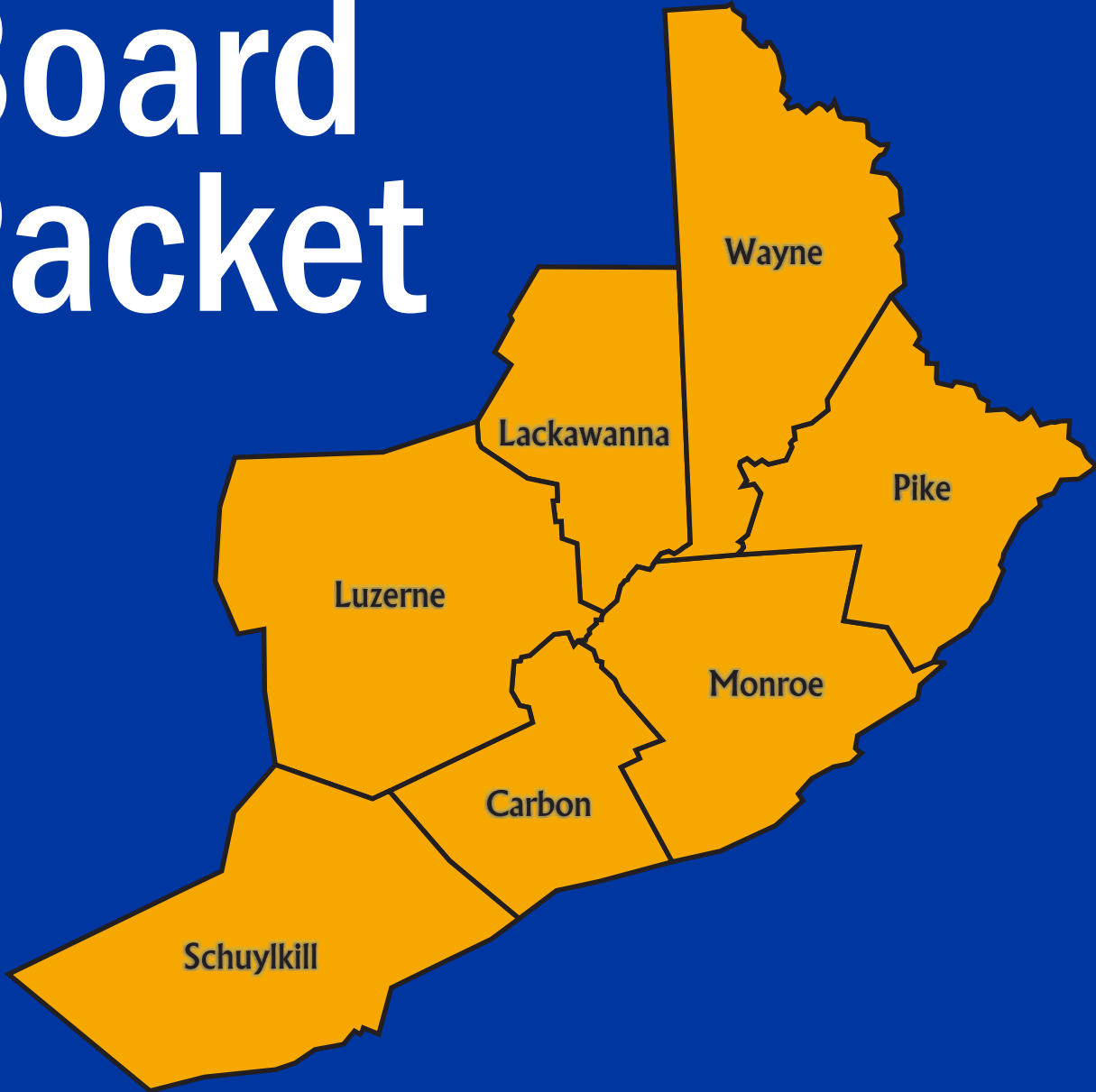


Northeastern Pennsylvania Alliance

**NEPA**

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# Board Packet



***September 26, 2024***

## NEPA's Board of Directors 2024-2025

### CARBON COUNTY

Brenda Sacco  
Wayne Nothstein (County Commissioner)  
**(Executive Committee - Secretary)**  
Harold Pudliner  
Joseph Sebelin  
Garry Wentz

610-379-5000  
570-325-3611  
  
570-427-8640  
570-657-8205  
570-325-2462

bsacco@carboncountychamber.org  
waynenothstein@carboncounty.net  
  
weatherlyboro@gmail.com  
jsebelin@ptd.net  
gawentz@ptd.net

### LACKAWANNA COUNTY

Philip Condron  
Tom Donohue  
Kristin Magnotta  
John McNulty  
Dr. Katie Pittelli  
Alex Stark **(Executive Committee - Treasurer)**

570-344-6888  
570-347-2056  
570-963-6830  
570-561-6961  
570-702-8903  
570-558-5113

phil@condronsweda.com  
tdonohue@lamar.com  
magnottak@lackawannacounty.org  
jackie6741@gmail.com  
kpittelli@johnson.edu  
astark@id-logistics.com

### LUZERNE COUNTY

Stephen Barrouk **(Executive Committee - Board Chairperson)**  
Lindsay Griffin-Boylan  
Joseph Lettiere  
Mary Malone  
Michelle Mikitish  
Kerry Miscavage

570-814-9114  
570-823-2101  
570-455-1508  
570-455-1509  
570-655-1424  
570-704-3953

stevebarrouk@gmail.com  
lindsay@wyomingvalleychamber.org  
jlettieri@hazletoncando.com  
mmalone@hazletonchamber.org  
mmikitish@pittstonchamber.org  
kmiscavage@timesleader.com

### MONROE COUNTY

Christopher Barrett  
John Christy (County Commissioner)  
Charles Leonard  
Mary Frances Postupack  
**(Executive Committee - 2nd Vice-Board Chairperson)**  
Debra Raneri

570-421-5791  
570-517-3102  
570-839-1992  
570-422-7920  
  
570-369-1800

cbarrett@poconos.org  
jchristy@monroecountypa.gov  
cleonard@pmedc.com  
mpostupack@esu.edu  
  
draneri@northampton.edu

### PIKE COUNTY

Cynthia DeFebo **(Executive Committee - Assistant Treasurer)**  
Matthew Osterberg (County Commissioner)  
Antonio Perito  
Jennifer Passenti  
Vacant

570-296-2909  
570-296-7613  
  
570-296-8700

cdefebo@pikepa.org  
mosterberg@pikepa.org  
antonioaperito@gmail.com  
info@pikechamber.com

### SCHUYLKILL COUNTY

Robert Carl  
Courtney Fasnacht  
Micah Gursky  
Bud Quandt **(Executive Committee - 1st Vice-Board Chairperson)**  
Michael Tobash

570-622-1942  
570-622-0992  
570-645-8118  
570-544-4775  
570-617-9660

rcarl@schuylkillchamber.com  
cfasnacht@nepamaec.com  
micah.gursky@sluhn.org  
bquandel@quandel.com  
miket@tobashins.com

### WAYNE COUNTY

Jocelyn Cramer  
(County Commissioner) **(Executive Committee - Assistant Secretary)**  
James Hockenbury  
Craig Rickard  
Michael Rollison  
Mary Beth Wood **(Executive Committee - Past Board Chairperson)**

570-253-5970  
  
570-251-6680  
570-253-5970  
570-253-8571  
570-253-2537

jcramer@waynecountypa.gov  
  
hockenbury@wmh.org  
crickard@waynecountypa.gov  
mike.rollison@waynebank.com  
mbw@wedcorp.org

### AT-LARGE

Carl Beardsley  
Christopher Doherty  
Anthony Gabello  
Vincent Galko  
Larry Malski  
Ben May  
Kit Pappas  
Alana Roberts

570-602-2000  
570-815-4918  
570-746-8779  
570-751-3798  
570-963-6676  
570-643-6721  
570-629-1665  
570-348-1622

cbeardsley@flyavp.com  
chrisdoherty250@gmail.com  
agabello@psbanking.com  
vgalko@mercuryllc.com  
lmalski@pnrra.org  
benmay@poconoraceway.com  
kpappas@kslresorts.com  
aroberts@pplweb.com

### EX-OFFICIO

Jeffrey Box  
Maria Montoro Edwards **(NCAC Board Chair)**  
Kelly O'Brien **(PNE Board Chair)**  
(John Augustine - Alternate)

570-655-5581  
570-826-1777  
570-752-3612  
570-883-0504

jbox@nepa-alliance.org  
mmedwards@mfhs.org  
kobrien@bida.com  
jaugustine@pennsnortheast.com

### EMERITUS

David Donlin  
Ernest Preate

570-624-1796  
570-558-5970

dadmatd515p@comcast.net  
epreate@comcast.net

BOARD OF DIRECTORS REPORT  
SEPTEMBER 26, 2024  
4:00PM



## AGENDA

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- I. **Call to Order** – Steve Barrouk, Board Chairperson
  
- II. **Pledge of Allegiance** – Steve Barrouk, Board Chairperson
  
- III. **Board Discussion & Action Items**
  - \* June 26, 2024, Meeting Minutes – Steve Barrouk, Board Chairperson 1-5
  - \* Financial Report - Wendi Holena, VP & CFO 6-7
  - \* President & CEO Report - Jeffrey Box, President & CEO 8-20
  
- IV. **Open Discussion** – Steve Barrouk, Board Chairperson
  
- V. **Adjournment to Networking Reception** – Steve Barrouk, Board Chairperson
  
- VI. **Next Meeting** - November 6, 2024





**Board of Directors Report  
Minutes of  
Wednesday, June 26, 2024  
In Person/Video Meeting**

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**OFFICERS**

Mary Beth Wood, Board Chairperson  
Stephen Barrouk, 1st Vice-Board Chairperson  
William Kerstetter, Treasurer  
Mary Frances Postupack, Secretary  
Alex Stark, Assistant Treasurer  
Commissioner Wayne Nothstein, Assistant Secretary  
Joseph Sebelin, Past Board Chairperson

**CARBON**

Brenda Sacco  
Garry Wentz

**LACKAWANNA**

Philip Condron  
Thomas Donohue  
John McNulty

**LUZERNE**

Michelle Mikitish  
Kerry Miscavage

**MONROE**

Charles Leonard

**PIKE**

Peter Wulfhorst

**SCHUYLKILL**

Robert Carl  
Courtney Fasnacht  
Micah Gursky  
Michael Tobash

**WAYNE**

Comm. Jocelyn Cramer

**AT-LARGE**

Anthony Gabello

**EX-OFFICIO**

Jeffrey Box

**STAFF**

Alan Baranski  
Kurt Bauman  
Wendi Holena  
Donna Hritz  
Kate McMahon  
Michael Skowronski  
Kara Smith  
Quinn Speckhardt  
Carrie Sykes  
Steve Ursich

**Board of Directors Report  
Minutes of  
Wednesday, June 26, 2024  
In Person/Video Meeting**

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The NEPA Alliance held a Board of Directors Meeting on Wednesday, June 26, 2024, in-person and via video meeting. Board Chairperson Mary Beth Wood called the meeting to order at 1:00 pm.

1<sup>st</sup> Vice Board Chairperson Steve Barrouk asked the Board of Directors to join her in reciting the Pledge of Allegiance.

A roll call was given by Donna Hritz acknowledging those participating in today’s meeting in-person and/or via video call.

**ACTION ITEMS**

**Minutes** - A motion was made by Joe Sebelin and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of May 1, 2024, as presented. **Motion carried.**

**Financial Report** - Wendi reported as of May 31, 2024, NEPA has total revenues of \$4,471,452 and total expenses of \$4,347,871. She noted that NEPA is showing an increase in net assets of \$123,581. Wendi noted that she expects net assets to increase by June 30<sup>th</sup>. She reported that NEPA’s Statement of Financial Position has an unrestricted cash balance of \$861,172 and net assets of \$1.9 million. She stated that NEPA’s year end is June 30<sup>th</sup> and will begin to prepare for the annual audit, which must be done sooner due to SBA’s requirements.

A motion was made by Michelle Mikitish and seconded by Chuck Leonard to accept the Financial Report as presented. **Motion Carried.**

**Resolution 2024-4 – Approving the Modification of the Professional Management Agreement Between NEPA Alliance and NEPA Alliance Business Finance Corporation** – Jeff reported that today’s resolution is the fifth (5<sup>th</sup>) amendment to the original operating agreement between the Business Finance Corporation and NEPA Alliance. He noted that the BFC was created when the SBA 504 lending program was started NEPA needed a mechanism by which to support the program because it needed a separate Board of Directors due to SBA guidelines. Jeff stated that NEPA staffs and manages all the affairs of the SBA 504 lending program in compliance with the SBA rules. He noted that the amendment in today’s resolution is to allow NEPA to expand into the Community Advantage 7A Lending Program. Jeff further noted that the Business Finance Corporation Board recently acted on the resolution amendment. Steve Ursich noted that the only real change is adding Community Advantage 7A Lending Program throughout the document. He further noted that there were no other changes in the document.

A motion was made by Bill Kerstetter and seconded by Commissioner Wayne Nothstein to approve the modification to the Professional Management Agreement between NEPA Alliance and the NEPA Alliance BFC as presented. **Motion Carried.**

**Appoint NEPA Board Member Micah Gursky from Schuylkill County to the MPO Technical Planning Committee** – Jeff reported that the next two (2) action items have to do with the staffing of the MPO Boards (i.e. Technical Planning Committee and the Policy). Alan stated that as per NEPA’s Bylaws, the NEPA Board has one (1) seat on the MPO Technical Planning Committee. He noted that the term is for two (2) years, and it rotates between an assigned Board member from the four (4) counties within the MPO. He stated that this term it rotates to Schuylkill County, and Micah Gursky has been nominated.

**Board of Directors Report  
Minutes of  
Wednesday, June 26, 2024  
In Person/Video Meeting**

A motion was made by Chuck Leonard and seconded by Michelle Mikitish to appoint Michal Gursky to the MPO Technical Planning Committee representing Carbon County as presented. **Motion Carried.**

**Appoint Commissioner Matt Osterberg, Brenda Sacco, Chris Barrett and Micah Gursky to the MPO Policy Board for 2-year terms** – Alan reported that the structure of the four county MPO that NEPA manages has a governing body, which is the MPO Policy Board and that is reflected by one (1) member of the NEPA Board from each of those counties. He noted that the MPO Technical Planning Committee has fifteen plus members appointed by the county commissioners of the four (4) counties. Alan noted that the MPO Technical Committee meets more often, and any major policy approvals are recommended by the MPO Technical Committee to the MPO Policy Board for review and approval.

A motion was made by Michelle Mikitish and seconded by Commissioner Wayne Nothstein to appoint Commissioner Matt Osterberg, Brenda Sacco, Chris Barrett and Micah Gursky to the MPO Policy Board for a 2-year term. **Motion Carried**

**Fiscal Year 2024-2025 NEPA Budget Adoption** – Bill Kerstetter reported that the Executive Committee and Budget & Finance Committee both met today to discuss the Budget for 2025. He noted both Committees approve the adoption of the 2025 budget. Wendi reported NEPA is showing total revenues and total expenses of approximate \$4.7 million. She stated that NEPA has an increase in net assets of approximate \$3,461. Wendi reported that the budget was prepared very conservatively and is showing level funding from NEPA’s main funding agencies. She noted that the budget is approximately \$400,000 less than last year, which is primarily due to pass through funding. Wendi stated that the budget is a level balanced budget. Jeff reported that Wendi does a great job providing match for all of the various programs that sustain NEPA. He noted that NEPA has added several additional programs over the years. Jeff reported that there is an additional staff position in the budget for a loan servicing individual to assist Steve Ursich. He further noted that NEPA has been doing upgrades to the building (i.e. new doors and security system). Jeff stated that the budget is conservative in revenues. He noted that there may be a need for an additional accountant in the new calendar year.

A motion was made by Michelle Mikitish and seconded by Jack McNulty to approve the Fiscal Year 2024-2025 Budget as presented. **Motion carried**

**Fiscal Year 2024-2025 NEPA Work Plan Adoption** - Jeff stated that the Bylaws 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, it is a detailed explanation of all five (5) operating divisions and all their programs and activities.

A motion was made by Bill Kerstetter and seconded by Commissioner Wayne Nothstein to accept the Fiscal Year 2024-2025 NEPA Work Plan as presented. **Motion Carried**

**Fiscal Year 2024-2025 Nominating Committee Recommendations for Board Membership** – Steve Barrouk reported that the Nominating Committee report is on pages 28-29 in the packet regarding appointments and reappointments to the NEPA Board. He asked the Board to review and advise if they have any questions.

A motion was made by Chuck Leonard and seconded by Michelle Mikitish to accept the Nominating Committee recommendations for Board Membership as presented. **Motion carried.**

**Board of Directors Report  
Minutes of  
Wednesday, June 26, 2024  
In Person/Video Meeting**

**Fiscal Year 2024-2025 Committee Memberships** – Steve Barrouk reported that the Committee Membership report is located on pages 30-32. He stated that each Board Member has been assigned to a committee. He noted that if you wish to serve on a different committee, please advise Jeff and/or Donna.

A motion was made by Michelle Mikitish and seconded by Bill Kerstetter to accept the Fiscal Year 2024-2025 Committee Memberships as presented. **Motion carried.**

**Fiscal Year 2024-2025 Board Meeting Schedule** - Steve stated that on page 33 is the Board Meeting schedule for the new fiscal year. He noted that the next meeting will be on September 26<sup>th</sup> at Kalahari Resorts & Conventions.

A motion was made by Michelle Mikitish and seconded by Commissioner Wayne Nothstein to accept the Fiscal Year 2024-2025 Board Meeting Schedule as presented. **Motion carried.**

*Business Development Services* – Steve Ursich reported that we are conducting interviews due to two (2) vacancies in the APEX Program. He noted that the APEX staff will be participating in Tobyhanna Army Depot Industry Day on August 13<sup>th</sup> - August 15<sup>th</sup>. Steve reported that NEPA received notice for a SBA Full Smart Audit. He noted that SBA has requested 83 items, which are due on July 22<sup>nd</sup>. Steve stated that due to NEPA’s loan volume, a special loan meeting is scheduled for tomorrow to review four (4) 504 Loans and two (2) Community Advantage Loans. He reported that NEPA currently has five (5) loans at SBA. Steve noted that he expects over the next few months to close approximately \$10 million in projects. He reported that NEPA’s loan portfolio is currently just over \$70 million.

*Community & Economic Development Services* – Kurt reported that NEPA has a call with EDA next Monday to discuss projects in the Wilkes-Barre area. He noted that NEPA has had an open round for ARC pre-applications and continues to see a high volume. Kurt stated that ARC has been accepting pre-applications year-round. He reported that NEPA will be submitting 14-16 pre-applications to ARC. Kurt stated the Outreach Project in Lackawanna County received a \$500,000 Inspire grant. He noted that NEPA is still waiting to hear regarding the other Inspire projects. Kurt reported that the Angel Fund has six (6) investments to date and is vetting several pitches this week. He stated that under the RACP program, Downtown Shenandoah project is under construction, and the Little Leaf project has been completed. Kurt reported that the Schuylkill County Grant program has received the last three (3) applications. He further reported that the Tobyhanna Defense Technology Partnership will be hosting a reception on August 13<sup>th</sup> in conjunction with the Tobyhanna Army Depot Industry Day. Kurt noted that Tyler Day prepared the data and updated the scorecard for the ESU Economic Summit.

*Communications & Membership* – Donna reported as of May 31st, NEPA had 362 members for a total of \$255,795. She noted that as of today, we have a total of 380. She noted that NEPA’s goal is 450 members. Donna reported that NEPA held a media event with Toms Flooring in Lackawanna County on May 21<sup>st</sup>. She noted that NEPA’s 2024 Networking Reception is scheduled for Thursday, September 26<sup>th</sup> at Kalahari Resorts in Monroe County and that the invitations will be sent out after the 4<sup>th</sup> of July holiday.

**Board of Directors Report  
Minutes of  
Wednesday, June 26, 2024  
In Person/Video Meeting**

*Transportation Services* – Alan reported that the development of the 2025-2028 Transportation Improvement Program (TIP) is nearing completion. A copy of the TIP package is posted on the NEPA website. He noted that the public comment period for the draft 2025-2028 TIP ran from May 13, 2024 to June 14, 2024. He noted that the development of a regional freight study has been identified as a task in the current Unified Planning Work Program (UPWP) due to regional freight movements, particularly due to the warehousing and distribution growth in the NEPA MPO and the greater region. He noted that the 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). Alan reported that 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. He further reported that this task is currently included in our 2022-2024 UPWP. He stated that the Active Transportation Plan will address the needs of bicycle and pedestrian transportation. Alan reported that the reconstruction of SR 2001 Section 405 has been Pike County’s number one project for over 30 years. He noted that in that time, the estimated cost of the project has continued to grow and unfortunately, the NEPA MPO regional TIP allocation is unable to support the cost of the project.

**President & CEO Report** – Jeff thanked Mary Beth for serving as Board Chairperson and for her leadership and friendship. He welcomed back Steve Barrouk as NEPA’s Board Chairperson effective July 1<sup>st</sup>. Jeff also thanked Joe Sebelin for all his years of service on the Executive Committee. He noted that Joe is staying on the Board but exiting from the Executive Committee. Jeff further thanked Bill Kerstetter for many years of service on the Board, Executive Committee and RLF Committee. Jeff thanked Michelle Mikitish for volunteering to serve as the Budget & Finance Committee Chair. Jeff reported that Cynthia DeFebo (Pike County) and Wayne County Commissioner Jocelyn Cramer will be joining the Executive Committee effective July 1<sup>st</sup>. He noted that the new Board Members are Brenda Sacco, Carbon County; Kristin Magnotta, Lackawanna County; Lyndsay Griffin-Boylan, Luzerne County; Dee Raneri, Monroe County and Jennifer Passenti, Pike County. Jeff also thanked the NEPA staff for their dedication and hard work. He thanked Alan for his many years of service and wished him well on his upcoming retirement. Jeff introduced new staff members, Quinn Speckhardt, APEX Government Procurement Specialist and Carrie Sykes, Business Finance Specialist. He noted that Kara Smith has been promoted to APEX Government Procurement Program Manager with the retirement of Frank Migneco.

Steve Barrouk thanked all the Board members for their time and participation. He noted that he’s hoping the attendance remains very strong.

There being no further business, 1<sup>st</sup> Board Chairperson Steve Barrouk adjourned the meeting at 2:00pm.

Respectfully submitted,  
Donna Hritz  
Vice President of Communications & Operations  
August 26, 2024

## Statement of Activities

August 31, 2024

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 462,593	\$ 567,641	\$ 4,289,985	13%
Membership Fees	39,625	40,558	243,345	17%
Rental Income	4,820	3,853	23,116	17%
RLF Admin. Fees	2,700	38,994	50,000	78%
Match from Other Sources	58,388	26,125	46,500	56%
Other Receipts	7,676	10,513	56,200	19%
Contributed Services	840	-	28,000	0%
<b>Total Revenues</b>	<u>576,642</u>	<u>687,684</u>	<u>4,737,146</u>	<u>15%</u>
<b>Expenses:</b>				
Personnel	369,049	419,520	2,249,123	19%
Benefits	147,445	153,002	989,614	15%
Contractual	3,920	34,982	761,607	5%
Professional Fees	-	230	30,040	1%
Travel and Per Diem	3,676	1,722	77,951	2%
Meetings and Seminars	3,291	19,821	112,400	18%
Postage	785	1,381	3,050	45%
Supplies	292	3,305	44,840	7%
Publications and Memberships	2,733	7,335	84,495	9%
Printing	1,012	1,015	4,900	21%
Advertising	4,730	1,569	24,400	6%
Occupancy	12,172	14,186	63,232	22%
Equipment Rental & Maintenance	1,818	1,207	9,000	13%
Depreciation	9,469	10,028	56,779	18%
Telephone/Internet	4,705	5,001	30,370	16%
Insurance	-	-	42,100	0%
Interest	6,351	6,012	35,177	17%
Other Costs	3,849	6,324	86,607	7%
Contributed Services	840	-	28,000	0%
<b>Total Expenses</b>	<u>576,137</u>	<u>686,640</u>	<u>4,733,685</u>	<u>15%</u>
<b>Increase (Decrease) in Net Assets</b>	<u>\$ 505</u>	<u>\$ 1,044</u>	<u>\$ 3,461</u>	

<b>Net Assets</b>	
Beginning Balance	\$ 1,903,303
Increase (Decrease)	<u>1,044</u>
Current Balance	<u>\$ 1,904,347</u>

## Statement of Financial Position

**August 31, 2024**

<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	\$ 868,346	\$ 1,027,072	Accounts Payable	316,768	329,668
Restricted Funds Invested	168,467	86,118	Deferred Project Funds	168,467	86,118
Membership Fees Receivable	76,725	47,925	Employee Benefits Payable	217,697	231,056
Advances/Deposits/Prepays	41,762	46,115	Payroll Withholdings	4,892	5,068
Accounts Receivable-Projects	1,432,159	1,415,129	Deferred Membership Fees	145,595	145,675
Depreciable Assets (Net)	559,318	570,122	Capital Lease Payable	518,617	490,549
			<b>Total Liabilities</b>	<b>1,372,036</b>	<b>1,288,134</b>
			<b>Net Assets *</b>	<b>1,774,741</b>	<b>1,904,347</b>
<b>Total Assets</b>	<b><u>\$ 3,146,777</u></b>	<b><u>\$ 3,192,481</u></b>	<b>Total Liabilities &amp; Net Assets</b>	<b><u>\$ 3,146,777</u></b>	<b><u>\$ 3,192,481</u></b>

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

**Board of Directors Report**  
**September 26, 2024**



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Dear Board Members,

It is difficult to believe that we have almost completed one (1) quarter of the Fiscal Year.

The NEPA Team is performing admirably within all of our programs. Our end-of-year numbers that are documented in the Annual Report reflects that we are meeting and, in most cases, exceeding our goals.

We have record levels of small business lending and ARC grant awards. These loans and grants are extremely beneficial to our region. These and other programs are directly impacting job creation and retention in Northeastern Pennsylvania.

The outlook for this Fiscal Year is bright. Our programs are funded, and we have the luxury of more discretionary funding from our loan fees. We continue to look for programs that follow my direction that whatever we pursue must accomplish three key provisions: Help the NEPA Region, Sustain NEPA Alliance Programmatically and Financially and not conflict with partner programs or activities. To date, we have been very successful in building new programming that accomplishes the above criteria.

Our Annual Networking Reception is our pinnacle event of the year, and it follows this Board Meeting. We are expecting a great turnout of business and community leaders at Kalahari for this signature event of fun and networking

The following pages of the Board Packet summarizes our program activities and will tell the story of our effectiveness. Please reach out with any questions about our activities.

Thank you all for the opportunity to lead this great team of professionals!

All the best,

Jeff

**Board of Directors Report  
 September 19, 2024**

**APEX Accelerator**

<b>Counseling Activity (5-01-2024 to 08-31-2024)</b>
<b>New Active Clients for the Period: 16</b>
<b>Active Clients for the Period: 129</b>
<b>Initial Introductory Counseling Sessions for the Period: 16</b>
<b>Follow-up Counseling Sessions for the Period: 464</b>
<b>Events: 5</b>

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. 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.

<b>Contract Awards Activity (5-01-2024 to 08-31-2024)</b>			
<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	<b>8,802</b>	<b>12</b>	<b>\$7,829,238.24</b>
<b>State/Local Prime</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Subcontracts</b>	<b>5</b>	<b>0</b>	<b>\$3,553,059.37</b>

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.

<b>Set Aside Award Activity (5-01-2024 to 08-31-2024)</b>		
<b>Certification Type</b>	<b>Awards</b>	<b>Total Value</b>
<b>SD/VOSB</b>	<b>7</b>	<b>\$2,788,311.84</b>
<b>WOSB</b>	<b>0</b>	<b>\$0</b>
<b>HUBZone</b>	<b>6</b>	<b>\$749,463.52</b>

# Board of Directors Report September 19, 2024




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## International Business Development Program

The International Business Development Program achieved 119% of the overall goal set by the Pennsylvania Department of Community & Economic Development Office of International Business Development. During the Fiscal Year staff held three (3) webinars and hosted Pennsylvania’s Trade Representatives for one-on-one meetings with local businesses during “Bringing the World to Northeastern Pennsylvania.”

<b>PA Office of International Business Development Performance Measurements FY 2023 -2024</b>		
<b>Performance Measurement</b>	<b>Goal</b>	<b>YTD Totals</b>
Active Clients	50	60
Export Actions	105	156
Exporting Companies	13	20
Export Sales	\$22,609,296.90	\$81,999,205.14
Projects	101	96
ATR Attributed Sales	\$9,269,811.73	\$8,694,130.02
New Clients	7	12
Total (weighted and capped measure) <i>Calculated 7/24/24</i>		119.76%

## Business Finance Center

The Business Finance Center has been able to close 15 loans totaling \$6,215,100. Through these loan closings, the small businesses are expected to create 165 jobs and retain 33 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- Food Service
- Drink Packaging
- Specialty Contractors
- Recycling Centers

NEPA Alliance BFC continues to look to assist small businesses that are affected by the rate increases and limited credit offerings through conventional banks due to industry pullback.

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<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	16	\$ 21,094,000.00
<b>Closed Since Last Meeting</b>	4	\$ 2,476,000.00
<b>Outstanding Loans</b>	71	\$ 51,781,918.16
<b>Total</b>	91	\$ 69,350,995.00
<b>SBA Community Advantage</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	4	\$ 657,900.00
<b>Closed Since Last Meeting</b>	8	\$ 1,546,100.00
<b>Outstanding Loans</b>	18	\$ 2,022,203.15
<b>Total</b>	30	\$ 4,226,203.15
<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	1	\$ 453,200.00
<b>Closed Since Last Meeting</b>	2	\$ 2,068,000.00
<b>Outstanding Loans</b>	19	\$ 7,196,823.00
<b>Total</b>	22	\$ 9,718,023.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	2	\$ 168,000.00
<b>Closed Since Last Meeting</b>	1	\$ 125,000.00
<b>Outstanding Loans</b>	159	\$ 8,293,702.00
<b>Total</b>	162	\$ 8,586,702.00
<b>NEPA BFC Active Portfolio</b>	282	\$ 75,509,746.31

Seventeen (17) out of twenty (20) 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 were received during the 4<sup>th</sup> quarter of 2023-2024 which represented an 85% response rate. Seventeen (17) 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 4<sup>th</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	3	3	3
APEX Accelerator	13	13	13
International	3	3	3

## Board of Directors Report September 26, 2024

### Community and 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
For Pete's Sake	Cancer Retreat Center	PI	\$2M	\$8M	Waiting on response from EDA as to eligibility
SEDA-COG & NEPA	Data dashboard – CEDS Improvement project	RE	\$480,000	\$576,000	Awarded October 2023
SEDCO	Infrastructure Feasibility Study	SC	TBD	TBD	Considering application
SLIBCO	CTTC Facility Improvements	LA	TBD	TBD	Considering application

#### 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.

#### 24-25 Current Projects:

Organization	Project	CO	ARC	ARC Grant Request Amount	Status
Delaware and Lehigh National Heritage Corridor, Inc. (DLNHC)	D&L Luzerne Trail Study	CA	AD	\$75,000	Pre-App under DCED Review
Johnson College	Workforce Training to Match Industry Standards	LA	AD	\$107,225	Pre-App under DCED Review
Misericordia University	Advancing the Education and Workforce Development of High-Demand Nursing	LU	AD	\$75,000	PreApp under DCED Review
NEPA	CDFI	RE	AD	\$200,000	PreApp under DCED Review
NEPA	PREP	RE	AD	\$461,425	PreApp under DCED Review
Scranton Area Community Foundation	Lackawanna County Microtransit Feasibility Study for Workers and Their Employers	LA	AD	\$55,000	PreApp under DCED Review
St. Joseph's Center	Sain Joseph's Center Workforce Development Training Center	LA	AD	\$100,000	PreApp under DCED Review
United Neighborhood Centers of NEPA	UNC Skilled Childcare Workers Capacity Expansion	LA	AD	\$515,524	PreApp under DCED Review

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Volunteers in Medicine	Increased Access to Free Healthcare	LU	AD	\$200,000	PreApp under DCED Review
Greater Wilkes-Barre Chamber of Business and Industry	Connect Inclusive	LU	AD	\$230,750	PreApp Under DCED Review
City of Carbondale	Enterprise Drive Improvement Project	LA	LAR	\$699,192	PreApp under DCED Review
Hazleton Area School District	A new Access Road for Hazleton Area School District (HASD)	LU	LAR	\$1,145,986	PreApp under DCED Review
Nesquehoning Borough	Nesquehoning Borough Business Park - Industrial Road (extends between Stock St (SR0054) to Park Ave)	CA	LAR	\$893,972	PreAppuUnder DCED Review
Wayne County	Community Health, Wellness, and Innovation Campus -- RT 191 and Spinner Rd Improvements	WA	LAR	\$1,024,190	PreAppuUnder DCED Review
WVIA	WVIA Tech Accelerator - Advancing Our Mission in Rural Pennsylvania	RE	AD	\$400,000	Full App under DCED Review
<b>Total:</b>				<b>\$6,103,264</b>	

**Recently Funded Projects:**

Organization	Project	CO	ARC	ARC Grant Request Amount	Funding Leveraged	Status
Mid Valley School District	STEAM Education Advancement – Biomedical Science	LA	AD	\$124,000	\$124,000	Awarded
Orwigsburg Borough (LAR)	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue) – Phase 2	SC	LAR	\$1,229,828	\$100,000	Awarded
Coaldale Borough	Kline Hill Road – Phase II	CA	LAR	\$221,276	\$0	Awarded
Dunmore Borough (LAR)	Keystone Industrial Park Road Improvement	LA	LAR	\$1,135,840	\$200,000	Awarded
NEPA	PREP	RE	AD	\$461,425	\$461,425	Awarded
Keystone College	LEEP	LA	A	\$150,000	\$200,000	Awarded
NEPA	Community Capacity	RE	AD	\$80,000	\$0	Awarded
<b>Totals:</b>				<b>\$3,402,369</b>	<b>\$624,461</b>	

**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

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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 submitted the application for the Northeast Region to DCED in early September for \$195,000. The Engage! visits will be split between NEPA and our 13 partners and visits will take place in all seven counties.

### 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 25 businesses have made pitches, and 6 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	Pittsburgh, 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
UpContent	Tech	\$50,000	Pittsburgh, PA
Voxel Innovations	Electrochemical Manufacturing	\$50,000	Raleigh, NC

### 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.

**Schuylkill County COVID-19 ARPA Nonprofit Support Grants:** In 2023, NEPA Alliance was tasked with the administration of \$500,000 in grant funding for nonprofit organizations in Schuylkill County for organizations impacted by COVID-19. In the Fall of 2023, 49 organizations submitted an intake, and 34 moved forward with a full application. In the Spring of 2024, 29 organizations were notified of grant awards ranging from \$1,000 to \$20,000 based on eligibility. A total of \$423,424 was distributed to

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awardees throughout the month of April, and NEPA has been awarded \$40,000 for the administrative services.

### NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER

**NCAC Membership:** NCAC currently has 102 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. Additionally, NCAC has begun to offer access to Candid’s Nonprofit Compensation Report, available to both members and nonmembers at tiered rates (\$65 and \$95, respectively).

NCAC recently hosted a free training workshop in partnership with Candid for both members and non-members on using the Candid online Foundation Directory platform. NCAC has recently earned Candid’s Silver Seal of Transparency and is working toward the Gold Seal.

#### Fraternal Order of Police – Pittston Twp. Shooting Range Project

NCAC has offered to complete and submit a Luzerne County LSA grant (estimated maximum \$350,000) for the installation of an outdoor shooting range at the FOP lodge 46 in Pittston Twp., PA. The range will be utilized by State Police, local law enforcement professionals, and include special community events for educational purposes (Boy Scouts).

#### **NCAC Technical support:**

- For Pete’s Sake – Secondary Custom Funding Search
- Cornerstone Fellowship Ministries– FDO Guidance
- The Hatch – FDO Guidance
- Rehabilitating justice-involved individuals - Nonprofit Startup Consultation
- Pocono United Way – Custom Funding Search
- United Neighborhood Centers of NEPA – Funding Consultation

### 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. To date, the TDTP membership campaign has received a commitment of over \$149,750 in pledges by various community partners in support of this project.

In August, TDTP held a reception in conjunction with the Depot’s Industry Day event. The event, held at the Scranton Hilton and Conference Center, was well received by the attending businesses. The Partnership is co-hosting a Chamber Day event in early October with the Depot and will host a legislative breakfast in 2025. In March, TDTP will send staff to the Association of Defense Communities annual conference in Washington, DC.

### **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

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Strategy Five-Year Plan for Northeastern Pennsylvania.” The 2023 CEDS Annual Performance Report has been completed, as required by EDA. NEPA has partnered with our sister agency, SEDA-COG, to develop an online CEDS Data Dashboard. NEPA Alliance has engaged The Institute for Public Policy and Economic Development to partner on the Data Dashboard and upcoming CEDS update.

**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.

<b>Impact Studies</b>						
#	Client	Project Title	Purpose	CO	Month - Year	Studies
1	PA DCED OIBD	OIBD Statewide Impact	International Business Development Impacts	PA	Aug. 2024	O
2	For Pete’s Sake	Cancer Respite Center	New Construction	PI / WA	Sep. 2024	C/O/V
3	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Oct. 2024	C/O/V

# Social Media

Last 30 Days

## FACEBOOK



**1,584 Followers**  
**11 New Followers**  
**946 Reach/Views**

## INSTAGRAM



**1,709 Followers**  
**646 Reach/Views**

## LINKEDIN



**1,977 Followers**  
**8 New Followers**  
**994 Impressions**

## X (TWITTER)



**1,903 Followers**

# Board of Directors Report

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### Transportation Planning Services Division

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

- The 2025-2028 Transportation Improvement Program (TIP) is complete and goes into effect on October 1, 2024. The TIP package and project map are posted on the NEPA website at [www.nepa-alliance.org/tip](http://www.nepa-alliance.org/tip). The 2025-2028 TIP includes:
  - 103 Bridge and Highway Projects totaling \$244.2 million
  - 17 Transit Projects totaling \$45 million
  - 8 Interstate Projects totaling \$258.9 million

#### **2025-2027 Unified Planning Work Program (UPWP)**

- The development of the 2025-2027 Unified Planning Work Program (UPWP) is underway. The UPWP is the program of work that will be conducted by the NEPA transportation staff in our four-county MPO region (Carbon, Monroe, Pike and Schuylkill) between July 1, 2025 and June 30, 2025. The UPWP lists specific tasks to be completed over the two-year period.
- The UPWP developed is guided by a steering committee. A meeting of the UPWP Steering Committee was held in August to review the status of the current work program tasks and discuss priorities for the 2025-2027 UPWP. Staff are currently developing the draft 2025-2027 UPWP based on those discussions. The draft 2025-2027 UPWP will be reviewed by the steering committee and then shared with the Technical Committee and Policy Board members for review prior to submission to FHWA and FTA for the required 45-day review period.
- The schedule for the 2025-2027 UPWP development is below.
  - October 22, 2024- NEPA MPO Technical Committee endorses UPWP and authorizes submission to FHWA and FTA
  - October 23, 2024, to December 6, 2024- 45-day review period for FHWA and FTA
  - December 10, 2024- Distribute final 2025-2027 UPWP to NEPA MPO committees
  - December 17, 2024- Joint NEPA MPO Policy Board and Technical Committee Meeting to approve UPWP and refer to NEPA Board of Directors
  - January 8, 2025- NEPA Board of Directors Meeting to approve UPWP
  - January 31, 2025- Submission of 2025-2027 UPWP to PennDOT

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

- Development of the NEPA MPO's first Active Transportation Plan is underway. 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, projects and funding sources to be considered in future programs.
- Public outreach meetings were held in each of the MPO counties in September. The outreach meetings involved identifying specific bicycle and pedestrian needs in each county. Additional outreach will be conducted through stakeholder interviews and focus groups. Plan development will continue through the fiscal year with completion expected by June 2025.

#### **SR 2001 Reconstruction Project Alternatives Study**

- A study to identify alternates for the reconstruction of SR 2001 Section 405 in Pike County is underway. Reconstruction of SR 2001 has been Pike County's number one project for over 30

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years. In that time, the estimated cost of the project has continued to grow. Unfortunately, the NEPA MPO regional TIP allocation is unable to support the cost of the project. In addition, given the rural nature of the project, it is unlikely to be competitive for discretionary funding at the national level.

- PennDOT has provided \$350,000 in supplemental planning funds for NEPA to complete a study to assess State Route 2001 and to consider alternatives which could include phasing or smaller, lower-cost improvements. Michael Baker International is the consultant for the study. Work on the study is underway and meetings with Pike County, PennDOT and NEPA staff are ongoing. The study is expected to be completed by June 2025.

### **Coordinated Transit-Human Services Transportation Plan Update**

- An update of the NEPA MPO Coordinated Transit- Human Services Transportation Plan has been identified as a priority task in the 2024-2025 UPWP. The plan was last updated in November 2016. The plan aims to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate resources available for public transportation.
- The scope of work for the plan development has been approved by the NEPA MPO Technical Committee. A steering committee to guide the plan development will be established in the coming weeks and outreach sessions will be held later this fall. The plan is expected to be complete by June 2025.

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

- 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. WSP USA, Inc. is the consultant engaged to complete the plan. The plan is being finalized and will be shared with the NEPA MPO committees in the coming weeks. WSP will provide a presentation on the freight plan for committee members from the 5 participating MPOs in October.
- One of the plan recommendations is for the five MPOs involved in the plan to formally establish the Eastern Pennsylvania Freight Alliance to implement the plan recommendations. An MOU to guide the Eastern Pennsylvania Freight Alliance is being developed.

### **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 2025-2028 TIP- <https://arcg.is/1CXjeS>. The map also includes data layers for the Environmental Justice analysis.
- A Story Map outlining the development of the 2025-2028 TIP has been created. <https://arcg.is/1Wdf90>. It includes drone imagery of several key TIP projects in the NEPA MPO region.
- Staff has created a HUB site for the transportation program- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>

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- Staff developed a NEPA Membership Hub with statistics about NEPA Members and the benefits of membership. <https://arcg.is/1vHW5z>

### **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 2023-2024 program year ended on June 30<sup>th</sup>. 15 classes were held, including 3 Chainsaw Safety Workshops. Scheduling for Fall 2024 is underway, with 5 classes currently scheduled. Additional Fall and Winter classes will be scheduled. LTAP will also continue to offer courses in an online format.

### **Regional Meetings**

Staff attended the following regional meetings and conferences:

- State Transportation Commission Meeting- August 14
- Pike County Road Task Force Meeting- July 18
- Lackawanna-Luzerne MPO Meeting- July 9
- Safe Streets Lackawanna Project Meeting- August 27
- PennDOT Planning Partners Call- July 17
- PSATS County Conventions- August 22 (Lackawanna) and September 19 (Luzerne)
- PA Planning Association Northeast Section Meetings- July 19 and September 13

# NEPA's Staff Directory

## Executive Leadership

### Jeffrey Box

President & CEO

570-891-4647 • jbox@nepa-alliance.org

## Business Development Services

### Stephen Ursich

Vice President

570-891-4649 • sursich@nepa-alliance.org

### David Nat

Business Finance Manager

570-891-4651 • dnat@nepa-alliance.org

### Donovan Klem

Business Finance Manager

570-891-4668 • dklem@nepa-alliance.org

### Kenneth Doolittle

Business Finance Manager

570-891-4654 • kdoolittle@nepa-alliance.org

### James Urso

Business Finance Specialist

570-299-2627 • jurso@nepa-alliance.org

### Kristie Miller

Business Finance Specialist

570-891-4037 • cmiller@nepa-alliance.org

### Carrie Sykes

Business Finance Specialist

570-299-7867 • csykes@nepa-alliance.org

### Kara Smith

Government Procurement Program Manager

570-891-4672 • ksmith@nepa-alliance.org

### Quinn Speckhardt

Government Procurement Specialist

570-891-4671 • qspeckhardt@nepa-alliance.org

### Isabella Ceccoli

Government Procurement Specialist

570-891-4657 • iceccoli@nepa-alliance.org

### Paula Terpak

Business Development & Government

Procurement Specialist

570-891-4648 • pterpak@nepa-alliance.org

### Deborah Langan

Senior International Business Manager

570-891-4645 • dlangan@nepa-alliance.org

## Communications & Operations

### Donna Hritz

Vice President

570-891-4666 • dhritz@nepa-alliance.org

### Michael Skowronski

Information Technology Manager

570-891-4650 • mskowronski@nepa-alliance.org

## Administrative Services

### Wendi Holena

Vice President/CFO

570-891-4663 • wholena@nepa-alliance.org

### Judy Doblax

Senior Accounting Manager

570-891-4661 • jdoblix@nepa-alliance.org

### Jeffrey Loftus

Accountant

570-891-4659 • jloftus@nepa-alliance.org

### Madison Kuzdro

Accountant

570-891-4662 • mkuzdro@nepa-alliance.org

## Community & Economic Development Services

### Kurt Bauman

Vice President

570-891-4665 • kbauman@nepa-alliance.org

### Tyler Day

Community & Economic Dev. Services Manager

570-891-4656 • tday@nepa-alliance.org

### Colleen Burns

Community & Economic Dev. Services Manager

570-299-2628 • cburns@nepa-alliance.org

## Transportation Planning Services

### Kate McMahon

Vice President

570-891-4670 • kmcmahon@nepa-alliance.org

### Daniel Yelito

Transportation Services Manager

570-891-4652 • dyelito@nepa-alliance.org

### Annette Ginocchetti

Transportation GIS Manager

570-891-4664 • aginocchetti@nepa-alliance.org

### Jonathan Shaw

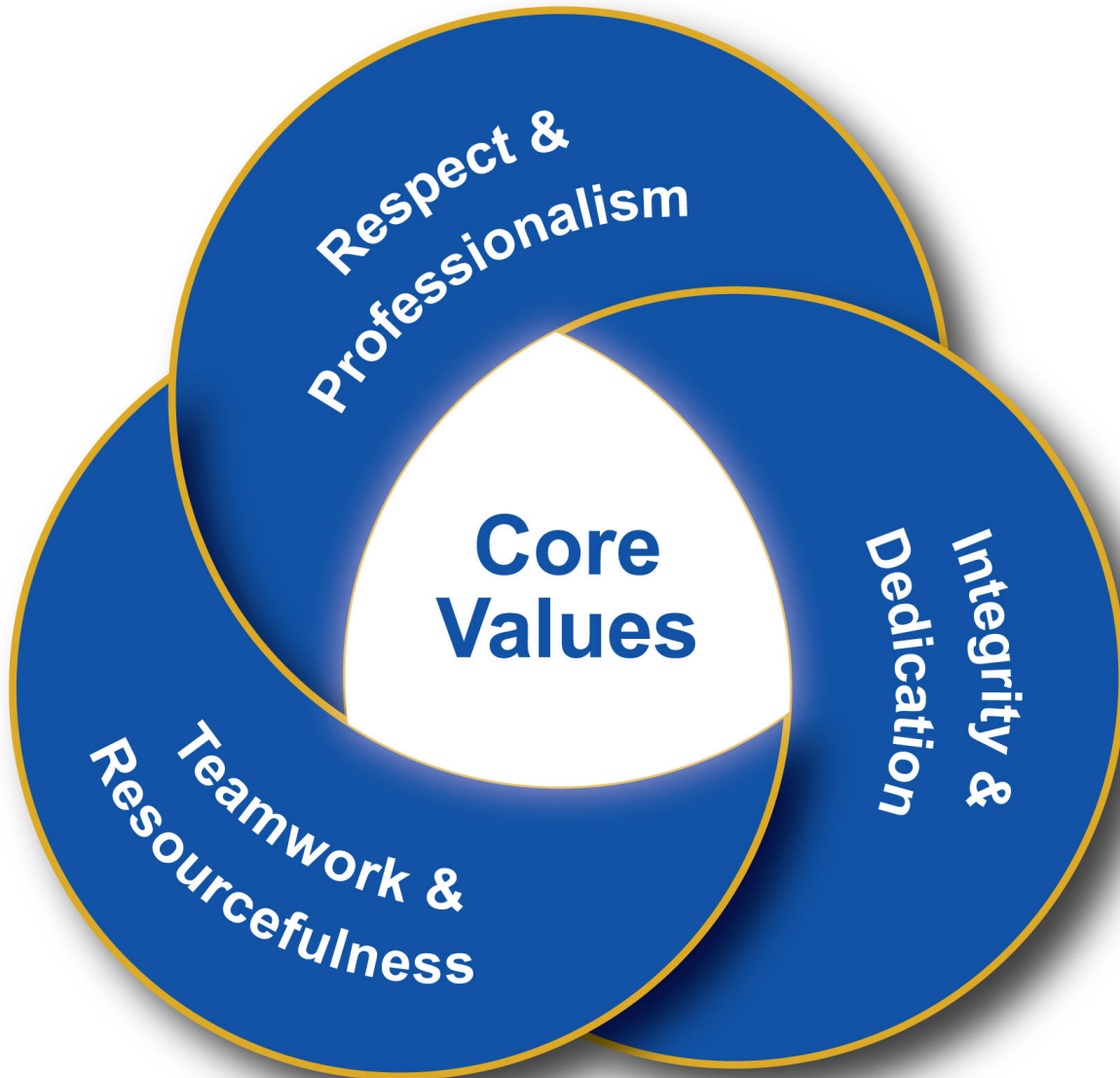
Transportation Planning Manager

570-891-4093 • jshaw@nepa-alliance.org

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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.



1151 Oak Street • Pittston, Pennsylvania • 18640-3726

Phone: 570-655-5581 • 866-758-1929 • Fax: 570-654-5137 • Email: [info@nepa-alliance.org](mailto:info@nepa-alliance.org)

[www.nepa-alliance.org](http://www.nepa-alliance.org)