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Northeastern Pennsylvania Alliance

**NEPA**

***November 1, 2023***

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## NEPA's Board of Directors 2023-2024

### CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin ( <b>Executive Committee-Past Board Chairperson</b> )	570-657-8205	jsebelin@ptd.net
Garry Wentz	570-325-2462	gawentz@ptd.net

### LACKAWANNA COUNTY

Philip Condron	570-344-6888	phil@condronsweda.com
Tom Donohue	570-347-2056	tdonohue@lamar.com
Dr. Katie Leonard	570-702-8903	kleonard@johnson.edu
John McNulty	570-561-6961	jackie6741@gmail.com
Jerry Notarianni (County Commissioner)	570-963-6800	notariannij@lackawannacounty.org
(Brenda Sacco - Alternate)	570-963-6830	saccob@lackawannacounty.org
Alex Stark ( <b>Executive Committee-Assistant Secretary</b> )	570-558-5113	astark@id-logistics.com

### LUZERNE COUNTY

Stephen Barrouk ( <b>Executive Committee-1st Vice-Board Chairperson</b> )	570-814-9114	stevebarrouk@gmail.com
Joseph Lettiere	570-455-1508	jlettieri@hazletoncando.com
Mary Malone	570-455-1509	mmalone@hazletonchamber.org
Tim McGinley (County Council)	570-825-1500	tim.mcginley@luzernecounty.org
Michelle Mikitish	570-655-1424	mmikitish@pittstonchamber.org
Kerry Miscavage	570-704-3953	kmiscavage@timesleader.com

### MONROE COUNTY

Christopher Barrett	570-421-5791	cbarrett@poconos.org
John Christy (County Commissioner)	570-517-3102	jchristy@monroecountypa.gov
Charles Leonard	570-839-1992	cleonard@pmedc.com
Mary Frances Postupack ( <b>Executive Committee-Secretary</b> )	570-422-7920	mpostupack@esu.edu
Marynell Strunk	570-460-4772	read4fun@ptd.net

### PIKE COUNTY

Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter ( <b>Executive Committee-Treasurer</b> )	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Antonio Perito		antonioeperito@gmail.com
Peter Wulfhorst	570-296-3405	ptw3@psu.edu

### SCHUYLKILL COUNTY

Robert Carl	570-622-1942	rcarl@schuylkillchamber.com
Courtney Fasnacht	570-622-0992	cfasnacht@nepamaec.com
Micah Gursky	570-645-8118	micah.gursky@sluhn.org
George Halcovage (County Commissioner)	570-628-1202	ghalcovage@co.schuylkill.pa.us
( <b>Executive Committee-2nd Vice-Board Chairperson</b> )		
Bud Quandt	570-544-4775	bquandt@quandt.com

### WAYNE COUNTY

Jocelyn Cramer (County Commissioner)	570-253-5970	jcramer@waynecountypa.gov
James Hockenbury	570-251-6680	hockenbury@wmh.org
Craig Rickard	570-253-5970	crickard@waynecountypa.gov
Michael Rollison	570-253-8571	mike.rollison@waynebank.com
Mary Beth Wood ( <b>Executive Committee-Board Chairperson</b> )	570-253-2537	mbw@wedcorp.org

### AT-LARGE

Carl Beardsley	570-602-2000	cbeardsley@flyavp.com
Christopher Doherty	570-815-4918	chrisdoherty250@gmail.com
Ricky Durst	570-646-2300	rdurst@poconoraceway.com
Anthony Gabello	570-746-8779	agabello@psbanking.com
Vincent Galko	570-751-3798	vgalko@mercuryllc.com
Larry Malski	570-963-6676	lmalski@pnrra.org
Kit Pappas	570-629-1665	kpappas@kslresorts.com
Alana Roberts	570-348-1622	aroberts@pplweb.com

### EX-OFFICIO

Jeffrey Box	570-655-5581	jbox@nepa-alliance.org
Maria Montoro Edwards ( <b>NCAC Board Chair</b> )	570-826-1777	mmedwards@mfhs.org
Kelly O'Brien ( <b>PNE Board Chair</b> )	570-752-3612	kobrien@bida.com
(John Augustine - Alternate)	570-883-0504	jaugustine@pennsnortheast.com

### EMERITUS

David Donlin	570-624-1796	dadmatd515p@comcast.net
Ernest Preate	570-558-5970	epreate@comcast.net

BOARD OF DIRECTORS REPORT  
NOVEMBER 1, 2023



## AGENDA

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- I. **Call to Order** - *Mary Beth Wood, Board Chairperson*  
\* Sound & Audio check
- II. **Pledge of Allegiance** - *Mary Beth Wood, Board Chairperson*  
\* Welcome new staff members - Colleen Burns, Kristie Miller and Molly Morgan
- III. **Roll Call** - *Donna Hritz, VP, Communications & Operations*
- IV. **Board Discussion & Action Items**  
\* September 28, 2023, Meeting Minutes - *Mary Beth Wood, Board Chairperson* 1-3  
\* Approval of the Financial Report - *Wendi Holena, VP & CFO* 4-5  
\* Resolution - 2023 - 7 – Requesting Approval to Seek Bridge Financing up to \$500,000 6  
- *Jeffrey Box & Steve Ursich*  
\* **Affiliate/Committee/Division Reports**  
- Business Development Services - *Steve Ursich*  
- Community & Economic Development Services - *Kurt Bauman*  
- Communications & Membership - *Donna Hritz*  
- Transportation Services - *Alan Baranski*
- V. **President & CEO Report** - *Jeffrey Box, President & CEO* 7-18
- VI. **Presentation** – Fiscal Year End 2023 Report - *Jeffrey Box, President & CEO*
- VII. **Open Discussion** - *Mary Beth Wood, Board Chairperson*



**Board of Directors Report  
Minutes of  
Thursday, September 28, 2023  
The Woodlands Inn**

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**OFFICERS**

Mary Beth Wood, Board Chairperson  
Steve Barrouk, 1<sup>st</sup> Vice Board Chairperson  
Commissioner George Halcovage, 2<sup>nd</sup> Vice Board Chairperson  
Mary Frances Postupack, Secretary  
Alex Stark, Assistant Treasurer  
Commissioner Wayne Nothstein, Assistant Secretary  
Joe Sebelin, Past Board Chairperson

**CARBON**

Garry Wentz

**LACKAWANNA**

Phil Condron  
Katie Leonard  
Jack McNulty

**LUZERNE**

Tim McGinley  
Michelle Mikitish

**MONROE**

No Attendees

**PIKE**

Cynthia DeFebo

**SCHUYLKILL**

Micah Gursky

**WAYNE**

Commissioner Jocelyn Cramer  
Mike Rollison

**AT-LARGE**

Ricky Durst  
Anthony Gabello  
Alana Roberts

**EX-OFFICIO**

Jeffrey Box  
Maria Montoro Edwards  
Ratchel Hawk Antosh

**STAFF**

Kurt Bauman  
Wendi Holena

**Board of Directors Report  
Minutes of  
Thursday, September 28, 2023  
The Woodlands Inn**

The NEPA Alliance held a Board of Directors Meeting on Thursday, September 28, 2023, at The Woodlands Inn, Wilkes-Barre, PA. Board Chairperson Mary Beth Wood called the meeting to order at 4:00pm.

Board Chairperson Mary Beth Wood asked the Board of Directors to join her in reciting the Pledge of Allegiance.

Jeff welcomed Anthony Gabello, President & CEO, PS Bank to the NEPA Board of Directors.

**ACTION ITEMS**

**Minutes** - A motion was made by Joe Sebelin and seconded by Phil Condrón to accept the minutes from the Board of Directors Meeting of June 28, 2023. **Motion carried.**

**Financial Report** – Wendi reported that on the Statement of Activities as of August 31, 2023, NEPA has total revenues of \$576,642 and total expenses of \$576,137. She further reported that there was a small increase in net assets of \$505. Wendi noted that NEPA has a healthy cash balance of approximately \$900,000. She reported that NEPA had \$1.4 million in outstanding receivables of which \$500,000 was received in September. She reported that the auditors are expected to be at NEPA in mid-October to begin working on the audit.

A motion was made by Cynthia DeFebo and seconded by Michelle Mikitish to accept the Financial Report as presented. **Motion carried.**

**Re-approval of the March 3, 2021, and June 30, 2021, meeting minutes regarding a RCAP project**– Jeff noted that NEPA erred by not advertising the Special Board Meeting on June 20, 2021. He further noted that all Board meetings are open to the public and are advertised as scheduled throughout the course of the fiscal year and are approved by the Board. Jeff stated this action will correct the error. Kurt stated that NEPA serves as the fiscal sponsor for the Redevelopment Capital Assistance Program (RCAP) for some regional projects. He noted that NEPA has eight (8) current grants in its portfolio, which includes Little Leaf Farms and is trying to collect reimbursement for their project.

A motion was made by Commissioner George Halcovage and seconded by Micah Gursky to reapprove the June 30, 2021, meeting minutes as presented. **Motion carried.**

**President & CEO Report** - Jeff reported that NEPA's 2023 Annual Report has been handed out. He noted that NEPA's metrics are solid and are growing in all program aspects. Jeff further reported that staff are putting through more loans and grant applications in seven counties than ever before. He stated that part of the state budget is approved by the General Assembly and the Governor. Jeff noted that ten (10) Regional Export Networks (RENS) received one million increase in the OIBD state budget. He stated that the Governor recently announced the kickoff of the Economic Competitiveness Strategy and a renewed interest in the Comprehensive Economic Development Strategy (CEDS) in Pennsylvania. Jeff reported that Tyler Day has been promoted to Community & Economic Development Manager and a new person will be starting next week as the Community & Economic Development Specialist. He further reported that the accounting intern has been hired upon her graduation in December. Jeff stated that NEPA will be looking to replace Tyler and hire a new Business Finance Specialist. Jeff noted that there are 280 attendees registered for today's Networking Reception with the same format as previous years.

**Board of Directors Report  
Minutes of  
Thursday, September 28, 2023  
The Woodlands Inn**

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**Open Discussion**

Commissioner Wayne Nothstein stated that the 911 Fee Bill expiration is set for January 31, 2024. He noted that the fees are attached to everyone's cellphones and landlines and this funds public safety 911 systems in all counties. The proposal was to increase the fee from \$1.65 to \$1.97 and that the fees have not increased since 2015. He noted that this is an important issue for the County Commissioners Association and would like to see the fee increased to \$2.30. He noted that it helps finance salaries and equipment and gives the next gen 911 operability. Commissioner George Halcovage stated that from an economic development standpoint it is very important to have these services and excellent public safety. He noted that it is a very serious issue and is hearing that it may be a political issue in Harrisburg. Commissioner Halcovage requested NEPA Alliance send a letter to properly fund the initiative to the legislative delegation on how important the issue is. Commissioner Jocelyn Cramer and Tim McGinley also expressed their support for NEPA to send a support letter.

A motion was made by Ricky Durst and seconded by Michelle Mikitish for Jeff to execute a letter to the legislative delegation members by the Executive Committee in support the 911 increased fees. **Motion carried.**

Kurt noted on October 19, 2023, there will be the public launch of the Monroe County Community Foundation. He noted that he and Jeff have been invited to speak at the event.

There being no further business Board Chairman Mary Beth Wood adjourned the meeting at 4:36pm. She noted that the next meeting will be November 1, 2023.

Respectfully submitted:  
Wendi Holena, Vice President/CFO  
October 2, 2023

## Statement of Activities

September 30, 2023

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 1,050,169	\$ 683,714	\$ 4,716,659	14%
Membership Fees	59,050	59,438	237,750	25%
Rental Income	7,230	7,230	28,921	25%
RLF Admin. Fees	3,550	5,810	25,000	23%
Match from Other Sources	51,879	76,788	44,000	175%
Other Receipts	4,738	20,916	18,900	111%
Contributed Services	-	8,753	28,000	31%
<b>Total Revenues</b>	<b>1,176,616</b>	<b>862,649</b>	<b>5,099,230</b>	<b>17%</b>
<b>Expenses:</b>				
Personnel	503,423	528,420	2,181,050	24%
Benefits	208,316	187,040	959,662	19%
Contractual	367,304	5,088	1,287,765	0%
Professional Fees	344	-	29,500	0%
Travel and Per Diem	9,576	7,928	49,320	16%
Meetings and Seminars	13,174	28,051	111,170	25%
Postage	1,967	813	4,200	19%
Supplies	5,779	3,541	46,190	8%
Publications and Memberships	8,263	15,074	63,356	24%
Printing	619	1,295	4,700	28%
Advertising	3,833	7,896	18,500	43%
Occupancy	11,663	17,811	65,050	27%
Equipment Rental & Maintenance	3,698	3,158	13,164	24%
Depreciation	14,204	14,204	59,102	24%
Telephone/Internet	6,472	7,065	27,930	25%
Insurance	-	-	35,200	0%
Interest	9,979	9,506	37,271	26%
Other Costs	6,554	7,833	76,286	10%
Contributed Services	-	8,753	28,000	31%
<b>Total Expenses</b>	<b>1,175,168</b>	<b>853,476</b>	<b>5,097,416</b>	<b>17%</b>
		-		
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 1,448</b>	<b>\$ 9,173</b>	<b>\$ 1,814</b>	

Net Assets	
Beginning Balance	\$ 1,813,430
Increase (Decrease)	9,173
Current Balance	<u>\$ 1,822,603</u>



## Statement of Financial Position

**September 30, 2023**

<b>Assets</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>Liabilities</b>	<b>Prior Year</b>	<b>Current Year</b>
Unrestricted Cash Invested	\$ 714,140	\$ 1,327,007	Accounts Payable	316,997	284,947
Restricted Funds Invested	329,107	166,302	Deferred Project Funds	329,107	166,302
Membership Fees Receivable	69,575	76,725	Employee Benefits Payable	196,043	217,697
Advances/Deposits/Prepays	44,183	43,189	Payroll Withholdings	4,731	5,012
Accounts Receivable-Projects	1,428,068	972,417	Deferred Membership Fees	119,675	127,308
Depreciable Assets (Net)	611,399	554,584	Capital Lease Payable	542,611	516,355
			Total Liabilities	1,509,164	1,317,621
			<b>Net Assets *</b>	1,687,308	1,822,603
<b>Total Assets</b>	<b>\$ 3,196,472</b>	<b>\$ 3,140,224</b>	<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 3,196,472</b>	<b>\$ 3,140,224</b>

\*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.

## **RESOLUTION 2023-7**

### **OF THE**

### **NORTHEASTERN PENNSYLVANIA ALLIANCE SEEKING BRIDGE FINANCING UP TO \$500,000**

**WHEREAS**, the Small Business Administration (SBA) has approved NEPA Alliance Business Finance Corporation to be an eligible entity to participate in its Community Advantage Lender program; and,

**WHEREAS**, NEPA Alliance Business Finance Corporation has dedicated \$125,000 to initially fund the program; and,

**WHEREAS**, NEPA Alliance has previously approved a \$1,500,000 warehouse line of credit to fund the program; and,

**WHEREAS**, The SBA is currently reviewing the documentation associated with the warehouse line of credit; and,

**WHEREAS**, NEPA Alliance Business Finance Corporation has 10 approved loans, ready to close for \$800,000; and,

**WHEREAS**, NEPA Alliance Business Finance Corporation seeks a bridge note of \$500,000 to support the funding requirements of the program in the short term; and,

**WHEREAS**, NEPA Alliance Business Finance Corporation and NEPA Alliance will jointly apply for said bridge note to support the application requirements of the financial institution; and,

**WHEREAS**, NEPA Alliance BFC and NEPA Alliance may be required to guarantee said bridge note to support the application; and,

**WHEREAS**, NEPA Alliance Business Finance Corp. Board of Directors will pass a similar resolution; and,

**NOW THEREFORE, BE IT RESOLVED**, that NEPA Alliance Board authorizes the President & CEO, Vice President of Business Development and Vice President/CFO to seek said funding from a local financial institution, and they are further authorized to execute all necessary documents as required to complete the process.

**ADOPTED THIS 1<sup>st</sup> DAY of November 2023**

**ATTEST: NEPA Alliance**

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**Jeffrey K. Box, President/CEO**

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**Marybeth Wood, Board Chairperson**

# Board of Directors Report

## November 1, 2023



Dear Board Members,

The new Fiscal Year is well underway, but we will take some time at the upcoming board meeting to review our accomplishments from Fiscal Year Ending June 30, 2023. I have a short power point presentation of our program successes for the meeting. Don't be concerned, it will be brief!!

### **Department of Defense Day – November 6, 2023**

We are having a big event at the Hilton in Scranton in cooperation with Congressman Matt Cartwright's Office. This event is designed for companies who want to enter the government marketplace. We are hoping for a great turnout of regional businesses who want to explore doing business with the Department of Defense.

### **Community Foundation of Monroe County**

Kurt and I attended the public announcement of the formation of this new foundation. NEPA/NCAC was instrumental in the formation of this foundation in the same way we assisted Carbon and Pike counties a few years ago. We secured an ARC grant to cover many of the startup costs including technical assistance. We are proud to have helped three of our counties create these foundations that will work to keep capital in the NEPA Region for future generations.

### **Governor Shapiro's Economic Competitiveness Plan**

The Governor's Comprehensive Economic Development Plan roundtable discussions are ongoing around the Commonwealth. This follows a series of meetings among the PREP Partners in all regions. The Governor's plan is to be released later this year. NEPA was involved in helping organize the original regional meeting in partnership with the Northeast DCED Regional Office. I will attend the roundtable discussion with business leaders, economic development partners and DCED Secretary Rick Siger in Tunkhannock this month. The administration is definitely pro economic development.

### **Tobyhanna Defense Technology Partnership**

We are continuing our fundraising mission for the Tobyhanna Defense Technology Partnership, formerly the Blue Ribbon Task Force. Our goal is to secure enough local funding to assist the Depot in finding additional work through representation in Washington or wherever we can help secure workload.

### **Annual Networking Reception**

The reception was another successful event. We had approximately 230 at the event. We also secured record sponsorship. We greatly appreciate the support of the Board of Directors and our sponsors!

### **Auditors**

The auditing firm is here working on the Fiscal Year 2022-2023 audit of our finances and programs. We as an agency are far more complicated to audit than we were years ago. We have added new programming and thus requiring more oversight. We do not anticipate any issues with the audit.

### **New Staff Members**

We have hired three (3) new staffers who will be introduced at the Board Meeting. Colleen Burns will become our new Community & Economic Development Specialist, Molly Morgan will work in our APEX Accelerator program as a Government Contracting Specialist, and Kristie Miller will join our Business Finance team as a Business Finance Specialist.

I am very proud of the team we have assembled here at NEPA. We are serving the region well with programs that help our business and community stakeholders.

Respectfully,  
Jeff

# Board of Directors Report

## November 1, 2023



### International Business Development Program

The International Business Development staff recorded ten (10) Export Actions and generated ten (10) International Projects to Pennsylvania's Authorized Trade Representatives from September 13 through October 18, 2023. Staff also processed four (4) Global Access Program (GAP) applications. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development (OIBD) under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

The International Business Development Program will host Bringing the World to Northeastern Pennsylvania on Monday, March 11, 2024. This is the Program's premier annual event when NEPA hosts Pennsylvania Authorized Trade Representatives for one-on-one meetings with companies. More information will be available soon.

#### PA Office of International Business Development Performance Measurements FY 2023 -2024

Performance Measurement	Goal	YTD Totals
Active Clients	50	16
Export Actions	105	27
Exporting Companies	13	0
Export Sales	\$22,609,296.90	\$0
Projects	101	24
ATR Attributed Sales	\$9,269,811.73	\$0
New Clients	7	2
Total (weighted and capped measure) <i>Calculated 10/18/23</i>		15.88%

### APEX Accelerator

#### Counseling Activity (9-01-2023 to 09-30-2023)

**New Active Clients for the Period: 7**

**Active Clients for the Period: 234**

**Initial Introductory Counseling Sessions for the Period: 7**

**Follow-up Counseling Sessions for the Period: 34**

**Events: 2**

The APEX Accelerator worked with new client registrations in the PA Supplier Portal to do business with the Commonwealth and System for Award Management to be able to sell to the Federal Government.

# Board of Directors Report

## November 1, 2023



Follow-up sessions support client registration updates, and new/renewal certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB. Support is also provided in areas not limited to solicitation reviews, bid matching, and marketing.

Contract Awards Activity (9-01-2023 to 09-30-2023)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	1995	10	\$6,138.700
State/Local Prime	0	0	0
Subcontracts	0	0	0

During this period, Active APEX Accelerator clients received contract awards primarily from Federal Agencies acting as a prime contractor. Contract award reporting follows Department of Defense Office of Small Business Program terms. The APEX Accelerator worked with clients during this period on three types of SBA certifications for their business.

Certification Activity (9-01-2023 to 09-30-2023)		
Certification Type	Applications Submitted/Pending	Certifications Approved
SD/VOSB	0	0
WOSB	0	0
HUBZone	0	0

### Business Finance Center

The Business Finance Center has been able to close 1 loan totaling \$145,000. Through this loan closing, the small business is expected to create 1 job and retain 6 jobs in the next 3 years. Loans closed since that last meeting include the following business sector:

- Recruiting Agencies

NEPA BFC currently has 5 SBA 504 loans totaling \$1.831MM at district offices set to fund in November along with 8 SBA CA loans actively closing.

SBA 504		
	Number	Balance
Approved Loans	20	\$ 28,959,000.00
Closed Since Last Meeting	0	\$ 0.00

# Board of Directors Report

## November 1, 2023



<b>Outstanding Loans</b>	52	\$ 34,921,576.89
<b>Total</b>	72	\$ 63,880,576.89
<b>SBA Community Advantage</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	10	\$ 829,650.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans</b>	0	\$ 0.00
<b>Total</b>	10	\$ 829,650.00
<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	1	\$ 568,000.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans</b>	42	\$ 9,240,493.00
<b>Total</b>	43	\$ 9,808,493.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	9	\$ 895,750.00
<b>Closed Since Last Meeting</b>	1	\$ 145,000.00
<b>Outstanding Loans</b>	146	\$ 7,577,086.00
<b>Total</b>	156	\$ 8,617,836.00
<b>NEPA BFC Active Portfolio</b>	240	\$ 51,884,155.00

Other Items:

- CDFI Application
- Impending Government Shutdown

Twenty-five (25) out of twenty-eight (28) LDD Customer Satisfaction Survey forms completed by NEPA clients who received assistance through NEPA's Business Financing, APEX Accelerator and International Business Programs for assistance received during the 1<sup>st</sup> quarter of 2023-2024 which represented an 90% response rate. Twenty-five (25) 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 1<sup>st</sup> quarter of 2023-2024.**

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

	<b>*Timeliness of Assistance</b>	<b>*Quality of Assistance</b>	<b>*Value of Assistance</b>
Loans	8	8	8
APEX Accelerator	14	14	14
International	6	6	6

# Board of Directors Report November 1, 2023



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## COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

### EDA

Development District (LDD) for the Economic Development Administration (EDA), NEPA provides technical assistance to those organizations seeking EDA grant assistance.

Organization	Project	CO	EDA Grant Request Amount	Funding Leveraged	Status
City of Wilkes-Barre	Parking Garage	LU	\$3M	\$3M	In Progress
Lackawanna College	Center for Technology Innovation	LA	\$2M	\$14M	Waiting on final design
SEDA-COG & NEPA	Data dashboard – CEDS Improvement project	RE	\$480,000	\$576,000	Awarded October 2023

### 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), NEPA provides technical assistance to those organizations seeking ARC grant assistance.

# Board of Directors Report

## November 1, 2023



### 2023 Current Projects

Organization	Project	CO	ARC Grant Request Amount	Funding Leveraged	Status
NEPA	NEPA Launch	RE	\$750,000	\$400,000	Full App in Progress
Greater Scranton YMCA	Childcare Expansion	LA	\$249, 277	\$249,277	Full App in Progress
Mid Valley School District	STEAM Education Advancement – Biomedical Science	LA	\$124,000	\$124,000	Full App in Progress
Orwigsburg Borough (LAR)	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue) – Phase 2	SC	TBD	TBD	Full App in Progress
Coaldale Borough	Kline Hill Road	CA	TBD	TBD	Full App in Progress
United Neighborhood Centers	Farmers Markets Business Incentives Program	LA	\$200,000	\$200,000	Pre App in Review
United Neighborhood Centers	Childcare Center Teacher Attraction & Retainment	LA	\$250,000	\$250,000	Pre App in Review
Dunmore Borough (LAR)	Keystone Industrial Park Road Improvement	LA	\$1,135,840	\$200,000	Pre App in Review
Oregon Township	Beardsley Road Widening and Safety improvements	WA	\$500,000	\$818,882	Pre App in Review
NEPA	PREP	RE	\$461,425	\$461.425	Pre App in Review

### **ENGAGE!**

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA annually applies for the *Engage!* initiative. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to interact with targeted companies regularly and proactively. The overall goal of *Engage!* is to retain existing businesses and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners. NEPA received \$195,000 for *Engage!* for FY 23-24 and has subcontracted with 13 partners to complete the project deliverables.

In response to the COVID-19 Pandemic, NEPA is offering, through the “Get Connected” initiative, e-commerce technical assistance to businesses. NEPA has contracted with three web development/tech firms to assist the launch of this initiative, which offers a free suite of services to develop an online sales platform that will assist in stabilizing the business and generate sales and clients during the pandemic. Thus far, NEPA has assisted over 90 businesses. Funding in the amount of \$141,500 was received from the Lackawanna County Department of Planning and Economic Development for Phase 5. This funding will allow us to assist 32 firms in Lackawanna County through the Get Connected program. **Funding in the amount of \$72,334 for Phase 6 was been approved by the Pennsylvania Department of Community & Economic Development. This funding will allow us to assist additional firms throughout the seven-county region. NEPA received an Impact Award from the National Association of Development**



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**Organizations (NADO) for its Get Connected program. This award was under its Technology category.**

### StartUp NEPA

NEPA has raised \$750,000 in support of our Angel Fund initiative. The official launch meeting was held in January 2022, and member meetings have been held monthly. To date, over 10 businesses have made pitches, and four investment commitments have been made. NEPA staff continue to recruit new investors and vet potential pitches from businesses and entrepreneurs.

Business	Industry/Sector	Investment Amount	Location
Conservation Labs	Utility/Tech	\$50,000	Pittsburg, PA
Buoy	Health	\$50,000	San Diego, CA
LifeAire	Indoor Air Quality	\$185,000	Allentown, PA
Gilson Snow Boards	Recreation	\$50,000	Snyder/Union Counties PA

### Capital Financing Services – Pennsylvania Redevelopment Assistance Capital Program (RACP)

NEPA offers RACP fiscal sponsorship and grant writing assistance for large capital projects.

Client	Location	RACP Request	Status
<b>2022 (Application August 19, 2022)</b>			
WVIA*	Jenkins Twp	\$2,250,000	Awarded \$2.25M
Interstate Building & Supply*	Pittston, PA	\$750,000	Awarded \$750,000
<b>2022 (Application March 13, 2021)</b>			
Keystone Human Services*	TBD, Luzerne County	\$2,700,000	Awarded \$1.25M
Little Leaf Farms, LLC*	McAdoo, PA	\$2,000,000	Awarded \$1.4M
<b>2021 (Application August 13, 2020)</b>			
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$3,000,000	Awarded \$1.5M
Little Leaf Farms, LLC*	McAdoo, PA	\$3,000,000	Awarded \$2M

\*NEPA is serving as the applicant.

### NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

**NCAC Membership:** NCAC currently has over 100 active members. NCAC is now providing custom subject area searches (beginning at \$250) to interested nonprofit organizations in the area. These in-depth searches provide local, state, and federal funding opportunities on the specific topic.

### NCAC Technical support:

St. Joseph's Center – Funding Search

Scranton School for the Deaf & Hard of Hearing Children – Funding Search

Volunteers in Medicine – Schuylkill & Carbon Counties – Strategic Consultation

The Cooperage (Wayne County) – Strategic Planning Tool Kit

Scranton Cultural Center – Public Bid Technical Assistance

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**Monroe County Community Foundation:** The Community Foundation public launch was held on October 19, 2023. NCAC assisted with the formation of the foundation through ARC funding.

### **TOBYHANNA DEFENSE TECHNOLOGY PARTNERSHIP / TOBYHANNA ARMY DEPOT**

NEPA manages the Tobyhanna Defense Technology Partnership (TDTP), which was organized in 1992 to provide regional community support for the preservation and protection of Tobyhanna Army Depot from the base closure process known as Base Realignment and Closure (BRAC). NEPA received several grants from the Pennsylvania Military Community Enhancement Commission to support the Depot. The funding will be used for various initiatives including legislative outreach, economic impact studies, fundraising, etc.

The NEPA Alliance annually prepares an Economic Impact Analysis of the Depot. The most recent update determined the impact of the Depot is an estimated \$2.4 billion in economic activity, an estimated 6,820 jobs, which can be either full-time or part-time, and an estimated \$596.9 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

### **RESEARCH & INFORMATION CENTER**

**Comprehensive Economic Development Strategy:** The NEPA Alliance’s Research & Information Center composed and continues to update the “2019 – 2024 Comprehensive Economic Development Strategy Five-Year Plan for Northeastern Pennsylvania.”

**Economic Impact Modeling Services:** NEPA provided several economic impact modeling reports summarized in the table below. Note: In the Studies Column, O is for Operations, C is for Construction and V is for Visitation.

Impact Studies						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
1	Geisinger Health System	School of Nursing	Expansion	RE	July 2023	O/C/V
2	SEDCO	Highridge Business Park	Expansion	SC	Sep. 2023	O/C/V
3	PA DCED OIBD	Regional Export Network (REN)	Annual Performance Report	PA	Aug. 2023	O
4	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Sep. 2023	O/C/V

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### **TRANSPORTATION PLANNING SERVICES DIVISION**

#### **Transportation Improvement Program (TIP) Development**

- The [NEPA MPO 2023 Transportation Improvement Program](#) was submitted to the federal agencies for approval which was received from USDOT by letter dated 9/29/2022. The 2023 TIP went into effect on October 1, 2022.
- The NEPA 2023 TIP totals \$677.5 million and includes:
  - ❖ 96 Bridge and Highway projects, totaling \$250.7 million.
  - ❖ 22 Transit projects, totaling \$11.3 million.
  - ❖ 11 Interstate projects, totaling \$415.5 million.
- The development of the 2025-2028 Transportation Improvement Program is ongoing. Staff met on October 18<sup>th</sup> with District 5 staff and county planners to begin discussing carryover projects, regional needs and new potential projects. A follow up meeting with District 5 is scheduled for November 6<sup>th</sup>. An initial meeting will be held with NEPA staff and Pike County planners in District 4 on November 8<sup>th</sup>. Draft TIP documents are due to Central Office by the end of the year.

#### **2024-2025 Unified Planning Work Program (UPWP) Development Process**

- PennDOT and FHWA have announced that all MPOs and RPOs will be required to develop a one-year 2024-2025 UPWP to incorporate program activities and goals cited in the current Transportation Reauthorization Bill – Infrastructure Investment and Jobs Act (IIJA). This will be an opportunity to break the UPWP development task off the same two-year TIP update schedule and thereafter will be back on a two-year UPWP cycle.
- A kickoff meeting with the UPWP Steering Committee was held on August 15<sup>th</sup>. The meeting included a presentation and a review of the current UPWP activities. UPWP Guidance was provided by Central Office in early October. A draft UPWP was provided to the Technical Committee for their review. Following review by the Technical Committee, it will be provided to PennDOT and FHWA for a 30-day review. The Technical Committee is expected to endorse the UPWP in December and the Policy Board is expected to approve it in early January. The NEPA Board of Directors will then take action by resolution to authorize NEPA to engage contractually with PennDOT.

#### **Congressionally Directed Community Project Funding**

- This spring, NEPA staff worked with the Congressional offices and PennDOT to identify appropriate Congressionally-directed transportation projects for possible inclusion in the Federal Fiscal Year 2024 Appropriations bills. Congressman Cartwright, Senator Casey and Congresswoman Wild submitted the following requests to the House and Senate Appropriations Committee for consideration. Funding of these projects is not guaranteed and will need to be included in the final version of the Appropriations bills which are expected to pass by the end of the calendar year.
  - SR 6 over Delaware River Matamoras Bridge, Pike County- \$5 million (Rep. Cartwright) and \$2 million (Sen. Casey)
  - Hamilton West (SR 209) Resurfacing, Monroe County- \$5 million (Rep. Cartwright)
  - 903 over Mud Run Bridge, Carbon County- \$3.2 million (Rep. Wild)

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### **Long Range Transportation Plan Update**

- The NEPA MPO kicked off the update of the Long Range Transportation Plan (LRTP) last April. Due to our Air Quality Conformity status, our LRTP is required to be updated every four years. The LRTP development is being coordinated by our consultant, Michael Baker International. A background profile of the region has been developed. A series of over 20 stakeholder interviews were conducted with county planners, PennDOT, transit providers, airports and freight operators and our federal partners. Public outreach sessions in each county were held in August and September. Meetings of the LRTP Steering Committee were held on September 19<sup>th</sup> and October 10<sup>th</sup> to review the draft LRTP profile and projects.
- The draft LRTP is expected to be available in November and will be followed by a 30-day public comment period and public meeting for final citizen input. The Technical Committee will consider approval of the LRTP in December and the Policy Board following with approval actions in early January.

### **Eastern PA Regional Freight Study**

- The development of a regional freight study has been identified as a task in the current UPWP. Given the regional nature of freight movements, particularly due to the warehousing and distribution growth in the NEPA MPO and the greater region, staff has been in discussions with neighboring Planning Partners about developing a collaborative regional freight plan.
- Five MPOs have agreed to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance – NEPA MPO, Lehigh Valley MPO, Lackawanna-Luzerne MPO, Reading MPO and Lebanon MPO. The group developed a framework, submitted an application to Central Office for supplemental planning funds for the initiative and was awarded \$280,000 in supplemental planning funds to be leveraged by a \$70,000 match provided by the participating MPOs.
- WSP USA, Inc. was selected as the consultant to assist the consortium with the development of the plan. WSP has gathered GIS data on freight conditions including existing freight generators and planned warehousing developments and developed a profile of the freight operations in the 10-county region. A survey of freight issues available to stakeholders and the general public is currently open. [Click here](#) to complete the survey.
- Two stakeholder roundtable sessions were held on September 26<sup>th</sup> in East Stroudsburg and Pottsville. These sessions were attended by county planning staff, PennDOT, economic development agencies and freight generators. Completion of the plan is expected next spring.

### **Public Participation Plan, Title VI Plan and Limited English Proficiency Plan Updates**

- A scope of services and work order has been prepared by our consultant, Michael Baker International, for an update of our Public Participation Plan, Title VI Plan, Limited English Proficiency Plan. These plans were previously developed by McCormick Taylor and were adopted in 2015. The plans will be updated to reflect changes in our public participation processes, especially outreach and virtual meeting options developed during the Covid pandemic. In addition, with new federal regulations, our Title VI Plan and Limited English Proficiency Plan need to be updated to ensure compliance.

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- Updates of these plans are included in our 2022-2024 Unified Planning Work Program (UPWP). We anticipate that the completion of these plan updates will take six months, with completion prior to the 2025 TIP Update public comment period.

#### **Active Transportation Plan Development**

- A scope of services and work order has been prepared by our consultant, Michael Baker International, for the development of an Active Transportation Plan for the NEPA MPO region. This task is currently included in our 2022-2024 Unified Planning Work Program (UPWP). The Active Transportation Plan will address the needs of bicycle and pedestrian transportation and will guide future decision-making with respect to these modes, along with recommended policies and projects to be considered in future programs. We anticipate that development of the Active Transportation Plan will take about 12 months and will be guided by a steering committee. Completion is expected by fall 2024.

#### **Transportation Funding Opportunities**

- PennDOT's Transportation Alternatives Set Aside (TASA) Program application period has closed. TASA provides funding for projects that enhance pedestrian and bicycle facilities, improve access to public transportation, create safe routes to schools, preserve historic transportation structures, provide environmental mitigation, create trails that serve a transportation purpose, and promote safety and mobility. The maximum award is \$1.5 million. Four applications were submitted for projects located in the NEPA MPO region. Presentations to the Technical Committee are scheduled for November 21<sup>st</sup>. Following the presentations, the committee will score each project. Scores will be submitted to Central Office by December 1<sup>st</sup>. Projects will also be evaluated for eligibility under the Carbon Reduction Program (CRP).
- The PennDOT Multimodal Transportation Fund Program is currently open through November 13<sup>th</sup>. Funding can be used to coordinate local land use with transportation assets to enhance existing communities; for projects related to streetscapes, lighting, sidewalk enhancement and pedestrian safety; for projects improving connectivity or utilization of existing transportation assets; and for projects related to transit-oriented development. Municipalities, counties, school districts, economic development organizations, public transportation agencies, ports, rail freight and passenger rail entities are eligible to apply. A local match of 30% is required. More information can be found on the PennDOT website [here](#).

#### **Intercity Passenger Rail Service**

- The Pennsylvania Northeast Regional Railroad Authority (PNRRA) in cooperation with PennDOT has prepared a funding proposal to the Federal Railroad Authority (FRA) for an extension of passenger Inter-City rail service from Scranton to New York City within the Northeast Corridor. A joint application by PennDOT, New Jersey Transit and PNRRA was submitted in March. Amtrak was expected to announce the first next-step project selections through this program in September. NEPA staff will continue to monitor and provide support for the reestablishment of this important mode of transportation in the region.

#### **Highway Performance Monitoring System (HPMS)**

- NEPA is responsible for the collection of data for the Highway Performance Monitoring System (HPMS). The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways. MPOs are required to update and confirm data included in the HPMS on an annual basis. The collection

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involves fieldwork at over 90 locations within the NEPA MPO region roadway network identified by PennDOT Central Office.

- PennDOT is transitioning to an electronic HPMS collection platform this year. Staff attended an HPMS Mobile App training session on May 24th. Staff attended full HPMS training on July 25<sup>th</sup> and 26<sup>th</sup> in Clearfield. Staff are now collecting data at various locations assigned by PennDOT. The completed HPMS dataset is due to Central Office in December.

### **Geographic Information Systems (GIS)**

- GIS staff is continuing to complete mapping activities for the transportation program. Staff recently developed a map of the bridge and highway projects on the 2023 TIP- <https://arcg.is/4WHz50>
- Staff has created a HUB site for the transportation program and the 2023 TIP and Environmental Justice- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>  
<https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/tip-ej>
- Staff developed a NEPA Membership Hub with statistics about NEPA Members and the benefits of membership. <https://arcg.is/1vHW5z>

### **Regional Meetings**

Staff attended the following regional meetings and conferences-

- Schuylkill Chamber Luncheon with Sen. Casey- September 25
- Schuylkill Chamber Legislator Breakfast- October 12
- PSATS Pike County Convention- October 6
- PSATS Wayne County Convention- October 11
- PSATS Schuylkill County Convention- October 18
- Pike County Road Task Force Meetings- September 21
- Lackawanna-Luzerne MPO Meeting- October 25
- MPO/RPO Caucus Meeting- October 3
- PennDOT Planning Partners Annual Meeting- October 4-5
- American Planning Association- Pennsylvania Chapter Annual Conference- October 15-17
- LTAP Roadway Management Conference- October 17-19
- Carbon County Municipal Grants Workshop- October 23

### **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. Twelve classes were held in fiscal year 2022-2023, with a total of 196 attendees. <https://www.nepa-alliance.org/additional-plans-and-programs/>. Fall 2023 classes are underway, with two classes held and four more scheduled. LTAP will also continue to offer courses in an online format.





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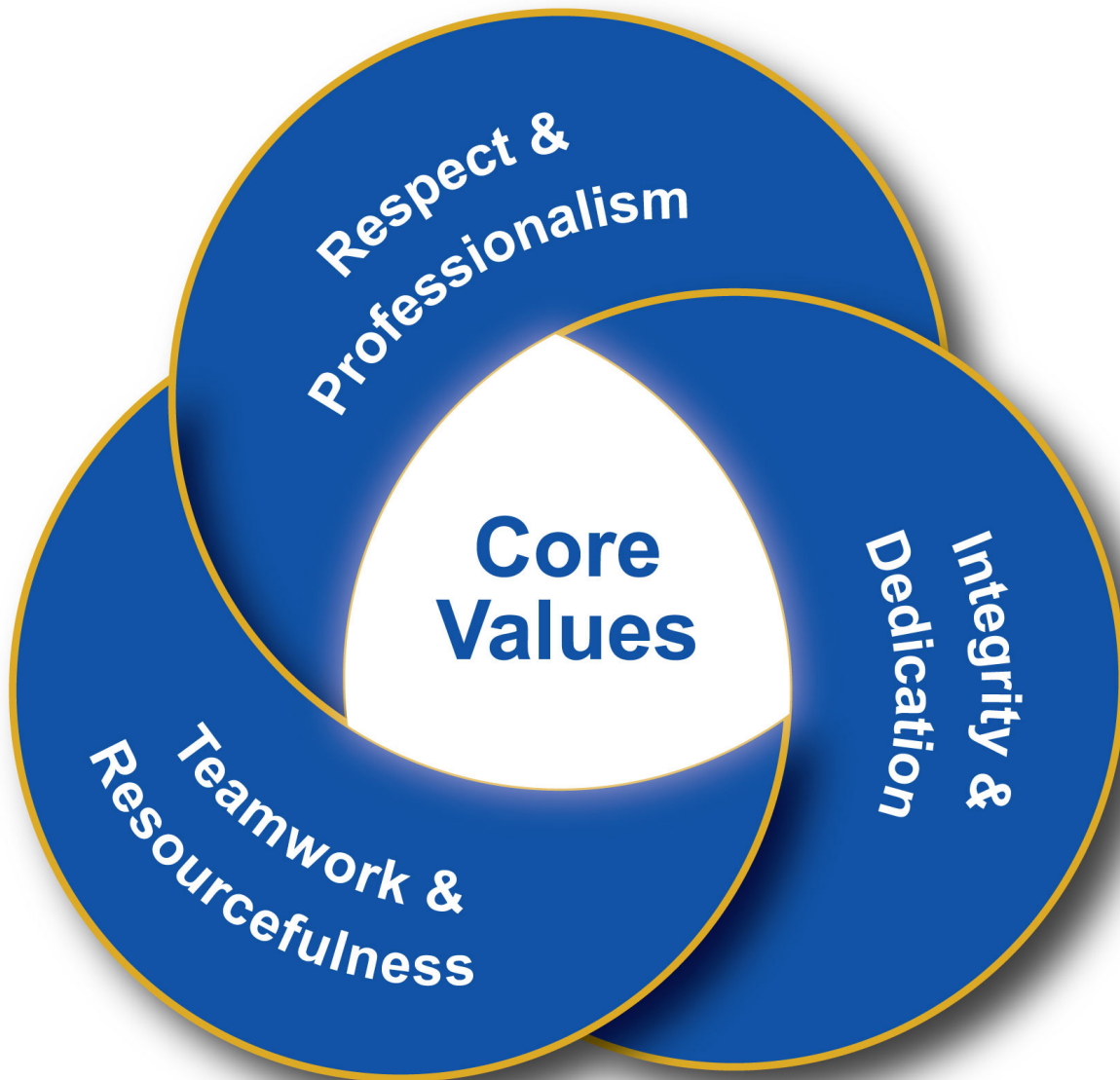
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## NEPA's Mission

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



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