NEPA will be hosting its Annual Dinner on Wednesday, September 26, 2018 at Kalahari Resorts & Conventions, Pocono Manor, PA. This year’s Annual Dinner Keynote speaker will be Department of Community and Economic Development Secretary Dennis M. Davin.
## CARBON COUNTY
- Kathy Henderson 610-379-5000 khenderson@carboncountychamber.org
- Jerry McAward 610-377-1230 jerrymac@ptd.net
- Wayne Nothstein (County Commissioner) 570-325-3611 waynenothstein@carboncounty.net
- Harold Pudliner 570 427-8640 weatherlyboro@gmail.com
- Joseph Sebelin (Executive Committee-1st Vice-Board Chairperson) 570-325-2462 jsebelin@ptd.net

## LACKAWANNA COUNTY
- 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
- Patrick O'Malley (County Commissioner) 570-963-6800 omalleyyp@lackawanacounty.org
- Alex Stark 570-558-5112 astark@kaneisable.com

## LUZERNE COUNTY
- Stephen Barrouk (Executive Committee-2nd Vice-Board Chairperson) 570-814-9114 sbarrouk@citybrokersllc.com
- Ron Carter 888-506-3770 carter@performancebio.com
- Mary Malone 570-455-1509 mmalone@hazletonchamber.org
- John Moyer (County Commissioner) 570-825-1000 cmoyer@luzernecounty.org
- Michelle Mikitish 570-655-1424 mmikitish@pittstonchamber.org

## MONROE COUNTY
- Chris Barrett 570-421-5791 cbarrett@poconos.org
- John Casella 570-620-2850 jacmccl@ptd.net
- Chuck Leonard 570-839-1992 cleonard@pmedc.com
- John Moyer (County Commissioner) 570-420-3450 jmo@monroecountypa.gov
- Mary Frances Postupack (Executive Committee-Assistant Secretary) 570-422-7920 mpostupack@esu.edu

## PIKE COUNTY
- Derek Bellinger 570-409-0057 Derek.Bellinger@waynebank.com
- William Kerstetter (Executive Committee-Assistant Treasurer) 570-832-1578 cobk@ptd.net
- Matthew Osterberg (County Commissioner) 570-296-7613 mosterberg@pikepa.org
- Peter Wulffhorst 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
- 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 Grazisdo (Executive Committee-Treasurer) 570-253-3352 mgraz@hnbbank.com
- Dave Hoff 570-253-8274 hoff@wmh.org
- Craig Rickard 570-253-5970 crickard@waynecountypa.gov
- Mary Beth Wood 570-253-2537 mbwood@wedcorp.org

## AT-LARGE
- Matthew Connell 570-369-1938 mconnell@northampton.edu
- Ricky Durst 570-646-2300 rdurst@poconoraceway.com
- Larry Maiski 570-963-6676 lmalski@onirra.com
- Josh Olerud 570-969-2255 jolerud@swbrailriders.com
- Don Pleau 570-216-5495 dpleau@kalahrenorts.com
- Alana Roberts 570-348-1622 aroberts@pplweb.com
- Brian Sipe 570-970-3501 briansipe@mohegansunarena.com

## EX-OFFICIO
- Charles Barber (NCAC Board Chair) 570-714-1570 charles@luzfdn.org
- Jeffrey Box 570-655-5581 jbox@nepa-alliance.org
- Michelle Bising (PNE Board Chair) 570-839-1992 mbising@pmedc.com
- (John Augustine - Alternate) 570-883-0504 jaugustine@pennsnortheast.com

## EMERITUS
- Phyllis Brandwene 570-288-3121 n/a
- David Donlin 570-624-1796 dadmatd515p@comcast.net
- Mahmoud Fahmy 570-675-0247 fahmy30@comcast.net
- Paul Maher 570-825-7872 n/a
- Ernest Preate 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**

   * May 2, 2018 Meeting Minutes – Phil Condron, Board Chairperson 1-7

   * Treasurer’s Report - Wendi Holena Handout

   * President & CEO Report and Staff Activities - Jeff Box 8-42

IV. **Open Discussion** – Phil Condron, Board Chairperson

V. **Adjournment to Annual Dinner**

VI. **Next Meeting** – November 7, 2018
| COUNTY     | BOARD MEMBERS                          | | COUNTY     | BOARD MEMBERS                          | |
|------------|----------------------------------------| | |------------|----------------------------------------| |
| CARBON     | Kathy Henderson                        | | LACKAWANNA | Jack McNulty                           | |
|            | Comm. Wayne Nothstein                  | |            | George Kelly                            | |
|            | Harold Pudliner                        | |            | Alex Stark                               | |
| MONROE     | Chris Barrett                          | | PIKE       | Derek Bellinger                         | |
|            | Mary Frances Postupack                 | |            | Bill Kerstetter                          | |
| WAYNE      | Comm. Joe Adams                        | | AT-LARGE   | Matt Connell                            | |
|            | Craig Rickard                          | |            | Alana Roberts                           | |
|            |                                        | |            | Brian Sipe                               | |
| STAFF      | Athena Aardweg                         | | GUEST      | Phil Keaney, J.H. Williams & Company    | |
|            | Alan Baranski                          | |            |                                        | |
|            | Wendi Holena                           | |            |                                        | |
|            | Donna Hritz                            | |            |                                        | |
|            | Steve Ursich                           | |            |                                        | |
|            |                                        | |            |                                        | |
| OFFICERS   | Phil Condron, 1st Vice Board Chairman  | |            | Joe Sebelin, Treasurer                  | |
|            | Steve Barrouk, Secretary               | |            | John Casella, Assistant Treasurer       | |
|            | Mark Graziadio, Assistant Secretary    | |            |                                        | |
The NEPA Alliance held a Board of Directors Meeting on Wednesday, May 2, 2018, at the NEPA office in Pittston. 1st Vice Board Chairman Phil Condron called the meeting to order at 1:00pm.

1st Vice Board Chairman Phil Condron asked the Board of Directors to join him in reciting the Pledge of Allegiance.

1st Vice Board Chairman Phil Condron introduced Chris Barrett, President/CEO, Pocono Mountains Visitors Bureau (PMVB) to the Board. Chris stated that he recognizes familiar faces around the room. He noted that PMVB is happy to be part of the NEPA Board. He encouraged all Board Members to visit the Poconos early and often.

**ACTION ITEMS**

**Minutes** - A motion was made by Mark Graziadio and seconded by Bill Kerstetter to accept the minutes from the Board of Directors Meeting of January 3, 2018. *Motion carried*

**Treasurers Report** – Wendi reported that on the Statement of Activities as of March 31, 2018, NEPA has total revenues and total expenses of approximately $2 million. She further reported that NEPA is showing a small increase in net assets of approximately $1,200. Wendi reported that NEPA is nine (9) months or 75% through the fiscal year. She stated that the revenues and expenses are both at 66%, which is primarily due to timing issues with pass through funding. Wendi reported that NEPA has an unrestricted cash balance of approximately $700,000 and net assets of $1.3 million.

A motion was made by Matt Connell and seconded by Commissioner Wayne Nothstein to accept the Treasurer’s Report as presented. *Motion carried*

**Review of 2017 Audit Report** – Phil Keaney, CPA. J.H. Williams & Company reported that the financial statements and schedules for the year ended June 30, 2017, were audited by J.H. Williams and an unqualified (“Clean”) opinion was rendered. He reviewed the various statements and opinions included in the report. Phil stated that there was no material weaknesses found in NEPA’s internal controls. He further stated that the audit did not detect any questions, costs or issues of noncompliance.

A motion was made by John Casella and seconded by Bill Kerstetter to accept the 2017 Audit Report as presented. *Motion carried*

**Fiscal Year 2018-2019 NEPA Budget Adoption** – Wendi reported that the proposed budget is showing level funding from the state and federal funds. She further reported that revenues and expenses are approximately $3.7 million, which is an increase of $560,000 over last year, which is primarily made up of pass through funding. Wendi stated that NEPA is going to subcontract with the Small Business Development Centers (SBDC’s) regarding the PREP line item for the first time. She noted that it is also pass through funding for a couple new initiatives (ie. ARC/New Market Tax Credits and ENGAGE!). Wendi reported that there is an increase in net assets of $1.9 million.

Jeff thanked Wendi, her staff and the Budget & Finance Committee for reviewing the information earlier. He noted that the budget is very dependent upon state and federal funding streams. Jeff stated that this year funding is stable at the state and federal levels. He noted that NEPA’s federal sources are matched with state, local and membership dollars.
A motion was made by Jack McNulty and seconded by Mark Graziadio to accept the proposed Fiscal Year 2018-2019 Budget as proposed. **Motion carried**

**2018-2019 NEPA Work Plan Adoption** - Jeff stated that the By-Laws require that NEPA submit the Work Plan annually for the NEPA Board’s consideration and adoption. He stated that in coordination with the budget that was just adopted the NEPA Work Plan is on pages 9 to 18 in the packet, which explains the five (5) operating divisions of NEPA Alliance and all of the programs and activities. Jeff noted that NEPA is planning on hiring a new full-time Business Finance Specialist to assist with the growing loan fund volume.

A motion was made by Matt Connell and Steve Barrouk seconded by to accept the Fiscal Year 2018-2019 NEPA Work Plan as presented. **Motion carried.**

**Nominating Committee Recommendations for Board Membership for Fiscal Year 2018-2019** - John Casella presented the Nominating Committee’s recommendations for the Fiscal Year 2018-2019, which was received from the respective counties and/or recommended by the Nominating Committee for reappointment to the Board of Directors for a 2 year term beginning July 1, 2018.

**Carbon County**
Kathy Henderson, Carbon Chamber Economic Development Corporation
Harold Pudliner, Weatherly Borough

**Lackawanna County**
Phil Condron, Condron & Cosgrove
Jack McNulty, PA Dept of Labor & Industry
Alex Stark, Kane is Able, Inc

**Luzerne County**
Michelle Mikitish, Greater Pittston Chamber of Commerce
Kevin O’Donnell, CAN DO, Inc.

**Monroe County**
Chris Barrett, Pocono Mountains Visitors Bureau
John Casella, Monroe County CareerLink

**Pike County**
Bill Kerstetter, Retired, Wayne Bank
Peter Wulfhorst, Penn State Cooperative Ext

**Schuylkill County**
Bob Carl, Schuylkill Chamber of Commerce
Mike McCord, Representative Neal P Goodman

**Wayne County**
Craig Rickard, Wayne County Planning Commission
Mary Beth Wood, WEDCO
John noted that the following recommendation is on hold pending receipt of a recommendation from Pike County.

**Pike County – Pending**

John stated that the following recommendations have been received from the counties, and/or recommended by the Nominating Committee, for appointment from their respective counties to the Executive Committee beginning July 1, 2018.

- **Monroe County** - Mary Frances Postupack
- **Pike County** – Bill Kerstetter
- **Schuylkill County** – Commissioner George Halcovage

John noted that the following have been recommended by the Nominating Committee to the Board Chairperson for his action to appoint or reappointment them to **At Large Board Seats**.

- Matt Connell, Dean, Northampton Community College Monroe Campus
- Ricky Durst, Senior Director, Marketing & Ticketing Pocono Raceway
- Larry Malski, Executive Director, PA NE Regional Railroad Authority
- Josh Olerud, Scranton/Wilkes-Barre RailRiders
- Alana Roberts, PPL Electric Utilities
- Brian Sipe, Mohegan Sun Arena
- VACANT

John reported that the following have been recommended by the Nominating Committee to be reappointed to **Ex-Officio Seats**.

- Charles Barber, The Luzerne Foundation (Representing NCAC)
- Jeffrey Box, NEPA Alliance
- Joe Lettierie, Penn’s Northeast (John Augustine alt.)

John further noted that the following have been recommended by the Nominating Committee to be reappointed to **Emeritus Seats**.

- Phyllis Brandwene
- Dave Donlin
- Paul Maher
- Mahmoud Fahmy
- Ernie Preate

John stated that the following have been recommended by the Nominating Committee to serve as Officers for the coming year beginning July 1, 2018.

- Phil Condron, Board Chairperson
- Joe Sebelin, 1st Vice-Board Chairperson
A motion was made by Alex Stark and seconded by Commissioner Wayne Nothstein to accept the Nominating Committee recommendations as presented. **Motion carried**

**2018-2019 Committee Memberships** – Jeff reported that on pages 21-23 of the NEPA Board packet are the lists of recommended Committee memberships. Jeff stated that if any Board Member has any questions about the Committees they now serve on, or would like to serve on another committee, please let him or Donna know and NEPA will make the changes. Jeff also noted that there are three (3) vacancies on the Blue Ribbon Task Force Management Group.

**Board Meeting Schedule for Fiscal Year 2018-2019** - Phil noted that the NEPA Board of Directors Meeting schedule for the Fiscal Year 2018-2019 is on page 24 of the Board packet. He stated that there is no July meeting due to the holiday. Phil stated that the Executive Committee will meet in July and review any noteworthy decisions. He also noted that the September Board Meeting is tentative due to coordinating and scheduling of the Annual Dinner.

Jeff introduced Athena Aardweg, Community & Economic Development Specialist. Athena noted that she comes from a nonprofit grant writing background. She noted that most recently she was the Executive Director of a community center in Columbia County. Athena stated that she has a background in Public Administration and Non Profit Management.

**Committee/Affiliate Reports**

*Appalachian Regional Commission (ARC) Project Update* – Athena reported NEPA submitted six (6) area development applications and two (2) local access road projects this past February, which includes NEPA’s application for the New Market Tax Credits program. She also reported that NEPA anticipates receiving an answer regarding the funding around October 1st. Athena stated that NEPA is also soliciting pre-applications for this current year and the deadline is May 11th.

Mary Frances noted that East Stroudsburg University recently opened its Bloomberg Finance Lab, which wouldn’t have been possible without the assistance of NEPA and ARC. Jeff thanked Mary Frances and asked if there would be an opportunity to schedule a photo op. Mary Frances agreed to the photo op.

*Blue Ribbon Task Force (BRTF)* – Jeff reported that NEPA has been working behind the scenes managing state grants received by the Pennsylvania Military Community Enhancement Commission (PMCEC) to support the Tobyhanna Army Depot. He noted that the most significant of which is the Task Force Management Group will be selecting a consultant for a $60,000 market assessment and action plan to identify strengths, weaknesses, opportunities and threats. Jeff further noted that an analysis of Tobyhanna verses other installations will be completed. Jeff reported later this year a fundraising campaign will launch to support the Depot. He also reported that there may be Base Realignment Closure (BRAC) implemented in 2020-2021 after the next presidential election.


**Communications & Membership** – Donna reported that due to inclement weather the Castillo’s Granite & Marble photo op has been rescheduled to Thursday, May 17th. She also reported that Vacuum Works in East Stroudsburg has asked to schedule the photo op for sometime in October after their busy season. Donna stated that the Government Contracting Showcase is scheduled for Thursday, June 7th at Kalahari Resorts & Conventions in Monroe County. She noted that additional information is available on the NEPA website. Donna reported that the Bring the World to Northeast PA is tentatively scheduled to begin statewide September 10th – 21st which is dependent upon the state budget. She further reported that this summer/fall through the University Scranton SBDC’s, NEPA will be utilizing two (2) interns to assist with market and NCAC efforts.

Phil reported that the Committee is still trying to lock in a free annual dinner speaker, but one that would be a significant draw. He welcomed Board Members to share their thoughts and/or recommendations they may have for a potential speaker.

Phil stated that NEPA depends upon membership dollars to match federal/state dollars received. He reported that this year NEPA is approximately $10,500 less than last year. He noted that there are 78 companies from last year that are yet to renew their membership. Phil asked the Board Members for their assistance in obtaining new membership or renewing members. Jeff noted that NEPA is working internally with program staff to outreach to our client companies.

**Metropolitan Planning Organization (MPO)/Transportation** – Alan Baranski reported that NEPA received an agreement from the four (4) county NEPA MPO to expand the scope of Focus 81 from Lebanon County line to Susquehanna County line. He further noted that staff drafted a 2018-2020 Unified Planning Work Program (UPWP) with the assistance from the NEPA MPO, UPWP subcommittee, which consists of the county planning staff, PennDOT and Federal Highway Administration (FHWA). Alan also reported that NEPA is going through a TIP update, which is a two (2) year cycle of a four (4) year Transportation Improvement Program for bridge, highway and transit projects in the four (4) county region. Alan reported that NEPA staff will be meeting with the Monroe County Planning staff to further discuss the Functional Classification of Review on Tuesday, May 8th. Alan further reported that the LDAP classes are continuing.

**NEPA Business Finance Corporation (NEPA BFC)** – Steve Ursich reported that the Small Business Administration (SBA) gave NEPA a 25 year debenture rule in April. He noted this gives NEPA a better opportunity to sell a very good product at a 25 year fix rate. Steve stated that NEPA is currently looking to fund Benny’s Brew Company in Luzerne County, which will be NEPA’s 9th loan, bringing the portfolio to $3.6 million. He also reported that there are five (5) outstanding commitments for another $11.5 million. Steve noted that NEPA is actively working to closing a $5.5 million hotel project in Philadelphia, which is shortly to be followed by another $5 million hotel project also in the Philadelphia area. Steve state that the staff is currently working on four (4) loan files for board approval in the next few days, which is another $11.7 million in projects and another $3.4 million in SBA 504 loan volume. He also noted that the commitments that are out are totaling $2.5 million, which is a combination of the PEDA program and other internal programs.

Steve reported that the PTAC Showcase is scheduled for June 7th at Kalahari Resorts & Conventions. Steve encouraged the Board to attend if their companies are involved in government contracting. Jeff asked the Chambers to forward the information about the event to their members.
Steve further reported that NEPA is waiting on word back from the state regarding the Bring the World to Pennsylvania to finalize the details. He also noted that they are looking at a modified structure this year. Steve stated the program is an opportunity for businesses to have one-on-one meeting with representatives from trade offices from around the world. Jeff asked the Board to help promote both events.

**President & CEO Report**

Jeff reported that NEPA has 2,100 square feet to lease. He asked the Board Members if they have any clients in mind to please let him know. Jeff noted that he needs to meet with John Augustine to assist promoting the lease space. John agreed to help NEPA as well any other member of the NEPA Board. Jeff noted that NEPA is almost done with the office renovations. He further noted that there are a few punch list items remaining however, it has been frustrating getting the contractor to finish them. Jeff thanked Alex Stark for lending NEPA a trailer to store furniture during the renovation.

**Presentation** – Alana Roberts, Regional Affairs Director, PPL Utilities provided a power point presentation on PPL Utilities history, customer footprint, infrastructure replacement, service reliability, cyber security, customer service upgrades, small business rebates and the PPL Foundation Grants. A copy of Alana’s power point is available in the NEPA files, upon request.

There being no further business 1st Vice Board Chairman Phil Condron adjourned the meeting at 2:10pm.

Respectfully submitted:
Donna Hritz
Communications & Operations Manager
May 8, 2018
Dear Board Members,

As we complete the first quarter of the new fiscal year, I can report that operations are running smoothly at NEPA.

We always have issues to solve, but we are addressing them and moving forward in a positive manner.

The following is a quick review of some important issues.

**Annual Dinner & Board Meeting**
The event is Wednesday, September 26, 2018, at Kalahari Resorts and Conventions. The Board Meeting is from 4:00 p.m. to 4:30 p.m. Cocktails start at 4:30 p.m. Dinner program begins at 6:00 p.m.

We have approximately $36,000 in sponsorships and over 250 guests registered. We need a great turnout for Secretary Davin so please help us push for attendance!

**Building Project**
We have filed a claim with the contractor’s bonding company regarding the incomplete work and we are holding approximately $13,000 in funds that are owed to YTC, Inc. This is for the failure to complete the work and for warranty items. The Executive Committee, the architects and I are engaging a new contractor to complete the work and try to resolve the matter.

**Bring the World to PA**
The annual international business event will be held Friday, September 21, 2018, at the Woodlands in Wilkes-Barre. We are expecting 20 plus companies, 13 of the 15 overseas trade officials and 66 plus attendees. These numbers are tentative as I write this. We have a great event planned.

**Program Activity**
NEPA programs are on course to meet all our requirements. Our Annual Report will be available at the Annual Dinner with our performance for the Fiscal Year End June 30, 2018.

There is much more information contained in this full Board Report.

If you have any questions, please contact me.

Respectfully,
Jeffrey K. Box
President & CEO
BUSINESS DEVELOPMENT SERVICES
ACTIVITIES

The following is a summary of NEPA’s Loan Activity and the NEPA/BFC’s Loan Activities for the past five months:

Loan Approvals

Revive Chiropractic

Revive Chiropractic is approved for a loan in the amount of $55,000 for the purchase of existing land and building. Other funds in the project include financing from M&T Bank in the amount of $80,000 and an equity injection of $15,000 from the owner.

Revive Chiropractic, a Schuylkill County business, was founded in 2014. Dr. Brandon Aucker, located in Harmony, Pennsylvania at the time, was determined to make a difference in the community he was in. He practiced chiropractic in Harmony until he was able to reconnect with an old colleague at a seminar in Pottstown, PA. Dr. Jack Dolbin presented the opportunity to allow Dr. Aucker to return home to Northeast PA and make a difference in his hometown by partnering up with him and eventually taking over his business.

Dr. Aucker started practice with Dr. Dolbin in January 2016 in a medical office building behind LVHN-Schuylkill E. Norwegian Hospital. His average patient visits per month in Harmony (2015) were about 15 patients per month. By February 2016, in Pottsville, he was already having word-of-mouth referrals from patients he had seen in January, the first month of operations. He has been told by many patients that his care is unique because he fully explains the nature of the injury and they start seeing results as quickly as after the first visit. By the end of 2016, he was averaging about 25 patient visits per week or 100 per month. Revive Chiropractic continued to grow in 2017, averaging approximately 35 patient visits per week or 140 patient visits per month.

Revive Chiropractic currently has no employees other than Dr. Aucker, who runs all aspects of the business in addition to providing chiropractic services. Upon completion of this project, the business will hire two additional employees. The company intends to hire a full-time receptionist and a full-time office manager within 2 years.

The project will allow Dr. Aucker to move his growing business to a larger and more visible location. It will also assist the business’s cash flow and equity, as renting their current location has become too expensive.

NSS Keyser

NSS Keyser, LLC, is approved for a SBA 504 loan in the amount of $340,000 for the purchase of existing land and buildings located at 101 Clam House Road, Scranton PA. Other funds in the project include bank financing of $425,000, subordinate MetroAction financing of $60,000, and an equity injection from the owner of $25,000. The total project cost is $850,000.

NSS Keyser, LLC is a self storage facility made up of nine buildings consisting of approximately 170 outdoor drive-up storage units, ranging from 5ft x 5ft to 15ft x 30ft, located in over 17,385 square feet of
buildings. The buildings were built between the mid 1990s through 2006. The overall property is 2.01 acres. The storage facility has an onsite office with a manager. Customers can access the facility 24/7 via electronic keypad and gate. Current office hours are four hours per day 5 days per week. The office is closed on Sundays and Tuesdays.

The facility currently has a 33% vacancy percentage. The project will allow new management to purchase the facility, and the borrower, Robert M. Nelson, projects he can improve the facility to a 25% vacancy in year 1, 20% vacancy in year 2, and 15% vacancy years 3 through 5.

The self storage facility entrance is located approximately 400 feet from Keyser Avenue in West Scranton. An estimated 13,000 vehicles travel on this section of Keyser Avenue daily. The facility has the potential to expand an additional 3,500 to 6,000 square feet inside the existing fence line. Scranton is currently an undeserved market in self-storage with recent supply and demand studies showing excess existing demand in a five-mile radius of the facility.

Mr. Nelson will create a digital presence for the facility and provide customers the ability to pay their rent, reserve, and rent units online. Offering these services is becoming a necessity in the industry and they provide a competitive advantage over the companies that are lagging behind. Inventory and pricing is real-time, as the website integrates with back office self-storage management software. The new owner will also use paid search advertising to drive online customers to the facility's website. Mr. Nelson will be making certain changes to the property that will allow for higher employment numbers at the facility. A fence will be moved to allow customers to access the main lobby building without needing to pass through the gated security perimeter. This will allow for more customer service hours and better use of the front desk. The maintenance will also be better staffed in order to have a better upkeep of the property.

**Golf Car Specialties**

Golf Car Specialties has been approved for an SBA 504 loan of $1,070,866 for the purchase of existing land and building. Other funds in the project include bank financing from Centric Bank in the amount of $1,338,583 and an equity injection of $267,717 for a total project cost of $2,677,166.

Golf Car Specialties was created in October of 1999 as a wholesale provider of all makes of used golf cars (i.e. Yamaha, Club Car and EZGO). The company actively purchased used cars directly from local golf courses and sold them to dealers throughout the region. In the winter of 2000, they were presented with the opportunity to become a Yamaha golf car distributor in S. Jersey and SE Pennsylvania. Ownership accepted this responsibility and continued to grow in both territory and market share. Within a year, they took over the responsibilities of Maryland and Northern Virginia and, shortly thereafter, added Delaware and the Maryland Eastern Shore. Lastly, they were awarded the area of N. Jersey and NE Pennsylvania. In short, they experience tremendous territorial growth over a very short period of time. The common factors as to why they were provided these territory opportunities were financial stability, staff experience and an ability to expand market share. Golf Car Specialties services a territory of 5 states as a wholesale and retail distribution center for Yamaha golf cars. The company is the highest credit rated non-marine Yamaha distributor in the United States.

The company was founded by owner John T. Myers in 2000. By 2003, Golf Car Specialties became the largest Yamaha golf car distributor in the USA. Golf Car Specialties has been recognized by Yahama as their Distributor of the Year every year from 2003 through 2013.
The business relies on their excellent customer service to further distinguish them from the competition. Mr. Myers has a full staff of individuals who have been with the company for many years whom he trusts with the day to day operations of the business.

This project will assist the business in purchasing a new location, close to their current facility. The new facility is more cost effective and larger, allowing the business to operate more efficiently and remain in the area.

Golf Cart Specialties currently employs 33 workers in various departments including technicians, salesmen, truck drivers, department managers, and administrative staff. 15 employees work on site on a daily basis, while the other 18 are primarily “out of office” spending many of their days working on the road. This project will allow the business to retain 15 employees who would not be able to relocate with the business and create an additional 3 jobs.

Ranchod Krupa Foodmart

Ranchod Krupa Foodmart, LLC has been approved for an SBA 504 loan of $127,750 for the purchase of existing land and building located at 704 Claremont Avenue, Tamaqua, PA. Other funds in the project include bank financing from Landmark Community Bank in the amount of $182,500 and an equity injection of $54,750 for a total project cost of $365,000.

Ranchod Krupa has currently occupied the project location for 2 years under a lease agreement. The business operates both a convenience store and a gas station at their location. The facility has 4 gas pumps and a paved parking lot on site. Products offered by the business include gasoline, diesel, cigarettes, tobacco, beer, and general merchandise. The business's hours are 7:00am - 10:00pm every day of the week.

The business is conveniently located on Claremont Avenue - a highly traveled roadway in Tamaqua, PA. PennDOT website indicates that based upon 2015 traffic study - 19,000 cars a day travel past the location. Ranchod Krupa Foodmart has an edge on most of their competition due to the fact that they are an independent gas station. They have a much wider range of fuel they can buy than the branded stations, leading to potential pricing opportunities and potentially greater profits.

The company currently employs 3 full time workers, including management. After the successful purchase of the building, the company will add 6 full time jobs within the next 2 years. Job creation will come from the recent addition of beer and soon to be wine sales as well as the expected addition of a drive-thru window in the back of the building. The drive-thru will allow them to have extended hours of operation (drive-thru only hours), but will require a dedicated individual at the window during working hours.

Holiday Inn Express

Holiday Inn Express has been approved for an SBA 504 loan of $660,000 for the renovation of the Comfort Inn located at 400 PA-315 Pittston, PA. The project will allow ownership to upgrade the hotel to a Holiday Inn Express flag. Other funds in the project include bank financing from The Honesdale National Bank in the amount of $1,100,000 and an equity injection of $440,000 for a total project cost of $2,200,000.
The subject property is currently a 90-room Comfort Inn, located on 400 PA-315 Pittston, PA - this location is ideally situated at the intersections of PA-Route 315, Interstate 81 and Pennsylvania 476 (PA Northeast Extension of the Turnpike). It is also conveniently located near the many warehouses located at this exit, that include (among others) - Home Depot, Lowe's, Amazon, RC Moore and Kane. The property currently sees occupancy rates in excess of 85%.

The ownership team of Minukumar and his spouse Kanan Desai, own and operate several other hotels in Eastern Pennsylvania, including 3 in the Pocono Mountain area and one in Allentown, PA market. Two of these hotels - on in Stroudsburg and one in Allentown are currently Holiday Inn Express flagged hotels. They have owned and operated Holiday Inn Express hotels since 2013. The other two hotels are non-flagged boutique-style hotels. The borrowers currently have two SBA 504 loans outstanding for the Holiday Inn Express properties.

The project will create and retain a minimum of 13 jobs for the company. The hotel will retain current workers, which may be lost if the building was under new management. The new jobs will come from increased sales and opportunities for better customer service.

Valley “Super” Market

Valley “Super” Market Inc. has been approved for a loan in the amount of $235,000 for machinery & equipment, furniture, fixtures, furnishing purchases as part of an approximate total project costing $2,271,950. Other funds in the project include Landmark Community Bank for $1,710,000 and an approximate cash equity injection of $326,950 from the owner.

Prior to becoming a business owner, Nimesh Patel managed a busy retail (convenient store) location in NJ. In New Jersey, his very first business was Fine Fare Supermarket as an owner/operator. With experience from this business, he purchased 10 Convenience/Deli stores in NJ in a 10-year period. Once an opportunity became available in Northeast Pennsylvania (his wife is from the area) in 2005, he sold all of his NJ holdings and purchased a (Citgo) gas station with C-Store, in Wilkes Barre, PA.

He continues to grow with new businesses and added 5 more new gas stations with C-store (Bear Creek Twp, Fairview Twp, Dallas Twp, West Nanticoke and Plains Twp, all in Luzerne County) and a Restaurant in Wilkes-Barre called Hardees. Also in 2010, he started new business, Valley Petroleum to distribute Wholesale Motor Fuel to retail gas stations in PA, NJ, and NY. They supply Motor Fuel to fifty retail locations in NEPA, branded fuel Citgo/Sunoco and unbranded fuel. Mr. Patel has been in the retail industry since 1993.

Valley “Super” Market Inc. should be opening its doors shortly and intend to hire 15-full time and 20-part time employees immediately. Starting wage for the full time employees will average $11/hr for 40 hours work week with 6-month & yearly merit increases. Part-time will be approximately $10/hr.

Coates Toners

Coates Toners has been approved for a loan in the amount of $50,000 in the form of working capital that will fund purchase orders. The company is putting in equity of $50,000 and the total project cost will be $100,000.
Coates Toners is a commercial manufacturer of printer toner products used in the printing industry, specifically focusing on the aftermarket non-impact printing industry. Products using these techniques include copiers, laser printers, fax machines and digital color printing presses.

Coates Toners is located at 555 Country Club Road Dallas, PA 18612. Their current facility is a 53,136 square foot office/production/warehouse space situated on 10.17 acres of land, 100% occupied by the business. The company has a small parking lot in the front of the building and plenty of room for the daily operations of the business.

Coates has historically produced black MICR toner products that resulted in low profit margins. Currently, Coates is transitioning their business model to produce more color toner products that are much higher margin. These products therefore require less inventory and less production output to reach the same profit levels as the MICR products.

Coates Toners currently employs 25 full time employees, including owners Larry Berti and Paul Clothier. The company intends to hire 4 full time employees within the next 2 years.

Harold’s Pharmacy

Harrold’s Pharmacy Inc. has been approved for a loan in the amount of $95,000 for machinery and equipment from ARC Loan Fund as part of a total project costing $191,276. Other financing in the project include owner’s equity injection of $96,276. NEPA has previously helped Harrold’s Pharmacy Inc. through the ARC Loan Fund and NEPA-RLF Loan Fund. The company has received $350,000 (closed November 2012 with a five year & six month term) for machinery & equipment financing.

The project allowed the business to purchase the ScriptPro, a robotic prescription dispensing system that houses the top 225 most frequently dispensed medications by a pharmacy. It has the ability to fill anywhere from 40-75% of our daily prescription volume. The ScriptPro allows better control over the inventory on hand in that its software allows minimums and maximums to be set on each individual medication which aids in better purchasing, the reduction of excess inventory and improved cash flow management.

Harrold’s Pharmacy is a third generation full service pharmacy. Bruce Lefkowitz owns (100%) and operates Harrold’s Pharmacy, Inc., as an S Corporation. They have been in business for 70 years. It was founded in 1947 by the current owner’s grandfather, Harold Lefkowitz. At that time, the pharmacy had about 3 or 4 employees and it shared the building with a small grocer. Having grown to occupy the entire building (approximately 6000 sq. ft.) and having a workforce of about 50 employees,

Harrold’s Pharmacy is much more than a typical retail pharmacy. While it is a bustling retail pharmacy filling an average of 400+ prescriptions daily (often reaching 1000 prescriptions on its busiest days), it is truly a full-service pharmacy enterprise. Harrold’s provides custom medication compounding services, home infusion services, a comprehensive selection of durable medical equipment (DME) and over-the-counter (OTC) goods.

Compounding is a unique way of preparing and formulating medications in the best interest of the patients. Compounding includes forms of medication (lollipops, liquid, pills, etc.), customization of ingredients, and flavoring to name a few. Home infusion therapy is intravenous therapy right in your own home using small portable pumps. Further, Harrold’s Pharmacy’s Wellness Center provides a wide array of services to individuals and corporations such as: health screenings, immunizations and travel vaccines,
weight loss programs, medication therapy management, diabetes education, nutritional supplement consultations and health coaching.

Vinny’s Original Brooklyn Bagels

Vinny’s Original Brooklyn Bagels, a start-up company in Wayne County, has been approved for a loan in the amount of $35,000 for equipment needed to run their facility as part of a total project cost of $85,000. The company has injected 10% ($8,500) cash into the project. Other project funds include $41,500 financing through The Wayne Bank. The equipment described in the project includes an oven, 25 gallon kettle, spiral mixer, walk-in box, deli case, beverage fridge, griddle, bagel merchandiser, and other smaller baking equipment.

Brooklyn Bagels is a convenient breakfast and lunch solution with the highest quality of service and products at the most affordable price in the area. The business achieves this by using the original “New York City” bagel formula. Currently, this process cannot be found within a 150 mile radius of their location. The “New York” process involves the bagels being hand rolled and made fresh daily, followed by being kettle boiled and baked in a revolving oven. The owner, Vinny Nicoletti, wanted to bring this process to the members of Wayne County so they can experience the highest quality bagels.

The company goal is to become a staple in the community and build a brand of bagel that can only be obtained from a Brooklyn Bagels location. Their hope was to start selling 300 bagels per day and quickly accelerate sales to 600 bagels per day in the short term. They have already surpassed that goal as of August, 2018. In the long term, the company would like to branch out and do wholesale, providing bagels to the many surrounding camps in the area. This food truck will help saturate the market with the Brooklyn Bagels brand and allow them to expand and open other stores where the demand is needed in neighboring locations.

The company employed three full time employees upon opening, with hopes to expand as the business grows. They have since employed additional workers, resulting in 5 full time jobs within a few months of operations.

Loan Closings

Harrold’s Pharmacy

Harrold’s Pharmacy Inc. closed on a loan in the amount of $95,000 for machinery and equipment from ARC Loan Fund as part of a total project costing $191,276. Other financing in the project include owner’s equity injection of $96,276. NEPA has previously helped Harrold’s Pharmacy Inc. through the ARC Loan Fund and NEPA-RLF Loan Fund. The company has received $350,000 (closed November 2012 with a five year & six month term) for machinery & equipment financing.

The project allowed the business to purchase the ScriptPro, a robotic prescription dispensing system that houses the top 225 most frequently dispensed medications by a pharmacy. It has the ability to fill anywhere from 40-75% of our daily prescription volume. The ScriptPro allows better control over the inventory on hand in that its software allows minimums and maximums to be set on each individual medication which aids in better purchasing, the reduction of excess inventory and improved cash flow management.
Harrold’s Pharmacy is a third generation full service pharmacy. Bruce Lefkowitz owns (100%) and operates Harrold’s Pharmacy, Inc., as an S Corporation. They have been in business for 70 years. It was founded in 1947 by the current owner’s grandfather, Harold Lefkowitz. At that time, the pharmacy had about 3 or 4 employees and it shared the building with a small grocer. Having grown to occupy the entire building (approximately 6000 sq. ft.) and having a workforce of about 50 employees,

Harrold’s Pharmacy is much more than a typical retail pharmacy. While it is a bustling retail pharmacy filling an average of 400+ prescriptions daily (often reaching 1000 prescriptions on its busiest days), it is truly a full-service pharmacy enterprise. Harrold’s provides custom medication compounding services, home infusion services, a comprehensive selection of durable medical equipment (DME) and over-the-counter (OTC) goods.

Compounding is a unique way of preparing and formulating medications in the best interest of the patients. Compounding includes forms of medication (lollipops, liquid, pills, etc.), customization of ingredients, and flavoring to name a few. Home infusion therapy is intravenous therapy right in your own home using small portable pumps. Further, Harrold’s Pharmacy’s Wellness Center provides a wide array of services to individuals and corporations such as: health screenings, immunizations and travel vaccines, weight loss programs, medication therapy management, diabetes education, nutritional supplement consultations and health coaching.

Vinny’s Original Brooklyn Bagels

Vinny’s Original Brooklyn Bagels, a start-up company in Wayne County, closed on a loan in the amount of $35,000 for equipment needed to run their facility as part of a total project cost of $85,000. The company has injected 10% ($8,500) cash into the project. Other project funds include $41,500 financing through The Wayne Bank. The equipment described in the project includes an oven, 25 gallon kettle, spiral mixer, walk-in box, deli case, beverage fridge, griddle, bagel merchandiser, and other smaller baking equipment.

Brooklyn Bagels is a convenient breakfast and lunch solution with the highest quality of service and products at the most affordable price in the area. The business achieves this by using the original “New York City” bagel formula. Currently, this process cannot be found within a 150 mile radius of their location. The “New York” process involves the bagels being hand rolled and made fresh daily, followed by being kettle boiled and baked in a revolving oven. The owner, Vinny Nicoletti, wanted to bring this process to the members of Wayne County so they can experience the highest quality bagels.

The company goal is to become a staple in the community and build a brand of bagel that can only be obtained from a Brooklyn Bagels location. Their hope was to start selling 300 bagels per day and quickly accelerate sales to 600 bagels per day in the short term. They have already surpassed that goal as of August, 2018. In the long term, the company would like to branch out and do wholesale, providing bagels to the many surrounding camps in the area. As the wholesale business expands, the goal will be to have a breakfast food truck to accommodate their wholesale deliveries as well as sell to some of the many local businesses in the area. This food truck will help saturate the market with the Brooklyn Bagels brand and allow them to expand and open other stores where the demand is needed in neighboring locations.

The company employed three full time employees upon opening, with hopes to expand as the business grows. They have since employed additional workers, resulting in 5 full time jobs within a few months of operations.
Artists In Motion

Artists in Motion Performing-To Go, LLC (AIM) closed on a loan in the amount of $80,000 for the purchase of existing land & building as part of a total project costing $160,000. Other funds in the project were used for renovation’s which include bank financing for $65,000 and a cash equity injection of $15,000 from the owners.

Artists in Motion Performing-To Go, LLC (AIM) started as a vision over 5 years ago and has grown from a simple mobile dance program into the premier performing arts studio it is today. They offer an all-encompassing range of performance technique to students from 18 months through adult. The business is owned and operated by husband and wife, Erin and Andrew Umphrey, who each have an extensive education back-ground and a combined 17 years of professional experience working in the industry of theater and dance.

They are currently located in a renovated church building (own personally) at 44 Dock St. [5500 square feet] in Schuylkill Haven, PA, which sits in the heart of Schuylkill County, just 5 miles south of Pottsville. They have quickly outgrown their existing studio space at 250 active students and over 500 total students. The company formed as an LLC in 2014 with equal 50% ownership between Erin and Andrew.

Ron’s Service Station

Ron’s Service Station, LLC has closed on a loan in the amount of $90,000 for the purchase of existing land & building as part of a total project costing $200,000. Other funds in the project include bank financing for $90,000 and a cash injection of $20,000 from the owners.

Ron’s Service Station is located at 110 Sans Souci Parkway, Hanover Township, PA in Luzerne County. Tri District Loan Fund money will be used in the purchase of the land and building. The business operates six days per week as a repair shop for cars and light trucks, offering services such as oil changes, tire rotations, brake and suspension repair, heating and air conditioning repair, state inspection, and exhaust repair.

Ron’s is owned by Ron May Jr. (50%) and Brenda May (50%), who are both founders of the business. Ron brings over 25 years of industry experience to the business. Ron and Brenda May have run the daily operations of his father’s auto shop for 3 years prior to beginning this venture.

CARBON COUNTY

**Government Procurement** - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- AP Thermoforming, LLC
- Carbon Training Center
- Heritage Sign & Display
- KME Fire Apparatus
- Majestic Fire Apparel

**Export** - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

Board of Directors Report  
September 26, 2018

• AP Thermoforming, LLC • Architectural Polymers, Inc. • Hydra-Tech Pumps, Inc. • Lehighton Electronics, Inc. • Weatherly Casting & Machine 

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• AP Thermoforming, LLC • Architectural Polymers, Inc. • Heritage Sign & Display • John Lalor Joyce • The Inn at Jim Thorpe

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16,451,927</td>
<td>$965,500</td>
<td>$1,078,395</td>
<td>$2,227,365</td>
</tr>
</tbody>
</table>

LACKAWANNA COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• Advanced Metals Machining • Automation Control Solutions Inc. • Axtell Construction • Ballard Print and Design Inc. • C & E Medical Inc. • Centris Consulting Inc. • Click Video LLC • Click Video LLC • Cocciardi& Associates Inc. • Condron Media • County of Lackawanna Transit System • CP3 Energy Systems Inc • Datom Products, Inc. • Dunbar’s Evergreen Landscaping Inc. • Dunmore Roofing and Supply Co. • ELECAST Inc. • Epic Industries/Columbo Realty • F. E. Babiarz Training & Consultative Services, LLC • Facility Layouts, LLC • Fashionable Laundry Inc • Fischer Brothers LLC • Galdieri Electrical Distributing Co. • General Dynamics Ordnance & Tactical Systems • Gentex Corporation • Geo-Science Engineering & Testing, LLC. • Greenman-Pedersen, Inc. • Gregg Bettii’s Landscaping • GWR LLC • Hemmler & Camayd Architects • Industrial Electronics Inc. • Inert Products, LLC •Inspired Design Studio, LLC • J & E Industries • J R Runco Blacktop & Concrete, Inc. • JanWorks LLC • K Star Trans, LLC • Kevin’s Wholesale LLC • Labella Associates, DPC • Main Technologies • Martin Monahan • North American Manufacturing • R N DeMeck Roof Management Services, Inc. • RJF Enterprises Inc. • Sampaio LLC • School Power • Scranton Printing Company • Scranton Residence Inn • Site2 Business Centers • Starr Uniform Center Inc. • Steinmetz Tool Co. • Sun Control Plus, Inc. • The Palumbo Group • WeDoCleanouts.com LLC • Williams Industrial Supply Inc.

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

• Acker Drill Co., Inc. • Advanced Metals Machining, LLC • Alum-A- Pole Corporation • Batzel Engineering Inc. • Galaxy Brushes Inc. • Gecco, Inc. • Lockheed Martin • LOH Medical, LLC • Master Supplements, Inc. • Material Technology & Logistics, Inc. • MyHouse • N & N Drilling Supply • Noble
Board of Directors Report  
September 26, 2018

Biomaterials • Sampaio LLC • Steinmetz Polymers • Sustainable Energy Management Systems, LLC • Torquato Drilling Accessories

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

AMPP Ideas, LLC • Constantino’s Catering • Cummings Insurance Agency • Datom Products, Inc. • David Elliot Poultry • Epic Industries/Colombo • Fireside Martini Grill • Galaxy Manufacturing Co., Inc. • J & E Industries, Inc. • Marwen, Inc. • PA Bedding, Inc. • ProActice Chiropractic • Roots & Shoots Daycare • Scranton Printing Company • Veterinary Surgical Center Inc.

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$162,158,458</td>
<td>$2,229,200</td>
<td>$78,617,219</td>
<td>$10,182,068</td>
</tr>
</tbody>
</table>

LUZERNE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• A & E Group • A. Rifkin Co • A. M. Drilling Services Inc. • Accessibility Advantage Inc. • Acton Technologies Inc. • Adhesives & Chemicals • Amish Furniture by David • AMP Global Strategies • Arris Engineering Group Ltd. • Aviation Technologies Inc. • B and B Products Mfg., LLC • Belrick Corp. • Benco Dental • C.E. Ankiewicz Construction & Excavation Inc. • Caribbean Mist • Central Air Freight Services, Inc. • Century Security Services Inc. • Circle Bolt & Nut • Cleaning with a Purpose • Corcoran Printing Inc. • Creative Shelving Solutions • Custom Seats, Inc. • D & R Murphy Co. • Data Makes the Difference • Dupont Tool & Machine Company • EthosGen LLC • Fantom Materials Inc. • Finch Manufacturing & Technology • Firemark Specialties • Georgetti Painting & Sons, Inc. • Golden Business Machines • Green Rhino Builders LLC • Hairston’s iCLEAN • Hawk Mountain Lab Inc. • High Voltage Technical Services LLC • InnaVenture • Lightspeed Technologies • Luzerne County Transportation Authority • McCarthy Tire & Automotive Center • Medico Industries • Mihalka Trucking and Excavating, Inc. • Military & Commercial Fabricators • Minichi Contracting Group • Mountain Productions Inc. • Moyer Electronic Supply Co Inc. • Norman James • Nova Equipment & Supplies Co. • P M Medical Products LTD • PASSAN Family Limited Partnership d/b/a Valley Distributing & Storage Company • PC Doctors Inc. • Performance Biomedical Inc. • Positive Power Strategies, Inc. • Potter K: Architecture + Design Brand • Power and Success Inc. • Pride Mobility Products • Ralmark Company • Reilly Plating Company Inc. • Stellar Machine Inc. • Taylor Consulting and Contracting • Thruway Fasteners • Tunnessen Radiator, Inc. • Utopia Culinary Management • Veterans Logistical Sourcing Corp • Vilimia Inc. • Wide World RV Center • Wilkes Barre Scranton International Airport • Yannuzzi, Inc.

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.
Board of Directors Report  
September 26, 2018

- A. Rifkin Co. • Acton Technologies Inc. • American Nutrition Inc • AMP Global Strategies • Best Cigar Prices • Carbon Sales, Inc. • Coates Toner, Inc. • Connection Energy • Cornell Cockson • EthosGen LLC • Finch Manufacturing • Greiner Packaging Pittston• InnaVenture LLC • InterMetro • Keystone Automation • Koehler Lighting Products • Longos Bakery • Medico Industries, Inc. • Mericle Commercial Real Estate Services • Milazzo Industries Inc. • Montco Products • Mundaii Inc. • Penco Medical Inc. • Performance Biomedical Inc. • Pride Mobility Products Inc. • RAD Mfg, LLC • Ralmark Company • SAPA Group • Scent-Sations, Inc. • Straub Metal International • Twin Oaks Research Centre, Inc. • Vibra Tech Engineers, Inc. • Vita Line Products • Wilkes Barre Scranton International Airport •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

- Bellemarque, LLC • Benny Brewing Company • Blasi Printing • Bloss Dairy Farm • Bradigan Woodworking LLC • CAN-DO, Inc. • Casey Dental Institute, PC • Castillo’s Granite & Marble • Custom Seats, Inc. • Five Mountain Hardware LLC • Gus Genetti’s Hotel Wilkes-Barre • Harrolds Pharmacy • Hawk Mountain Labs, Inc. • Hydrodynamics Inc. • Interstate Building • Joseph-Hiliial, LLC • KLM Partnership • Main St. Health Associates, Inc. • Mann Lake Ltd • Midvale Paper Box Company • N.E. Dental Sleepmasters, LLC • Nanticoke Fitness Center • Outsourcing USA, LLC • Ron’s Serve Station LLC • Susquehanna Brewing Co., LLC •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$287,666,781</td>
<td>$4,577,000</td>
<td>$73,799,311</td>
<td>$23,534,013</td>
</tr>
</tbody>
</table>

MONROE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- Alvin Ziegler • Arch Investigations Inc. • Ask We Clean LLC • Calidad Auto Tech Inc. C.A.T. d/b/a Run-Rite • Computergraphic1 Design • Determine LLC • Divine Logistics LLC • Energy Engine LLC • Ethixa • Eureka Stone Quarry Inc. • Fiddler Logistics Management • Game Face Grooming • Ideal Design Solutions • J & J Custom Woodworking • J.A. Reinhardt & Co., Inc. • Jayvan Construction • JD Product Solutions LLC • Naughton Energy • O’Donnell Associates • POZ Environmental LLC • Regina Farms & Garden Center • Riley and Company, Inc. • Schaedler Yesco • Slate Belt Electric Inc. • Spring Fresh Indoor Air Quality • The Rescue Step/EME Inc. • Tobyhanna Army Depot •

Export - An Export Client is a business that receives sustained technical marketing or other assistance to sell products or services internationally from the Northeastern Pennsylvania Alliance.

- BioTriad Environmental Inc. • BWC Technologies Inc. • C. A. T. Products, Inc – Run Rite. • Determine LLC • East Stroudsburg University • Energy Engine LLC • Game Face Grooming • Marathon Studios,
Board of Directors Report  
September 26, 2018

Inc. • Mega Phase • Monadnock Non Woven, LLC • Naughton Energy • Robertson Racing LLC • Summit Aerospace Machining Inc. • Terrafina USA LLC • The Rescue Step/EME Inc. •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• American Candle (3 Wishes, Inc) • Chestnut Grove Resort • Harmony Labels, Inc. • Kariz Cutz • United Fuel Sales • Vacuum Works •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$41,947,702</td>
<td>$2,239,400</td>
<td>$4,016,900</td>
<td>$3,499,691</td>
</tr>
</tbody>
</table>

PIKE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

• BCL Business Services, Inc. • Connexicore LLC • County News Fax Inc.dba Quiyon • Geonor, Inc. • Hogan Homes • Industrial Hose and Supply • Spiral Tool Corporation d/b/a STC Industries • Techno Metal Post of Northeast Pennsylvania •

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

• Coflex Inc. • Spiral Tool Corporation d/b/a STC Industries •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• There are no loans in Pike County •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,862,440</td>
<td>$0</td>
<td>$438,778</td>
<td>$0</td>
</tr>
</tbody>
</table>
SCHUYLKILL COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- Alfred Benesch & Company • Ashland Technologies Inc. • Ateeco Inc. • Blaschak Coal Corp • Crystal Cutler Enterprise • Fox Transportation • Fromm Electric • Highwood • J F Enterprises Sales and Services • Levkulic Associates • MI-JO Pallet Co Inc. • Total Accessibility LLC • TRI-VET Contracting Company, Inc. • Tri-Vet Design & Fabrication LLC • Valley Precision Tool & Technology Inc.

Export - An Export Client is a business that receives sustained technical, marketing or other assistance to sell products or services into international markets from the Northeastern Pennsylvania Alliance.

- Ashland Technologies • Blaschak Coal Corp. • D G Yuengling & Son Inc. • Masser Potato Farm • van Hoekelen Greenhouse, Inc.

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

- Artist in Motion – To Go LLC • Hepler Family Farm • SKAD Solutions LLC • Stokers Brewing Company

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$133,095,993</td>
<td>$600,000</td>
<td>$47,753,678</td>
<td>$1,626,755</td>
</tr>
</tbody>
</table>

WAYNE COUNTY

Government Procurement - An “active client” is a U.S. business with which the PTAC has recorded at least 30 minutes of “counseling time” and/or has attended at least one “participated event” during the 12 month period that ends on the reporting period end date. A “new client” is a business that meets the standard for “active client”, which did not meet the standard for the previous reporting period and was not reported as an “active client” for that period.

- Ace Home Repairs • Bailey Design & Advertising • BGM Fastener Co., Inc. • CeeJay’s Portable Restrooms Inc. • Dakan Enterprises, Inc. • Design Done Right • Fatigues Army & Navy Surplus Gear Co Inc. • Global Enterprises • Kitty Hawk • Lake Regional Micro Electronics • Malkin, Mort d/b/a The Peace Academy at Liberty • Northeast Infrastructure • Pauselli Jr Nello d/b/a NelMar Logistics Services • Prompton Tool Inc. • Steer Machine, Tool and Die • Stephens Pharmacy • Stockport Mountain Corporation LLC • Stone Silo Foods • STS Delta Aerospace

Export - An Export Client is a business that receives sustained technical marketing or other assistance to sell products or services internationally from the Northeastern Pennsylvania Alliance.
• J & J Log & Lumber Corp • Prompton Tool Inc •

Finance - A Finance Client is a business that has received a direct loan from the Northeastern Pennsylvania Alliance and has an outstanding balance.

• Antler Ridge Winery, Inc. • Boyce Products • Sutphen East Corp •

TOTAL IMPACT - Businesses report on their total sales, government sales and export sales. Aggregate totals for these businesses from July 1, 2017 to June 30, 2018 are listed below.

<table>
<thead>
<tr>
<th>Total Sales</th>
<th>Aggregate Loan Amounts</th>
<th>Government Sales</th>
<th>Export Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45,408,647</td>
<td>$740,000</td>
<td>$8,513,691</td>
<td>$15,500,000</td>
</tr>
</tbody>
</table>
LDD CUSTOMER SATISFACTION SURVEY FORMS

Fifteen (15) 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 3rd quarter of 2017-2018. Fifteen (15) 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 3rd quarter of 2017-2018.**

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>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Procurement</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Export</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

Comments:

“NEPA Alliance has always been a “go to” resource for our business needs. Great people, very knowledgeable” – Custom Seats, Inc.

“Great group of women in Procurement Technical Assistance Center who genuinely care” – F. E. Babiarz Training & Consultative Services, LLC

“Loan makes it possible for a new company to secure funds that would otherwise not be possible.” – Susquehanna Brewing Co., LLC
The International Program manager attended the Procurement Technical Assistance Center’s Government Contracting Showcase on June 7, 2018 at Kalahari Resort & Conventions in Pocono Manor, PA.

The International Program manager attended the CAN DO Annual Dinner on June 12, 2018 at Capriottis Catering in McAdoo, PA.

The International Program manager been working on making arrangements for the annual “Bringing the World to Northeastern Pennsylvania” scheduled for Friday, September 21, 2018. This is the 21st year NEPA has organized and hosted this one of a kind event for the businesses of northeastern Pennsylvania. This year the event will be held at the Woodlands Inn in Wilkes-Barre, PA. This annual event brings Pennsylvania’s 15 international trade representatives to the Commonwealth to meet with businesses to discuss opportunities in the markets they cover to help a northeastern Pennsylvania business increase their exports.

Staff continued to publish its newsletter, “Channels to Trade”. The newsletter provides businesses with international trade information, opportunities, resources and activities. NEPA promotes international trade events and activities of the Pennsylvania Office of International Business Development, the Regional Export Networks, other State agencies and the U.S. Commercial Service to businesses in northeastern Pennsylvania.
BUSINESS DEVELOPMENT SERVICES DIVISION  
PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

NEPA Alliance PTAC has conducted forty-two (42) initial counseling sessions to area small businesses during the fourth quarter beginning April 1, 2018 through June 30, 2018.

Additionally, NEPA PTAC also conducted two hundred and twenty-one (221) follow-up sessions during the quarter. Follow-up counseling sessions consist of assisting clients with registrations in various electronic government purchasing and payment systems, i.e. (DIBBS, WAWF, NEECO, SAM.GOV, PA Supplier Portal etc.,) and websites, i.e. (HUBZone, SAM, VetBiz, WBE/MBE and SBA 8(a) Program Certification, WOSB and EDWOSB Certifications, etc.) as well as provide assistance when responding to government RFP’s and quotes, understanding military specifications and standards, industry standards, providing procurement histories, and pricing information for specific items purchased by the government.

The following is the list of activities in which PTAC staff participated during the quarter:

- On April 3rd, PTAC staff participated in a WBRE Channel 28 Veterans View segment along with Wilkes University SBDC Staff to assist with the promotion of the upcoming “Boots to Business, ReBoot event “Starting or Growing a Veteran-Owned Business”.

- On April 12th, PTAC staff participated in the Boots to Business ReBoot event at the Think Tank in Wilkes-Barre. PTAC staff gave a presentation on Government Contracting and assisted attendees one-to-one at a PTAC Display Table. Other participants included; the SBA, SCORE, Wilkes University SBDC, PA CareerLink, Wilkes-Barre Offices and the Greater Wilkes-Barre Chamber of Commerce. The intent of the workshop is to assist veterans interested in starting a business.

- On April 26th, PTAC staff sponsored and participated in the Back Mountain Chamber of Commerce “Back Mountain Business and Community Fair”. The event was held on the Misericordia University Campus in Dallas, PA.

- During the quarter, PTAC staff participated in several Conference calls with PTAC’s from the four states of Ohio, Pennsylvania, West Virginia and Kentucky to plan the NASA Aerospace Matchmaker event scheduled for July 17-18, 2018 at Ohio University in Athens, Ohio. NEPA Alliance PTAC staff will be in attendance.

- On May 26th, PTAC staff sponsored and participated in the Ben Franklin Technology Partners Business i-Xchange event at the Zoellner Arts Center, Lehigh University in Bethlehem, PA.

- On June 7th, the PTAC held its annual Government Contracting Showcase (GCS) 2018 at the Kalahari Resort and Conference Center in Pocono Manor, PA. The event attracted over 100 attendees. There were 23 Exhibitors representing government agencies, prime contractors, business services and economic development.
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.

NEPA has submitted the investment package of Pre-Apps for 2019 while facilitating next steps from approved 2018 Full Applications as received by ARC.

Pre-Applications for 2018

<table>
<thead>
<tr>
<th>#</th>
<th>Organization</th>
<th>ARC Project Title</th>
<th>CO</th>
<th>Prog.</th>
<th>Grant Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEPA Alliance</td>
<td>PREP</td>
<td>LU</td>
<td>AD</td>
<td>$400,000.00</td>
</tr>
<tr>
<td>2</td>
<td>NEPA Alliance</td>
<td>Community Advantage Loan Program</td>
<td>LU</td>
<td>AD</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>3</td>
<td>NCAC</td>
<td>Community Foundation Initiative</td>
<td>MO</td>
<td>AD</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Northampton County Area Community College (NCC)</td>
<td>Expanding the Regional CDL Workforce</td>
<td>MO</td>
<td>AD</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Pike County</td>
<td>Pike County Blooming Grove Complex Sewage Expansion Study</td>
<td>PI</td>
<td>AD</td>
<td>$42,500.00</td>
</tr>
<tr>
<td>6</td>
<td>Delaware &amp; Lehigh D&amp;L National Heritage Corridor, Inc.</td>
<td>Healthy Trails, Healthy Towns - D&amp;L Trail Programs</td>
<td>CA/ LU</td>
<td>AD</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Luzerne County</td>
<td>Regional Communications/Value Added Services Sequel</td>
<td>LU</td>
<td>AD</td>
<td>$160,225.00</td>
</tr>
<tr>
<td>8</td>
<td>Human Resource Center Foundation</td>
<td>Shred-Able Services – Vocational and Life-skills Training Program</td>
<td>WA</td>
<td>AD</td>
<td>$50,250.00</td>
</tr>
<tr>
<td>9</td>
<td>AllOne Charities NEPA Community Health Center</td>
<td>Service Before Self: Expanding Access to Care through Andrew C. Mazza Memorial Health Center</td>
<td>LA</td>
<td>AD</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>10</td>
<td>Irem Temple Restoration Project (ITRP)</td>
<td>Irem Temple Building Planning and Design</td>
<td>LU</td>
<td>AD</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>11</td>
<td>PSU Scranton</td>
<td>INVENT MakerSpace at Penn State Scranton</td>
<td>LA</td>
<td>AD</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>12</td>
<td>Luzerne County Convention Center Authority/Mohegan Sun Arena</td>
<td>State of the Art Wireless (Wi-Fi) System for the Mohegan Sun Arena at Casey Plaza</td>
<td>LU</td>
<td>AD</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>13</td>
<td>NEPIRC</td>
<td>Maximizing Community Utilization of Technology &amp; Innovation Assets</td>
<td>RE</td>
<td>AD</td>
<td>$55,852.00</td>
</tr>
<tr>
<td>14</td>
<td>County of Lackawanna</td>
<td>Driver Training Simulator</td>
<td>LA</td>
<td>AD</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>15</td>
<td>AllOne</td>
<td>EMS Academy</td>
<td>LA</td>
<td>AD</td>
<td>$70,000.00</td>
</tr>
<tr>
<td></td>
<td>County of Lackawanna</td>
<td>Stauffer Road Paving Project</td>
<td>LA</td>
<td>LAR</td>
<td>$571,953.60</td>
</tr>
</tbody>
</table>
ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, the NEPA Alliance submitted an application 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. NEPA Alliance was awarded a $270,000 grant and, at the request of DCED, merged the Wilkes-Barre Chamber of Commerce application into the one from NEPA Alliance. A kickoff meeting was held on April 20th.

NORTHEASTERN PENNSYLVANIA DEFENSE TRANSITION PARTNERSHIP

The Northeastern Pennsylvania Defense Transition Partnership is a new initiative designed in collaboration with the Commonwealth of Pennsylvania’s Department of Community & Economic Development (DCED) and the Northeast Pennsylvania Partnership for Regional Economic Performance (PREP) team members. The initiative provides support to Department of Defense (DoD) contractors and supply chain vendors to diversify their products and services in the wake of decreased DoD spending and sequestration. The partners develop market diversification plans to create new opportunities and jobs for local businesses that have experienced decreased DoD contracts. The initiative is in its third phase and is being funded by a $200,000 grant through the PA DCED and DoD Office of Economic Adjustment (OEA). The NEPA Alliance and the initiative partners are actively working with 6 clients under the initiative.

<table>
<thead>
<tr>
<th>Client</th>
<th>County</th>
<th>Voucher Amount</th>
<th>Service Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finch Manufacturing &amp; Technology, LLC</td>
<td>Luzerne</td>
<td>$10,000.00</td>
<td>ISO 9001:2015 Certification</td>
</tr>
<tr>
<td>Total Vouchers</td>
<td></td>
<td>$10,000.00</td>
<td></td>
</tr>
</tbody>
</table>
NEPA Grantmakers Forum: NCAC continues to facilitate a Regional Association of Grantmakers (RAG) to more efficiently and effectively address the grant making needs of the communities in Northeastern Pennsylvania. A NEPA Grantmakers Leadership team meeting was held in early September in which topics and timeframes were decided on for the upcoming Forums to be held in the late Fall and winter.

An introductory webinar of the PA Foundation Stats website occurred on 9/5/18. Developed to increase transparency and awareness of the impact of the Pennsylvania philanthropic community, NEPA Grantmakers and other Pennsylvania-based philanthropy serving organizations partnered with the Foundation Center to provide a window into the philanthropy landscape of regional foundations, nonprofits, policymakers and media through use of the new PA Foundation Stats dashboard.

Program & Assistance Summary:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonprofit Counseling</td>
<td>49</td>
<td>51</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Resource Center Visits</td>
<td>65</td>
<td>63</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Workshop Attendees</td>
<td>521</td>
<td>472</td>
<td>0</td>
<td>111</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>111</td>
</tr>
<tr>
<td>Funding Searches</td>
<td>46</td>
<td>50</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Grant Proposal Reviews</td>
<td>15</td>
<td>19</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Nonprofit Start-up Assistance</td>
<td>22</td>
<td>36</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Demographics/Statistics Info.</td>
<td>25</td>
<td>26</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Totals</td>
<td>743</td>
<td>717</td>
<td>23</td>
<td>129</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>152</td>
</tr>
</tbody>
</table>

Workshop Summary: NCAC conducts and serves as a partner in conducting many workshops throughout the region. These workshops are attended by individuals from throughout NCAC’s seven-county region.

<table>
<thead>
<tr>
<th>Year</th>
<th>Workshop Title</th>
<th>Date</th>
<th>County</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>Finding the Funding &amp; Grant Writing Basics</td>
<td>07/06/17</td>
<td>Lackawanna</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Government Grantwriting</td>
<td>09/14/17</td>
<td>Lackawanna</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Finding the Funding &amp; Grant Writing Basics</td>
<td>09/21/17</td>
<td>Carbon</td>
<td>6</td>
</tr>
</tbody>
</table>
BLUE RIBBON TASK FORCE (BRTF) / TOBYHANNA ARMY DEPOT

* The NEPA Alliance 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).

* The NEPA Alliance received a $107,000 grant from the Pennsylvania Military Community Enhancement Commission in December 2016. The funding is used to develop and implement a fundraising plan and to update the Economic Impact Analysis of Tobyhanna Army Depot.

* The NEPA Alliance released a Request of Qualifications (RFQ) to conduct an Army Installation Analysis & Strategic Action Plan and there were two responses. One of the respondents was selected. The plan’s Request for Qualifications has two goals. One is to conduct the Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis of Tobyhanna Army Depot as compared to other depots. The other is to develop an action plan for both the Blue Ribbon Task Force and Tobyhanna Army Depot in preparation for a BRAC.

* The NEPA Alliance 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 $2.9 billion in economic activity, an estimated 11,875 jobs, which can be either full-time or part-time, and an estimated $757.9 million in labor income within an eleven (11) county region in Northeast Pennsylvania.
RESEARCH & INFORMATION PROGRAM

Comprehensive Economic Development Strategy (CEDS): The CEDS Annual Performance Report for 2017 - 2018 was adopted by the Executive Committee at its July 30, 2018 meeting. On September 13, 2018, the report was submitted to the Philadelphia Regional Office of the U.S. Economic Development Administration.

Economic Impact Modeling: NEPA conducted an economic impact analysis of the businesses located in CAN DO, Inc. owned and managed properties.

Data Requests: The following table describes the geographic origin and type of technical assistance and information requested.

<table>
<thead>
<tr>
<th>Technical Assistance &amp; Information Requests</th>
<th>Carbon</th>
<th>Lackawanna</th>
<th>Luzerne</th>
<th>Monroe</th>
<th>Pike</th>
<th>Schuylkill</th>
<th>Wayne</th>
<th>Adjacent Counties/States</th>
<th>Commonwealth of PA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Commuting Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Demographic Data</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Demographic Data Based on a Radius</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Economic Census</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Education Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Employment by Industry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Employment by Occupation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Income Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Labor Force Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Largest Employers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Minority-Owned and Women-Owned Businesses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Number of Businesses</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Population</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Population Projections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Poverty Rates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
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 6.1 percent in 2016 and 5.7 percent in 2017. From August 2016 to July 2017, the average regional unemployment rate was 5.9 percent and it was 5.3 percent from August 2017 to July 2018.

The average national unemployment rate during 2016 was 4.9 percent and it decreased to 4.4 percent during 2017. From August 2016 to July 2017, the average national unemployment rate was 4.6 percent and it was 4.1 percent from August 2017 to July 2018.

The average state unemployment rate during 2016 was 5.4 percent and it decreased to 4.9 percent during 2017. From August 2016 to July 2017, the average state unemployment rate was 5.2 percent and it was 4.5 percent from August 2017 to July 2018.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.5 percentage points in August 2016 before fluctuating to its maximum of 1.8 percentage points in February 2018. It decreased to its minimum of 0.8 percentage points in May and June before increasing to 1.1 percentage points in July 2018. During the 24-month
period, the average not seasonally adjusted unemployment rate was 4.3 percent in the nation and 5.6 percent in the region.

In August 2016, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was 0.7 percentage points before fluctuating to its maximum of 1.1 percentage points in February 2017 and fluctuating to its minimum of 0.4 percentage points in September and October. In June 2018, the minimum also occurred. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 4.9 percent.
TRANSPORTATION PLANNING SERVICES DIVISION

TRANSPORTATION PLANNING & PROGRAMMING

**2019-2022 TIP Update:** The Financial Guidance Workgroup consisting of MPO and RPO representatives, and PennDOT and FHWA officials reviewed and established funding streams and formula allocations that is the basis for project funding on the 2019-2022 TIP. PennDOT Central Office has issued the final 2019 Transportation Program Financial Guidance, General and Procedural Guidance and Investment Plan documents. A timeline of the TIP process based upon guidance received from PennDOT and FHWA was developed by NEPA staff and shared with the NEPA MPO Committees to provide information about the steps in the TIP development process.

The districts finalized the current projects on the TIP to determine which projects will be carried over to the 2019-2022 TIP. Meetings were held at District 5-0 and at District 4-0 with the county planners to review the draft TIP of Bridge and Highway projects. The draft TIP was reviewed and discussed with the Technical Committee and in accordance with directives from PennDOT, the draft TIP was submitted to Central Office at the end of December. A conference call regarding refinement of the draft TIP with Central Office and the Districts was held on February 28th. The transit providers have presented their draft TIPs at the April 17th meeting.

In late April, the D.C. Circuit Court ruled in the case of South Coast AQ Management District v. EPA. The effect of the court decision was to re-impose air quality conformity requirements for the 1997 ozone standard in areas that were re-designated as attainment under the 2008 ozone standard, but were still in nonattainment or maintenance status for the less stringent 1997 standard at the time the final rule was issued. Monroe County fell into this category. As a result, an Air Quality Conformity Analysis Report was required for the draft 2019 TIP and the NEPA MPO LRTP. NEPA staff worked with District 5-0 and Central Office to identify the projects located in Monroe County that are Air Quality Significant on the draft 2019 TIP and fiscally constrained portion of the NEPA MPO LRTP. The Air Quality Conformity report for Monroe County was completed in June.

The draft 2019-2022 TIP and related documents were advertised for a 30-day public comment period from June 15, 2018 to July 17, 2018. The public hearing on the draft 2019-2022 TIP was held on July 17th at the Monroe County Transportation Authority in Swiftwater. Remote locations for the public hearing were offered in Milford, Jim Thorpe and Pottsville. A joint Technical Committee and Policy Board meeting followed the public hearing. The 2019-2022 TIP and related documents were approved by the committees. The TIP package was submitted to PennDOT Central Office in early August for inclusion in the Statewide Transportation Improvement Program (STIP). The State Transportation Commission approved the STIP on August 17th and it was submitted to the federal agencies. All of the 2019-2022 TIP documents can be found on the NEPA website here- **http://www.nepa-alliance.org/transportation/transportation-improvement-program-tip/** The STIP is currently under review by the federal agencies (FHWA, FTA and EPA) and is expected to be approved by October 1, 2018.
RFQ for NEPA MPO Strategic Plan and LRTP Consulting Services: NEPA staff has developed a Request for Qualification (RFQ) for a consultant for the development of a Strategic Plan for the NEPA MPO. The development of the strategic plan was identified as a priority task for the first year of the NEPA MPO Unified Planning Work Program. The RFQ is also a solicitation for an open end agreement for a consultant to assist in the update of the NEPA MPO Long Range Transportation Plan and other planning initiatives as deemed necessary.

The NEPA MPO Technical Committee will review the RFQ at the September 18th meeting and if it is approved, we will advertise the RFQ on Thursday, September 20th. The schedule for the consultant selection is below.

- September 20, 2018 – Public Notice for RFQ advertised in area newspapers, via the NEPA website and social media
- October 22, 2018 – RFQ Response Packages due
- November ??, 2018 – NEPA MPO Technical Committee RFQ Workgroup meeting to evaluate RFQs and selection of top firm(s) to present before Committee
- November 20, 2018 – Presentations by top three firms at NEPA MPO Technical Committee meeting and selection of firm to negotiate scope of services and contract
- December 18, 2018 – NEPA MPO Technical Committee Meeting: Finalization of Scope of Services and Contract terms; Recommendation Action by Tech Committee for approval by Policy Board.
- January 2, 2019 - Award of Contract and Notice to Proceed

PennDOT Connects: At the direction of Secretary Leslie Richards, PennDOT has initiated a new effort to improve the project planning processes and increase local involvement in projects. PennDOT has developed a formal policy on this new effort and outreach efforts to municipalities are being held on projects on the current TIP that have not started the PE phase.

NEPA staff has been participating in many PennDOT Connects meetings with PennDOT staff, municipal officials and stakeholders for upcoming TIP projects, maintenance projects and Transportation Alternatives projects. Additional meetings will be held in the coming months on current and future projects.

PennDOT held municipal outreach sessions across the state to share information about the PennDOT Connects process with local officials. NEPA staff attended PennDOT Connects municipal outreach sessions in Leesport on February 28th, Stroudsburg on March 16th and Honesdale and Dunmore on March 26th. A statewide PennDOT Connects workshop was held on May 30th. The next phase of the PennDOT Connects effort will involve training for municipalities regarding project planning and engineering factors to be considered during project development.

Functional Classification Review: The functional classification review is a major project for the Transportation Division during this year. Thus far, NEPA GIS staff has completed the necessary GIS data to justify any functional classification changes for Pike County and it is being submitted for preliminary review by PennDOT Central Office staff. Meetings were conducted with Monroe County Planning staff on November 3rd, February 15th, April 5th and May 8th. We have completed the staff
review with Monroe County and are now compiling the segment modifications into the required format. The functional classification review process will continue in Carbon County.

**Jim Thorpe Parking Analysis and Complete Streets Study:** The NEPA MPO was awarded funding for the completion of a Parking Analysis and Complete Streets Study for downtown Jim Thorpe. As a year-round, four-season destination offering a plethora of tourism and visitor activities, the borough has been experiencing a growing problem of accommodating adequate parking in the downtown area for residents, visitors, private retail shops and services and as a County seat, government business activity. The Parking Analysis and Complete Streets Study will identify short and mid-range recommendations to minimize conflicts between modes, maximize parking facilities, and accommodate efficient movement of pedestrians, vehicles and bicyclists, safely and efficiently.

The NEPA MPO was awarded $80,000 in PennDOT/Federal Planning Funds, which is leveraged by 20% in local match being provided by Jim Thorpe Borough, Carbon County Chamber and Economic Development and the Pocono Mountains Visitors Bureau. A steering Committee representative of local interests has been established and is engaged with the project consultant Chance Management Advisors.

The consultant was last on-site for the Jim Thorpe Anniversary weekend and is reviewing data collections. Alta (a subcontractor of Chance Management) collected two weeks’ worth of video data that they feel very positive about for their resulting analysis. A review of their findings and preliminary analysis will soon be shared with the Steering Committee. Staff attended the July 20th kickoff meeting of the County Parking lot trail separation project that was funded by the PennDOT Transportation Alternatives Program ($404,000). The project consultant was provided with the contact information from our consultant as there is an opportunity to collaboratively incorporate some possible design considerations or improvements from the Chance/Alta camp into the County project when we get to that point in the study. The County Traffic Assessment Report related to the project is also under review.

**Critical Urban Freight Corridors and Critical Rural Freight Corridors:** The Fixing America's Surface Transportation (FAST) Act requires FHWA to establish a National Highway Freight Network (NHFN). Planning Partners have been asked to assist PennDOT in identifying Critical Rural Freight Corridors (CRFCs) and Critical Urban Freight Corridors (CUFCs) as part of the NHFN. By designating these important corridors, States can direct resources toward improved system performance and efficient movement of freight on the NHFN. The designation of CRFCs and CUFCs will increase the State's NHFN, allowing expanded use of NHFP formula funds and FASTLANE Grant Program funds. Final recommendations from the NEPA MPO region were submitted to PennDOT in March 2017.

PennDOT reviewed the recommendations from across the state. In July, PennDOT released a list of recommended CRFCs and CUFCs. Most of the corridors recommended by the NEPA MPO were selected by PennDOT. PennDOT will now submit the list of the Critical Rural Freight Corridors and Critical Urban Freight Corridors to FHWA for approval.

**Eastern Pennsylvania Freight Summit** – Staff attended the Eastern Pennsylvania Freight Summit on June 21-22 at Lehigh University in Bethlehem. The event included presentations and panels, resource information sharing and tours of manufacturing and distribution centers.
Transportation Alternatives Program: Last July, PennDOT announced the opening of the Transportation Alternatives Set-Aside Program with an application deadline of September 22nd. The Transportation Alternatives Set-Aside is a federal program that offers funding opportunities to expand transportation choices and enhance the transportation experience. Transportation Alternatives Set-Aside projects are intended to build pedestrian and bicycle facilities, improve access to public transportation, create safe routes to school, preserve historic transportation structures, provide environmental mitigation, create trails projects that serve a transportation purpose, while promoting safety and mobility.

As part of the Transportation Alternatives Set-Aside application process, the project sponsor must meet with staff from their Planning Partner and their PennDOT District to discuss the project under the requirements of the PennDOT Connects policy. NEPA staff and PennDOT staff have attended PennDOT Connects meetings with all Transportation Alternatives (TA) Set Aside project applicants in our MPO region.

Six projects were submitted in the NEPA MPO region. Presentations from the project sponsors were given at the November 21st MPO Technical Committee meeting. Following the presentations, the projects were ranked by the NEPA MPO Technical Committee and the rankings were finalized at the December 19th MPO Committee meeting. The rankings were sent to Central Office in early January for consideration in the statewide funding round.

In June, Transportation Alternatives Set Aside awards were announced. Two projects in the region were awarded funding.

- Carbon County - $403,986 to construct a safe separated bike/pedestrian trail route through the Carbon County parking lot in Jim Thorpe Borough along the Lehigh River from the northern trailhead to the new pedestrian bridge.
- Tobyhanna Township - $550,000 to enhance walking and bicycling opportunities in Tobyhanna Township along Route 940 and create a 1.7 mile trail.

Mansion House Pedestrian Bridge Dedication: Staff attended the dedication for the Mansion House Pedestrian Bridge in Jim Thorpe on June 11th. The project completes an important linkage on the Delaware and Lehigh Trail and received Transportation Alternatives program funding.

Local Asset Inventory: NEPA staff is continuing to collect roadway and bridge information in the four NEPA MPO counties. Data collections are approximately 95% complete for both road and bridge inventory, and are now internally reviewing data prior to submission for PennDOT quality analysis. NEPA staff continues to meet with roadmasters in the four counties to review the data collected. NEPA staff has developed a GIS viewing platform for county in-house use and demonstrated the application at the February 20th Technical Committee meeting.

Geographic Information Systems (GIS): GIS staff is continuing to more fully develop its GIS capabilities. Staff has been engaged in the development of the LRTP, particularly the project selection process and the Title VI/Environmental Justice Plan development. Staff has constructed a more
developed GIS profile on the NEPA website of NEPA’s Transportation Maps & Applications and can be viewed on NEPA’s ArcGIS Online Homepage. GIS staff has been engaged during the TIP development process and is mapping all TIP projects in the four-county area. GIS technology has been applied to all transportation program and activities, and is being further enhanced to aid with project tracking and public information awareness. Most recently, GIS staff completed Environmental Justice Analysis mapping for the 2019-2022 TIP, mapping of the 2019-2022 TIP projects and an LTAP story map.

**Focus 81 Committee:** The Focus 81 Full Committee held its most recent meeting on July 10th. The funding issues through the Lackawanna-Luzerne MPO have been resolved. An MOU will be executed between the MPO and NEPA that will memorialize funding for Focus 81 activities directly by PennDOT from the Lackawanna-Luzerne MPO’s UPWP to NEPA’s UPWP contract.

NEPA plans to issue an RFP/RFQ for marketing and event planning activities and website updates. It is anticipated that the RFP/RFQ will be open-ended and available for all of NEPA’s programs to allow other divisions to utilize the selected agency without separate bidding. Staff is also developing two subcommittees to address freight issues and incident management. The next Focus 81 Committee meeting is scheduled for October 9th. NEPA staff will be actively seeking new membership and educational opportunities in the meantime.

**Lackawanna/Luzerne, Lehigh Valley and Reading MPOs:** NEPA staff continues to correspond and collaborate with representatives of the Lackawanna/Luzerne, Reading and Lehigh Valley MPOs in the interest of coordinating transportation planning and programming activities between the adjoining MPOs and the NEPA MPO. NEPA is a designated voting member on the Lackawanna-Luzerne Technical Committee and regularly attends these meetings to report on the activities of the Focus 81 Committee and discuss common transportation issues facing the rural region as well. Staff attended a joint meeting of the Lackawanna-Luzerne MPO Technical Committee and Coordinating Committee on July 18th.

**Pike County Road Task Force:** NEPA staff attended the Pike County Road Task Force Meeting on June 21st, July 19th and August 16th. NEPA staff discussed the local asset inventory project and the upcoming LTAP class schedule with the task force. NEPA GIS staff has developed maps for each municipality that shows transportation infrastructure based upon existing data and newly developed local bridge and road asset inventory data.

**Schuylkill County Chamber of Commerce Transportation Task Force:** NEPA staff attended the Chamber Transportation Task Force meeting in Pottsville on June 14th, July 12th, August 9th and September 13th. Staff continued to provide updates on the Focus 81 initiative and the NEPA MPO TIP development.

**Equitable Transit Planning Council:** NEPA has been participating in a newly formed group led by the Scranton Area Community Foundation and Federal Reserve Bank of Philadelphia. The Equitable Transit Planning Council consists of a multi-disciplinary collaboration in interest groups to address the current transportation barriers that limit economic growth and development opportunities in NEPA region, particularly focusing on the Scranton/Wilkes-Barre urbanized corridor. The Planning Council was organized in response to the increase in local residents in Northeastern PA, and many of the organizations that serve them, who have shared that transportation challenges are a particularly significant barrier for
Commuter Services of Pennsylvania: Commuter Services is a professionally staffed organization funded by federal Congestion Mitigation & Air Quality (CMAQ) funds, providing services to reduce traffic congestion by helping commuters find alternatives, other than driving alone, and by reaching out to employers so they can help their workforce find those options. In 2014, the MPO Technical Planning Committee approved a motion in support of adding funding for Commuter Services in the 2015-2018 TIP Update. A continuation of funding for Commuter Services was included in the 2017-2020 TIP. The four-year contract with Commuter Services expires on September 30, 2018.

Recently, the Federal Highway Administration (FHWA) raised concerns about the use of CMAQ funding during the development of the 2019-2022 Transportation Improvement Program. Currently, several MPOs and RPOs in the Commonwealth that are classified as attainment counties for air quality still receive CMAQ funding. Beginning with the 2021-2024 Transportation Improvement Program, those MPOs and RPOs will no longer receive CMAQ funds. In addition, in multi-county MPOs and RPOs, CMAQ funding will only be eligible for use in the non-attainment counties. As a result, in the NEPA MPO region CMAQ funds will only be eligible for use in Carbon and Monroe Counties beginning in FY 2021.

The NEPA MPO Technical Committee reviewed options regarding future funding for Commuter Services at the Technical Committee meeting on April 17th. The committee voted to discontinue funding Commuter Services on the 2019-2022 TIP Update, but permit the expenditure of funds appropriated on the current TIP until the originally allocated funding is expended. The four-year MOU with Commuter Services expires on September 30, 2018 and an amended MOU has been prepared for approval that will authorize the use of the remaining funds.

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.

The following classes were held in the 2017-2018 Fiscal Year.

<table>
<thead>
<tr>
<th>LTAP Courses</th>
<th>Date and Time</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chainsaw Safety</td>
<td>August 3, 2017 8:00 AM to 3:00 PM</td>
<td>Chestnuthill Township Building Monroe Co.</td>
<td>24</td>
</tr>
<tr>
<td>Curves of Local Roads</td>
<td>October 5, 2017 8:00 AM to 12:00 PM</td>
<td>Pike County Training Center Pike Co.</td>
<td>13</td>
</tr>
<tr>
<td>LTAP Courses</td>
<td>Date and Time</td>
<td>Location</td>
<td>Attendance</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Salt and Snow Management</td>
<td>November 3, 2017</td>
<td>Butler Township Building Luzerne Co.</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt and Snow Management</td>
<td>November 9, 2017</td>
<td>Wayne Township Building Schuylkill Co.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering and Traffic Studies</td>
<td>December 6, 2017</td>
<td>Middle Smithfield Twp Building Monroe Co.</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and Worker Safety</td>
<td>March 15, 2018</td>
<td>Wayne Township Building Schuylkill Co.</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Maintenance</td>
<td>April 4, 2018</td>
<td>Schuylkill Community Education Council Schuylkill Co.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Signs Basics</td>
<td>April 5, 2018</td>
<td>Lackawanna County Center for Public Safety Lackawanna Co.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curves on Local Roads</td>
<td>April 11, 2018</td>
<td>Back Mountain Regional EMS Luzerne Co.</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop Signs and Intersection Traffic Control</td>
<td>April 12, 2018</td>
<td>Pike County Training Center Pike Co.</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unpaved and Gravel Roads</td>
<td>May 2, 2018</td>
<td>Gordon Borough Building Schuylkill Co.</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt Roads Common Maintenance Problem</td>
<td>May 4, 2018</td>
<td>Jim Thorpe Memorial Hall Carbon Co.</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage: The Key to Roads That Last</td>
<td>May 10, 2018</td>
<td>Smithfield Township Monroe Co.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chainsaw Safety</td>
<td>May 21, 2018</td>
<td>Wayne Township Building Schuylkill Co.</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chainsaw Safety</td>
<td>May 22, 2018</td>
<td>Jefferson Township Building Lackawanna Co.</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and Worker Safety</td>
<td>May 23, 2018</td>
<td>Wayne County EMA Wayne Co.</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>8:00 AM to 12:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following classes have been scheduled for the remainder of 2018.

<table>
<thead>
<tr>
<th>LTAP Courses</th>
<th>Date and Time</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chainsaw Safety</td>
<td>August 9, 2018 8:00 AM to 3:00 PM</td>
<td>Back Mtn. EMS Building Luzerne Co.</td>
<td>22</td>
</tr>
<tr>
<td>Work Zone Traffic Control</td>
<td>September 25, 2018 8:00 AM to 12:00 PM</td>
<td>Gordon Borough Building Schuylkill Co.</td>
<td></td>
</tr>
<tr>
<td>Project Oversight: Monitoring Quality by Asking the Right Questions</td>
<td>September 28, 2018 8:00 AM to 12:00 PM</td>
<td>Lackawanna Center for Public Safety Lackawanna Co.</td>
<td></td>
</tr>
<tr>
<td>Stop Signs and Intersection Traffic Control</td>
<td>October 4, 2018 8:00 AM to 12:00 PM</td>
<td>Schuylkill Community Ed. Council Schuylkill Co.</td>
<td></td>
</tr>
<tr>
<td>Salt and Snow Management</td>
<td>October 12, 2018 8:00 AM to 3:00 PM</td>
<td>Lehighton Borough Building Carbon Co.</td>
<td></td>
</tr>
<tr>
<td>Salt and Snow Management</td>
<td>October 25, 2018 8:00 AM to 3:00 PM</td>
<td>Wayne County EMA Wayne Co.</td>
<td></td>
</tr>
<tr>
<td>Speed Limits and Speed Management</td>
<td>November 8, 2018 8:00 AM to 12:00 PM</td>
<td>Pike County Training Center Pike Co.</td>
<td></td>
</tr>
<tr>
<td>Road Safety August</td>
<td>November 27, 2018 8:00 AM to 3:00 PM</td>
<td>NEPA Alliance Luzerne Co.</td>
<td></td>
</tr>
</tbody>
</table>

- Two hundred and ninety (290) attendants participated in LTAP courses from July 1, 2017 to June 30, 2018.
- Seventeen (17) of eighteen (18) scheduled LTAP courses were held successfully.
- Five (5) of the classes were roadshows classes that were requested by a municipality.
- Four (4) of the LTAP courses were held in the Scranton/Wilkes-Barre MPO region one (1) course was held in Wayne County and eleven (11) were held in the NEPA MPO region which includes the counties of Carbon, Monroe, Pike and Schuylkill.
- The average number of attendees per session was eighteen (18) individuals. This number is based on the sixteen (16) courses conducted during the 2017-2018 fiscal year.
NEPA staff will attend the Annual LTAP Meeting in Enola on September 19th.

LOCAL GOVERNMENT ASSISTANCE

NEPA staff continues to provide administrative and professional consultant support services to the following units of local government in the region:

**Back Mountain Community Partnership (BMCP):** The Back Mountain Community Partnership consists of seven member municipalities (Jackson Township, Lehman Township, Franklin Township, Dallas Township, Kingston Township, Dallas Borough and Harveys Lake Borough) in Luzerne County. NEPA staff most recently attended meetings on March 15th and April 19th.

NEPA staff worked with the BMCP to prepare two Local Share Account grants for 2015-2016. The first application is for a facility to store shared equipment in Lehman Township. The grant application totaled $343,000. The second application is for equipment and mapping to meet MS-4 stormwater reporting requirements. The grant application totaled $44,000. Both applications were approved for full funding at last year by the Commonwealth Finance Agency. Staff is continuing to assist the BMCP as these projects are implemented.

NEPA staff submitted a Local Share Account grant for 2016-2017. The application is to complete Phase II of the Back Mountain Regional EMA building in Lehman Township. The project includes construction of a 6,528 sq’ garage, sitework that includes DEP required soil amendments to area around the building and paving the driveway and parking area near the new garage. In March, the Commonwealth Financing Authority awarded $359,694 for the project. Staff will continue to work with the BMCP to move this project forward.

NEPA staff prepared a Local Share Account grant for 2017-2018 for shared police equipment. The application totaling $516,192 was submitted in late December. In March, the grant was awarded at $390,001.
Northeastern Pennsylvania Alliance
Staff Directory and Email Addresses

Executive Leadership

Jeffrey Box
President & CEO
Ext. 222  jbox@nepa-alliance.org

Administrative Services

Wendi Holena
Vice President/CFO
Ext. 225  wholena@nepa-alliance.org

Kevin Kwiatek
Accounting Manager
Ext. 226  kkwiatek@nepa-alliance.org

Judy Doblix
Senior Accounting Manager
Ext. 252  jdoblix@nepa-alliance.org

Business Development Services

Stephen Ursich
Vice President
Ext. 242  sursich@nepa-alliance.org

David Nat
Business Finance Manager
Ext. 243  dnat@nepa-alliance.org

Kenneth Doolittle
Business Finance Specialist
Ext. 241  kdooolittle@nepa-alliance.org

Karen Ostroskie
Senior Government Procurement Manager
Ext. 244  kostroskie@nepa-alliance.org

Deborah Langan
Government Procurement Manager
Ext. 233  dlangan@nepa-alliance.org

Paula Terpak
Business Development & Government Procurement Specialist
Ext. 231  pterpak@nepa-alliance.org

Michael Horvath
Senior International Business Manager
Ext. 247  mhorvath@nepa-alliance.org

Community & Economic Development Services

Kurt Bauman
Vice President
Ext. 237  kbauman@nepa-alliance.org

Steven Zaricki
Research and Information Manager
Ext. 258  szaricki@nepa-alliance.org

Athena Aardweg
Community Services Specialist
Ext. 251  aaardweg@nepa-alliance.org

Communications & Operations

Donna Hritz
Manager
Ext. 228  dhritz@nepa-alliance.org

Michael Skowronski
Information Technology Manager
Ext. 250  mskowronski@nepa-alliance.org

Transportation Planning Services

Alan Baranski
Vice President
Ext. 256  abaranski@nepa-alliance.org

Kate McMahon
Transportation Services Manager
Ext. 249  kmcmahon@nepa-alliance.org

Daniel Yelito
Transportation Services Manager
Ext. 264  dyelito@nepa-alliance.org

Annette Ginocchetti
Transportation GIS Manager
Ext. 227  aginocchetti@nepa-alliance.org
NEPA’s Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional multi-country economic development agency providing leadership, planning, expertise and services to regional and local governments, businesses, institutions, and individuals through innovative and beneficial collaborations and partnerships to enhance the economic development and quality of life in the area.

NEPA Core Values

Integrity
A firm adherence to a code of moral and ethical values

Professionalism
Consistently exhibiting a courteous, conscientious and business-like manner in all work-related activities

Dedication
Devoting one’s self to the mission of NEPA and the betterment of our region

Resourcefulness
Ability to creatively find solutions, which meet the needs of our customers, clients and partners

Teamwork
The ongoing, collective, unselfish efforts towards achieving a common goal

Respect
A recognition and appreciation of the special qualities and characteristics of those we serve and in return earning the same acknowledgment