meeting</td>
<td>3</td>
<td>$115,000.00</td>
</tr>
<tr>
<td>Outstanding Loans</td>
<td>84</td>
<td>$5,576,275.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>90</td>
<td><strong>$6,237,275.00</strong></td>
</tr>
</tbody>
</table>

International Business Development Program
The International Business Development staff recorded fourteen counseling sessions and generated seventeen International Projects to Pennsylvania’s Authorized Trade Representatives during January and February. The staff also processed four (4) Global Access Program Applications for three (3) clients. Staff also hosted two (2) webinars. “Incoterms 2020 In Practice” was held on January 30th and generated sixteen participants and “Classification Under the Harmonized Tariff & Schedule B” was held on February 11th and generated thirteen participants. Staff also assisted with the ENGAGE! Program by conducting two (2) company interviews and assessments in January 2020.
The International Business Development Program will host a final “Winter Webinar” on March 11th entitled “Export Documentation & Procedures.” Staff is surveying clients for training needs and plans to host an in-person training in the spring.

### PA Office of International Business Development Performance Measurements

<table>
<thead>
<tr>
<th>Performance Measurement</th>
<th>Goal</th>
<th>Year to Date Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Clients</td>
<td>56</td>
<td>38</td>
</tr>
<tr>
<td>Export Actions</td>
<td>117</td>
<td>115</td>
</tr>
<tr>
<td>Exporting Companies</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>Export Sales</td>
<td>$25,121,441.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Projects</td>
<td>112</td>
<td>62</td>
</tr>
<tr>
<td>ATR Attributed Sales</td>
<td>$10,299,790.81</td>
<td>$0.00</td>
</tr>
<tr>
<td>New Clients</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Total (weighted/capped measure)  43.68%

*Calculated 1/31/2020*

### Procurement Technical Assistance Program

The Procurement Technical Assistance Center (PTAC) worked with new client registrations in the PA Supplier Portal to do business with the Commonwealth and System for Award Management to be able to sell to the Federal Government. Follow-up sessions support client registration updates, and new certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB.

#### Counseling Activity (10-01-2019 to 12-31-2019)

<table>
<thead>
<tr>
<th>New Active Clients for the Quarter</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Clients for the Quarter</td>
<td>170</td>
</tr>
<tr>
<td>Initial Introductory Counseling Sessions for the Quarter</td>
<td>15</td>
</tr>
<tr>
<td>Follow-up Counseling Sessions for the Period</td>
<td>340</td>
</tr>
</tbody>
</table>

#### Contract Awards Second Quarter Activity

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Number of Awards</th>
<th>Number of Clients</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Prime</td>
<td>341</td>
<td>11</td>
<td>$30,099,447</td>
</tr>
<tr>
<td>State &amp; Local Prime</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Sub-Contractor</td>
<td>1</td>
<td>1</td>
<td>$376,000</td>
</tr>
</tbody>
</table>

During the quarter, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor, and one instance client received a sub-contract award. Contract award reporting follows Defense Logistics Agency terms.

### LDD Customer Satisfaction Survey Forms

As of 2/4/2020, twelve out of nineteen LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA’s Business Financing, Procurement Technical Assistance and International Business programs for assistance received during the 2nd quarter of 2019-
2020 which represented a 63% response rate. The eleven clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. This gives an overall satisfaction rate of 100% from surveys received for the 2nd quarter of 2019-2020 to this date.

The following represents the number of responses from clients who indicated they were very satisfied/satisfied with the specific assistance they received:

<table>
<thead>
<tr>
<th></th>
<th>*Timeliness of Assistance</th>
<th>*Quality of Assistance</th>
<th>*Value of Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Procurement</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Export</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Comments:
“Everyone that I have ever dealt with is very helpful and kind. They make me feel that I am important to them.” - Diane Bloss-Bloss Farms LLC (Finance Client)

“I am so thankful for having NEPA’s support and experience.” – Charmaine Jordon-Jordon Educational Consulting Co (PTAC Client)

“The market study reports are topnotch.” – Frank DiPaolo-Skinner System Inc (Export Client)

“The assistance provided by NEPA has been great. The market data local representatives gather has been very valuable and the meetings they set for me spot-on and have/will lead to new business.” – Frank L. Vinck-Vita Line Products (Export Client)
COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

Appalachian Regional Commission
As the designated Local Development District (LDD) for the Appalachian Regional Commission (ARC) and the Pennsylvania Department of Community & Economic Development (DCED), the NEPA Alliance provides technical assistance to those organizations seeking ARC grant assistance. The ARC projects invited to submit full applications for 2020 include:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project Title</th>
<th>ARC Prog.</th>
<th>CO</th>
<th>Amount Applied</th>
<th>Amount Leveraged</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPA Alliance PREP</td>
<td>AD RE</td>
<td>$400,000</td>
<td></td>
<td>$400,000</td>
<td>$800,000</td>
<td></td>
</tr>
<tr>
<td>Monroe County Smithfield Gateway</td>
<td>Sewage Pump Stations Expansion Project</td>
<td>AD MO</td>
<td></td>
<td>$108,570</td>
<td>$217,140</td>
<td></td>
</tr>
<tr>
<td>Misericordia University</td>
<td>Simulation in Diagnostic Medical Sonography Education</td>
<td>AD LU</td>
<td></td>
<td>$70,000</td>
<td>$140,000</td>
<td></td>
</tr>
<tr>
<td>Lackawanna College Licensed Practical Nursing (LPN) Program</td>
<td>AD LA</td>
<td>$60,000</td>
<td></td>
<td>$60,000</td>
<td>$120,000</td>
<td></td>
</tr>
<tr>
<td>WEDCO Wayne County Broadband Expansion</td>
<td>AD WA</td>
<td>$148,750</td>
<td></td>
<td>$148,750</td>
<td>$297,500</td>
<td></td>
</tr>
<tr>
<td>University of Scranton SDBC</td>
<td>Women’s Entrepreneurship Center: Online StartUP Series</td>
<td>AD LA</td>
<td></td>
<td>$58,750</td>
<td>$117,500</td>
<td></td>
</tr>
<tr>
<td>Coaldale Borough</td>
<td>Coaldale Rural Hospital Pedestrian Facilities &amp; Road Project</td>
<td>SC LAR</td>
<td></td>
<td>$423,442</td>
<td>$473,442</td>
<td></td>
</tr>
<tr>
<td>Lackawanna County</td>
<td>Lackawanna County Stauffer Road Paving Project Phase 3</td>
<td>LA LAR</td>
<td></td>
<td>$742,450</td>
<td>$942,450</td>
<td></td>
</tr>
<tr>
<td>Monroe County Industrial Development Authority</td>
<td>Smithfield Gateway (Loop Road, Phase II)</td>
<td>MO LAR</td>
<td></td>
<td>$550,000</td>
<td>$1,346,381</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>$2,561,962</td>
<td></td>
<td>$1,892,451</td>
<td>$4,454,413</td>
<td></td>
</tr>
</tbody>
</table>

ENGAGE!
On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, the NEPA Alliance applied to launch the *Engage!* initiative within its seven-county region. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to regularly and proactively interact with targeted companies. The overall goal of *Engage!* is to retain existing businesses in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives. An application for an additional $148,540 to the original $192,600 grant for FY 19-20 was approved by the PA Department of Community & Economic Development (DCED).
New Markets Tax Credit Launch
The Community Development Financial Institutions Fund of the United States Department of the Treasury has certified the NEPA Community Impact Group LLC as a Community Development Entity ("CDE"). In addition to receiving the certification, we have submitted a $36M allocation request to the CDFI Fund for the 2020 funding round. NEPA continues to work with clients to seek NMTCs and to secure other funding sources (RACP).

Northeastern Pennsylvania Nonprofit & Community Assistance Center
NEPA Grantmakers Forum: In collaboration with the Harry & Jeannette Weinberg Foundation, the McGowan Charitable Trust, The Luzerne Foundation, the Scranton Area Foundation and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. Forums were held on 1-23-19, 5-02-19 and 10-16-19 and had over 70 participants representing over 23 unique foundations. Two Leadership meetings were held to provide programming and content clarity for forums.

Workshop Summary: NCAC conducts and serves as a partner in conducting many workshops throughout the region, ranging from Grants 101 to a Statewide Community Foundation Conference to Nonprofit and/or Grantmaker Forums. These workshops are attended by individuals from throughout NCAC’s seven-county region. NCAC conducted 25 workshops with over 800 attendees over the 2018/2019 year.

Blue Ribbon Task Force (BRTF) / Tobyhanna Army Depot
NEPA manages the Blue Ribbon Task Force (BRTF), which was organized in 1992 to provide regional community support for the preservation and protection of Tobyhanna Army Depot from the base closure process known as Base Realignment and Closure (BRAC).

* NEPA received a $44,000 grant in February 2020 from the Pennsylvania Military Community Enhancement Commission.

* NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, it was established that the total impact of the Depot is an estimated $2.8 billion in economic activity, an estimated 9,682 jobs, and an estimated $654.7 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

Research & Information Center

Featured Article: This month’s article presents the not seasonally adjusted unemployment rates for the nation, state, region and each of the NEPA Alliance’s seven counties.

Not Seasonally Adjusted Unemployment Rates
According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.1 percent from both January 2018
to December 2018 and from January 2019 to December 2019. The average national unemployment rate from January 2018 to December 2018 was 3.9 percent and it decreased to 3.7 percent from January 2019 to December 2019. The average state unemployment rate from January 2018 to December 2018 was 4.3 percent and it decreased to 4.1 percent from January 2019 to December 2019.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.7 percentage points in January 2018 before fluctuating to its minimum of 0.8 percentage points in May and June 2018 and April 2019. It then fluctuated to its maximum of 2.3 percentage points in December 2019. During the 24-month period, the average not seasonally adjusted unemployment rate was 3.8 percent in the nation and 5.1 percent in the region.

In January and February 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was at its maximum of 1.2 percentage points before decreasing to its minimum of 0.4 percentage points in June 2018. It then fluctuated to 1.1 percentage points in December 2019. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 4.2 percent.
TRANSPORTATION PLANNING SERVICES DIVISION

TRANSPORTATION PLANNING & PROGRAMMING

2021-2024 TIP Update:
- Development of the 2021-2024 TIP is nearing completion. The draft four-year TIP and Twelve Year Program (TYP) were shared at the NEPA MPO Technical Committee meeting in January. Development of the transit TIPs and Interstate Management TIP are nearing completion.

- An air quality conformity analysis and environmental justice analysis were completed during the LRTP development. The full TIP package will be available for review later this Spring and a public comment period will be held in April or May with final adoption by July 2020 at the latest.

- PennDOT is submitting an application for the Infrastructure For Rebuilding America (INFRA) grant with the U.S. DOT for construction of the Route 61 St. Clair to Frackville Reconstruction Project in Schuylkill County. NEPA is working to secure letters of support for the application which is due by February 25th.

Long Range Transportation Plan Update:
- Development of the NEPA MPO Long Range Transportation Plan is nearing completion. The 30-day public comment period on the draft LRTP began on February 14th and ends on March 16th. A copy of the draft plan is posted on NEPA Alliance website. Hard copies of the plan are on display at 10 locations across the region.

- On March 2nd, a public meeting will be held to receive comments on the draft LRTP. The meeting will be at the Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA 18370. Additional meeting locations that will have remote access to the public meeting are listed below.
  - Carbon County Courthouse Annex, 3rd Floor, 2 Hazard Square, Jim Thorpe, PA
  - Pike County Administration Building, 506 Broad St., Milford, PA
  - SEDCO, Union Station, 2nd Floor, 1 Progress Circle, Pottsville, PA

- Approval of the LRTP will be considered at the joint NEPA MPO Technical Committee and Policy Board on March 17, 2020. The meeting will be held at Northampton Community College Monroe Campus in Tannersville.

Functional Classification Review:
- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are completed and Schuylkill County is nearing completion.

- Staff is mapping the proposed changes in Schuylkill County and a meeting with PennDOT District 5-0 to review the changes will be held in the coming weeks.

- Staff will then prepare the functional classification changes for the four counties and submit them to PennDOT Central Office for review. Once reviewed, they will be sent to FHWA for final approval.
Regional Operations Plan (ROP) Update:
- PennDOT Central Office is currently updating the Regional Operations Plan (ROP) for the Eastern PA Region including the NEPA MPO counties. The ROP identifies and prioritizes projects to optimize existing roadways including the use of intelligent transportation systems such as traffic signal improvements, dynamic message boards, incident management and multimodal improvements. Staff has participated in ROP development meetings in District 4-0 and 5-0.

Jim Thorpe Parking Analysis and Complete Streets Study:
- The Jim Thorpe Parking Analysis and Complete Streets Study is wrapping up. The consultant has provided a draft of the final report. Once it is finalized, it will be delivered to the steering committee and stakeholders.

Milford Borough Traffic Study:
- Milford Borough Traffic Study is underway. A kickoff meeting with the project steering committee was held on January 21st. The consultant, Michael Baker International, will begin data collection in the borough when the weather breaks.

  > The next conference call with the steering committee will be held in late March.

Passenger Rail Service Restoration Between New York City and the City of Scranton:
- NEPA continues to participate in planning activities for the restoration of rail service between Scranton and New York being managed by the Pennsylvania Northeast Regional Rail Authority.

  > The next meeting between the PA and NJ delegations will occur later this Spring.

PennDOT Connects:
- NEPA staff continues to participate in PennDOT Connects meetings with PennDOT staff, municipal officials and stakeholders for upcoming TIP projects, maintenance projects and Multimodal Transportation Fund projects.

Local Asset Inventory:
- NEPA staff plans to initiate an inventory of ADA ramps in the four-county MPO region in the coming months. A standardized geo-data template is being developed in consultation with PennDOT.

Geographic Information Systems (GIS):
- GIS staff is continuing to complete mapping activities for the transportation program. Staff has been engaged in the development of the LRTP, particularly the public outreach efforts, project selection process and the Title VI/Environmental Justice Plan.

  > Staff has also applied GIS technology to NEPA’s other program offerings, including NEPA BFC client mapping, New Markets Tax Credit mapping, Tobyhanna Army Depot employment mapping and PA Local Development District mapping.

  > NEPA’s Transportation Maps & Applications and can be viewed on NEPA’s ArcGIS Online Homepage.
Regional Meetings:
Staff attended the following regional meetings-
- Lackawanna/Luzerne MPO- January 8th
- Pike County Road Task Force- January 16th, February 20th
- Schuylkill Chamber Transportation Committee- January 9th, February 13th

Local Technical Assistance Program (LTAP): NEPA has partnered with PennDOT to deliver the LTAP training series in the Lackawanna-Luzerne Metropolitan Planning Organization (MPO) region, the NEPA MPO region and Wayne County.

<table>
<thead>
<tr>
<th>LTAP Courses</th>
<th>Date and Time</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage: The Key to Roads that Last</td>
<td>February 18, 2020 8:00 AM to 3:00 PM</td>
<td>Black Creek Township Building Luzerne Co.</td>
<td>23</td>
</tr>
</tbody>
</table>
Executive Leadership

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NEPA’s Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.