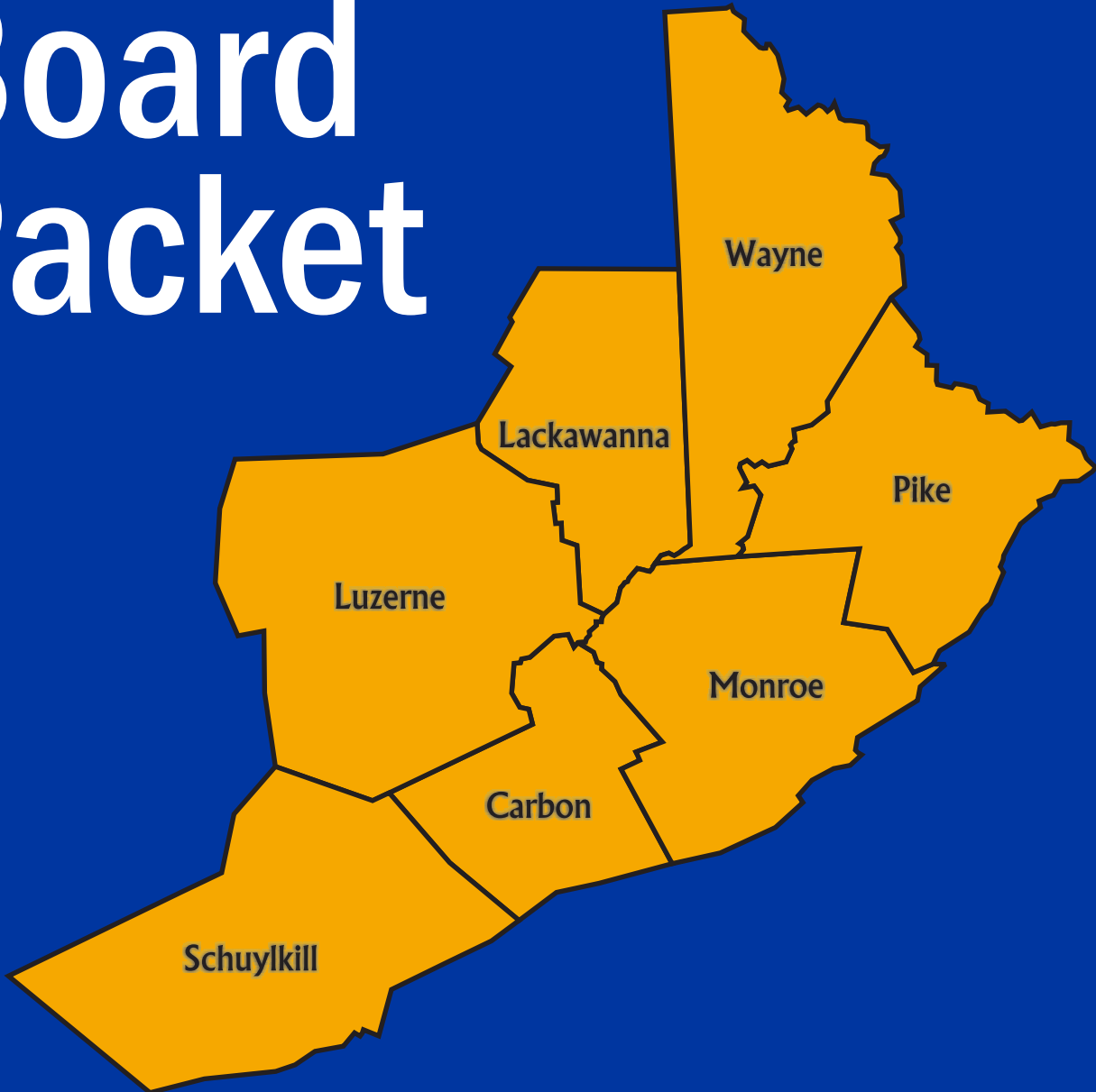


Northeastern Pennsylvania Alliance

**NEPA**

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# Board Packet



***November 6, 2024***

# NEPA's Board of Directors 2024-2025

## CARBON COUNTY

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

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570-657-8205  
570-325-2462

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gawentz@ptd.net

## LACKAWANNA COUNTY

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

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570-347-2056  
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570-702-8903  
570-558-5113

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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  
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570-455-1509  
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570-704-3953

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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

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## PIKE COUNTY

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

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## SCHUYLKILL COUNTY

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

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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)**

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## AT-LARGE

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

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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)

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570-883-0504

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## EMERITUS

David Donlin  
Ernest Preate

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BOARD OF DIRECTORS REPORT  
NOVEMBER 6, 2024



**AGENDA**

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- I. **Call to Order** – *Steve Barrouk, Board Chairperson*  
\* Sound & Audio check
- II. **Pledge of Allegiance** - *Steve Barrouk, Board Chairperson*
- III. **Roll Call** - *Donna Hritz, VP, Communications & Operations*
- IV. **Board Discussion & Action Items**
- \* September 26, 2024, Meeting Minutes - *Steve Barrouk, Board Chairperson* 1-5
  - \* Approval of the Financial Report - *Wendi Holena, VP & CFO* 6-7
  - \* Resolution 2024-5 – Approving the 6<sup>th</sup> Modification of the Professional Management Agreement Between NEPA Alliance and NEPA Alliance Business Finance Corporation - *Jeffrey Box & Steve Ursich* 8-17
  - \* Motion to Appoint Vince Galko as a NEPA Board Member on the NCAC Board replacing Marynell Strunk.
- Presentation** – Steve Chiamonte, Vice President Transportation Planning, WSP regarding the Eastern Pennsylvania Freight Infrastructure Plan- *Jeffrey Box & Kate McMahon*
- \* **Affiliate/Committee/Division Reports** 18-30
- Business Development Services - *Steve Ursich*
  - Community & Economic Development Services - *Kurt Bauman*
  - Communications & Membership - *Donna Hritz*
  - Transportation Services – *Kate McMahon*
- V. **President & CEO Report** - *Jeffrey Box, President & CEO*  
\* Introduction of new staff members:  
Isabella Ceccoli, Molly Sweeney & Colleen Burns
- VI. **Open Discussion** - *Steve Barrouk, Board Chairperson*





**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**

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**

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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

September 30, 2024

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 683,714	\$ 893,191	\$ 4,289,985	21%
Membership Fees	59,438	60,836	243,345	25%
Rental Income	7,230	5,779	23,116	25%
RLF Admin. Fees	5,810	39,674	50,000	79%
Match from Other Sources	76,788	35,500	46,500	76%
Other Receipts	20,916	20,902	56,200	37%
Contributed Services	8,753	6,494	28,000	23%
<b>Total Revenues</b>	<b>862,649</b>	<b>1,062,376</b>	<b>4,737,146</b>	<b>22%</b>
<b>Expenses:</b>				
Personnel	528,420	602,442	2,249,123	27%
Benefits	187,040	219,420	989,614	22%
Contractual	5,088	89,184	761,607	12%
Professional Fees	-	230	30,040	1%
Travel and Per Diem	7,928	3,467	77,951	4%
Meetings and Seminars	28,051	46,245	112,400	41%
Postage	813	1,381	3,050	45%
Supplies	3,541	12,437	44,840	28%
Publications and Memberships	15,074	7,779	84,495	9%
Printing	1,295	1,015	4,900	21%
Advertising	7,896	2,894	24,400	12%
Occupancy	17,811	18,602	63,232	29%
Equipment Rental & Maintenance	3,158	1,843	9,000	20%
Depreciation	14,204	14,762	56,779	26%
Telephone/Internet	7,065	7,541	30,370	25%
Insurance	-	-	42,100	0%
Interest	9,506	8,997	35,177	26%
Other Costs	7,833	11,915	86,607	14%
Contributed Services	8,753	6,494	28,000	23%
<b>Total Expenses</b>	<b>853,476</b>	<b>1,056,648</b>	<b>4,733,685</b>	<b>22%</b>
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 9,173</b>	<b>\$ 5,728</b>	<b>\$ 3,461</b>	

<b>Net Assets</b>	
Beginning Balance	\$ 1,903,303
Increase (Decrease)	5,728
<b>Current Balance</b>	<b>\$ 1,909,031</b>

## Statement of Financial Position

September 30, 2024

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 1,327,007	\$ 880,397	Accounts Payable	284,947	107,942
Restricted Funds Invested	166,302	69,415	Deferred Project Funds	166,302	69,415
Membership Fees Receivable	76,725	6,325	Employee Benefits Payable	217,697	231,056
Advances/Deposits/Prepays	43,189	47,652	Payroll Withholdings	5,012	5,670
Accounts Receivable-Projects	972,417	1,370,000	Deferred Membership Fees	127,308	127,946
Depreciable Assets (Net)	554,584	565,387	Capital Lease Payable	516,355	488,116
			Total Liabilities	<u>1,317,621</u>	<u>1,030,145</u>
			<b>Net Assets *</b>	1,822,603	1,909,031
<b>Total Assets</b>	<u><u>\$ 3,140,224</u>   <u>\$ 2,939,176</u></u>		<b>Total Liabilities &amp; Net Assets</b>	<u><u>\$ 3,140,224</u>   <u>\$ 2,939,176</u></u>	

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

**RESOLUTION 2022-5**

**OF THE  
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS  
TO APPROVE THE MODIFICATIONS OF THE PROFESSIONAL MANAGEMENT AGREEMENT  
BETWEEN NEPA ALLIANCE AND NEPA ALLIANCE BUSINESS FINANCE CORPORATION  
RELATED TO SBA REQUIRED LANGUAGE**

**WHEREAS**, NEPA Alliance and NEPA Alliance Business Finance Corporation entered into a five (5) year Professional Management Agreement on December 11, 2011, for the purposes of NEPA Alliance providing technical and staffing assistance to the NEPA Alliance Business Finance Corporation, and

**WHEREAS**, NEPA Alliance and the NEPA Alliance Business Finance Corporation last amended said agreement on June 26, 2024 , and

**WHEREAS**, the NEPA Alliance Business Finance Corporation is a Certified Development Company (CDC) as designated by the U.S. Small Business Administration (SBA) and is currently in good standing with said agency, and

**WHEREAS**, the SBA has requested language changes to the Professional Management Agreement to ensure compliance with 13 CFR §120.824 and 120.825 and SBA Loan Program Requirements, and

**WHEREAS**, it is understood the Professional Management Agreement is subject to pre-approval and yearly review by SBA and will be submitted as part of our Annual Report, and

**WHEREAS**, all other terms and conditions contained in the Professional Management Agreement be and remain in full force and effect unmodified hereby as referenced in the June 26, 2024 resolution and thusly recognized as the Sixth Amended and Restated Professional Management Agreement, and

**NOW THEREFORE, BE IT RESOLVED**, that the NEPA Board of Directors, approves the modifications to the Professional Management Agreement with the NEPA Alliance BFC as presented.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 6<sup>th</sup> Day of November 2024 and the President/CEO is authorized to execute any and all documents related documents related to this approval.

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Stephen M. Barrouk  
Board Chairperson  
NEPA Alliance Board of Directors

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Jeffrey K. Box  
President & CEO  
NEPA Alliance

**SIXTH AMENDED AND RESTATED  
PROFESSIONAL MANAGEMENT AGREEMENT**

THIS SIXTH AMENDED AND RESTATED PROFESSIONAL MANAGEMENT AGREEMENT (“*Agreement*”) is made and entered into as of November 6, 2024, by and between NEPA ALLIANCE BUSINESS FINANCE CORPORATION, a Pennsylvania nonprofit corporation with offices at 1151 Oak Street, Pittston, Pennsylvania 18640 (“*NABFC*”), and ECONOMIC DEVELOPMENT COUNCIL OF NORTHEASTERN PENNSYLVANIA d/b/a NORTHEASTERN PENNSYLVANIA ALLIANCE, a Pennsylvania nonprofit corporation with offices at 1151 Oak Street, Pittston, Pennsylvania 18640 (“*Manager*”).

WITNESSETH:

**WHEREAS**, NABFC submitted an application with the United States Small Business Administration (the “*SBA*”) to be certified as a Certified Development Company (“*CDC*”) under the SBA’s 504 Loan Program; and

**WHEREAS**, NABFC and Manager originally entered into a Professional Management Agreement on February 16, 2010 (the “*Original Agreement*”); and

**WHEREAS**, the SBA advised NABFC that certain changes needed to be made to the Original Agreement in order to certify NABFC as a CDC; and

**WHEREAS**, NABFC and Manager entered into an Amended and Restated Professional Management Agreement on December 20, 2010 (the “*First Amendment*”), and submitted the First Amendment to the SBA; and

**WHEREAS**, the SBA has advised NABFC and NEPA Alliance that certain changes need to be to the made to the amended and restated Management Agreement to address compensation requirements paid to manageres; and

**WHEREAS**, the terms of this Agreement are intended to and shall amend and restate in their entirety both the Original Agreement, the First Amendment, the Second Amendment, Third Amendment, Fourth Amendment, and Fifth Amendment in the manner described below.

**NOW, THEREFORE**, in consideration of the aforesaid recitals and the mutual promises and covenants contained in this Agreement, the adequacy and receipt of which are hereby acknowledged by each party, and intending to be bound hereby, NABFC and Manager covenant and agree as follows:

**1. Engagement.** Upon SBA's continued certification of NABFC as a CDC, NABFC engages Manager as an independent contractor to perform the professional management services described in this Agreement. Manager accepts and agrees to perform such services for NABFC as an independent contractor.

**2. General Duties of Manager.** Manager will be responsible for the day-to-day operations of NABFC subject to oversight by NABFC's Executive Director, NABFC's Board of Directors and the President & CEO of NEPA Alliance, and shall perform services relating to the 504 Loan Program and SBA 7(a) Community Advantage loans of NABFC as may be appropriate, including without limitation:

**2.1.** marketing NABFC's status as a CDC and marketing the availability of 504 and 7(a) Community Advantage Loan Program loans from NABFC;

**2.2.** processing, closing, and servicing NABFC's 504 and 7(a) Community Advantage Loan Program loans;

**2.3.** packaging NABFC's 504 and 7(a) Community Advantage Loan Program loans;

**2.4.** liquidating NABFC's 504 and 7(a) Community Advantage Loan Program loans;

**2.5.** furnishing reports and statistical and economic research to NABFC's Board of Directors regarding NABFC's loan activities and the performance of its loan portfolio;

**2.6.** establishing and administering underwriting, appraisal and quality control procedures for 504 and 7(a) Community Advantage Loan Program loans made or acquired by NABFC;

**2.7.** conducting a legal document review of each loan made or acquired by NABFC to verify the accuracy and completeness of the information contained in the security instruments and other pertinent documents in each loan file;

**2.8.** providing NABFC with data processing and administrative services to the extent required to implement the strategy of NABFC;

2.9. providing services necessary for compliance by NABFC with all federal, state and local regulatory requirements applicable to NABFC in respect of its activities, including maintaining books and records and preparing or causing to be prepared all financial statements required under applicable regulations and contractual undertakings;

2.10. providing services necessary to enable NABFC to make required federal, state and local tax filings and reports and generally enable NABFC to maintain its status as a CDC; and

2.11. performing such other services as may be required from time to time for the management of and other activities relating to the public service operations of NABFC as the NABFC's Executive Director and/or Board of Directors shall reasonably request, or Manager shall deem appropriate under the particular circumstances.

3. **Responsibilities of NABFC.** The NABFC's Board of Directors shall have general oversight over NABFC operations. Manager's performance of the duties set forth in Section 2 above does not diminish or dilute in any way the responsibility of NABFC's Board of Directors for the operations of NABFC. NABFC's Board of Directors specifically acknowledges and retains the ultimate responsibility for all loan approvals and loan servicing actions, and also acknowledges that such responsibility must be carried out of any control by Manager.

4. **Bank Accounts.** At the direction of NABFC's Board of Directors, Manager may establish and maintain one or more bank accounts in the name of NABFC, and may collect and deposit into any such account or accounts, and disburse funds from any such account or accounts, under such terms and conditions as NABFC's Board of Directors may approve; and Manager shall from time to time render appropriate accountings of such collections and payments to NABFC's Executive Director and Board of Directors and, upon request, to the auditors of NABFC.

5. **Records.** Manager shall maintain appropriate books of account and records relating to services performed, and such books of account and records shall be accessible for inspection by the Executive Director, the Board of Directors, the United States Small Business Administration ("SBA"), or any member of NABFC at any time. Both NABFC and Manager shall comply with all SBA record-retention requirements. All loan case files and collateral documents will be retained at NABFC's principal office or otherwise maintained in a manner acceptable to the SBA that permits immediate access to such documents. If NABFC and Manager maintain computer-stored records, they shall use their best efforts to ensure that the computer-stored records are actual reproductions of original documents.

- **6. Compensation of Manager.** Manager shall receive a quarterly management fee equal to the sum of Eighty-Five Percent (85%) of NABFC's 504 and 7(a) Community Advantage processing, servicing, and packing income, premium on sale and contract payments hereunder for professional services provided by Manager shall not exceed Eighty-Five Percent (85%) of NABFC's 504 and 7(a) Community Advantage processing, servicing, and packaging income and premium on sale (such income does not include extension fees, prepayment penalties, SBA fees, line of credit interest expense, and late payment charges). Payments described in this Section 6 shall be the sole source of Manager's compensation under this Agreement. The parties have determined and agree that the fees are customary and reasonable for similar services performed in NABFC's area. Manager staff compensation will be based on the hourly rates set forth on the attached **Schedule A**. The quarterly management fee shall be payable in arrears on January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup> of each calendar year. Immediately after the first anniversary of NABFC's certification as CDC, and continuing immediately after each subsequent anniversary thereof until this Agreement expires or otherwise terminates, NABFC and Manager shall review and renegotiate in good faith the quarterly management fee set forth above in this **Section 6**, provided that contract payments hereunder for professional services provided by Manager do not exceed Eighty-Five Percent (85%) of NABFC's 504 and 7(a) Community Advantage processing, servicing income, and packaging and premium on sale. All compensation paid to Manager for services rendered pursuant to this Agreement shall be paid by NABFC and Manager shall not charge any 504 and 7(a) Community Advantage Loan Program borrower for the same services. **Additional compensation paid from CDC Loan Program income, such as multipliers or bonuses are not permitted by agreement of NABFC and Manager, as per SBA guidelines.**

7. **Expenses Borne by Manager.** Without regard to the compensation received by Manager hereunder, Manager shall bear the following expenses:

7.1. employment expenses of the personnel employed by Manager, including, but not limited to, salaries, wages, payroll taxes, and the cost of employee benefit plans;

7.2. rent, telephone, utilities, office furniture, equipment and machinery (including computers, to the extent utilized) and other office expenses (such as asset/liability software, modeling software and other software and hardware) of Manager needed in order to perform its duties as set forth herein;

- 7.3. bookkeeping fees and expenses including any costs of computer services;
- 7.4. miscellaneous administrative expenses relating to performance by Manager of its functions;
- 7.5. fees and expenses paid to advisors and independent contractors, consultants, managers, and other agents engaged by Manager for the account of NABFC;
- 7.6. expenses related to the acquisition and closing of 504 and 7(a) Community Advantage Loan Program loans;
- 7.7. expenses related to the servicing and subservicing of NABFC's 504 and 7(a) Community Advantage Loan Program loans; and
- 7.8. travel and related expenses of personnel of Manager when attending meetings or performing other business activities which relate to NABFC business.

8. **Term.** This Agreement shall commence on the date NABFC is certified by the SBA as a CDC and shall continue in force until the fifth (5<sup>th</sup>) anniversary of such date, unless otherwise earlier terminated as provided herein. The parties will confirm in writing the date NABFC is certified by the SBA as a CDC following its occurrence. Thereafter, NABFC shall have the option to extend this Agreement for an additional five (5) year term. This option to extend must be exercised, if at all, by notice in writing given to Manager at least ninety (90) days prior to the expiration of the initial five (5) year term of this Agreement.

9. **Termination.** This Agreement may be terminated by:

- 9.1. by mutual consent of the parties at any time agreed upon;
- 9.2. by NABFC, with cause, provided that NABFC shall give at least one hundred twenty (120) days advance notice to Manager including specific and itemized written notice of any breach or default on part of Manager, its intention to terminate this Agreement at such time; or
- 9.3. by Manager upon thirty (30) day advance written notice if NABFC shall breach or default on any of its payment obligations set forth in **Section 5** of this Agreement; provided, however, that NABFC may avoid such termination if before the

end of such thirty (30) day period, NABFC provides notice and accurate, written evidence that such breach has been cured.

**10. Action Upon Termination.** From and after the effective date of termination of this Agreement, except as otherwise specified, Manager shall not be entitled to compensation for further services, but shall be paid all compensation accruing to the date of termination. Upon such termination, Manager shall:

**10.1.** pay over to NABFC all money collected and held for the account of NABFC pursuant to this Agreement;

**10.2.** deliver to the NABFC Board of Directors a full accounting, including a statement showing all payments collected by it and a statement of all money held by it, covering the period following the date of the last accounting furnished to the NABFC Board of Directors with respect to the Company or any subsidiary of the Company; and

**10.3.** deliver to the NABFC Board of Directors all property and documents of NABFC then in the custody of Manager.

**11. Conflict of Interest.** Manager is prohibited from requiring a 504 or 7(a) Community Advantage Loan applicant or borrower to purchase other services from Manager as a condition of Manager performing any of the services listed in **Section 2** above. Neither Manager nor any associate of Manager may be a voting or non-voting member of the NABFC Board of Directors.

**12. Confidentiality Statement.** All notes, correspondence, entity documentation, financial information, credit Memoranda, loan authorizations, drafts, photographs, papers, documents and records as defined in their broadest sense (collectively "Records") which CDC allows Service Provider to review and/or otherwise inspect or utilize in connection with this Agreement shall be considered confidential.

Service Provider agrees, represents, and warrants that it will only use the Records in performing the functions of and duties as set forth herein and/or otherwise in relation to his/her association with CDC. Service Provider shall not appropriate or otherwise use any of the Records and/or any information contained in any of the Records provided by CDC for any purpose other than as set forth herein. This prohibition applies to, without limitation, appropriating, or disclosing, names of CDC customers, trade secrets, vendor names, financial information, and personal information.

CDC agrees not to disclose to any third party (other than those parties specifically related to assignments to be performed under this Agreement) the name, address, or telephone number of Service Provider without Service Provider's prior approval. CDC agrees not to disclose to any party other than SBA, the party the terms of compensation paid to Service Provider pursuant to this Agreement."

**13. Notices.** Unless expressly provided otherwise, all notices, requests, demands and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given, made and received when **(i)** delivered by hand or **(ii)** upon actual receipt of registered or certified mail, postage prepaid. The parties may deliver to each other notice by electronically transmitted facsimile copies provided that such facsimile notice is followed within twenty-four (24) hours by any type of notice otherwise provided for in this **Section 13**. Any notice shall be duly addressed to the parties as follows:

**13.1.** If to NABFC:

NEPA Alliance Business Finance Corporation  
Chairperson of the Board  
1151 Oak Street  
Pittston, Pennsylvania 18640

**13.2.** If to Manager:

President & CEO  
Northeastern Pennsylvania Alliance  
1151 Oak Street  
Pittston, Pennsylvania 18640

Any party may amend the address to which communications or copies are to be sent by giving notice of such change of address.

**14. Assignments.** Except as set forth in this **Section 14**, this Agreement shall terminate automatically in the event of its assignment, in whole or in part, by Manager, unless such assignment is consented to in writing by NABFC. Any such consented assignment shall bind the assignee in the same manner as Manager is bound. In addition, the assignee shall execute and deliver to NABFC a counterpart of this Agreement naming such assignee as "Manager." This Agreement may be assigned by NABFC without the prior written consent of Manager.

**14. Entire Agreement.** This Agreement, including any exhibits and schedules attached hereto, contains the entire agreement and understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter. The express terms hereof control and supersede any course of performance or usage of the trade inconsistent with any of the terms. This Agreement may not be modified or amended other than by an agreement in writing signed by both parties.

**16. Independent Contractor Status.** It is the express intention of the parties that Manager is an independent contractor and not an employee, agent, joint venture or partner of NABFC. The parties hereby understand and agree that nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between NABFC and Manager or between NABFC and any employee or agent of Manager. Manager is solely responsible for determining the method and means by which it will accomplish its services hereunder. Neither party shall have any authority (actual or apparent) to bind the other.

**17. Controlling Law.** This Agreement and all questions relating to its validity, interpretation, performance and enforcement shall be governed by and construed, interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to the conflict of law principles thereof.

**18. Invalidity.** If any provision of this Agreement shall be determined to be void, invalid, unenforceable or illegal for any reason, the validity and enforceability of all of the remaining provisions hereof shall not be affected thereby. If any particular provision of this Agreement shall be adjudicated to be invalid or unenforceable, such provision shall be deemed amended to delete therefrom the portion thus adjudicated to be invalid or unenforceable; provided that, if any one or more of the provisions contained in this Agreement shall be adjudicated to be invalid or unenforceable because such provision is held to be excessively broad as to duration, geographic scope, activity or subject, such provision shall be deemed amended by limiting and reducing it so as to be valid and enforceable to the maximum extent compatible with the applicable laws of Pennsylvania.

**19. No Waiver of Performance.** Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any right accruing under this Agreement, nor affect any subsequent

breach, nor affect the effectiveness of this Agreement or any part hereof, nor prejudice either party regarding any subsequent action.

**20. Headings.** The section headings contained in this Agreement are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Agreement.

**21. Counterparts.** This Agreement may be executed in one or more counterparts (including by any electronic means such as facsimile or PDF signature), each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, this Agreement is executed by NABFC and Manager as of the day and year first above written, and as amended.

**Attest:**

**NEPA ALLIANCE BUSINESS FINANCE CORPORATION**

By: \_\_\_\_\_  
Stephen Ursich, Executive Director  
NABFC

By: \_\_\_\_\_  
Christopher Borton, Chairperson

**ECONOMIC DEVELOPMENT COUNCIL OF  
NORTHEASTERN PENNSYLVANIA; DBA  
NEPA ALLIANCE**

By: \_\_\_\_\_  
Jeffrey K Box, President & CEO

By: \_\_\_\_\_  
Stephen M. Barrouk, Chairperson

# Board of Directors Report

## November 6, 2024



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Dear Board Members,

I hope everyone is doing well and looking forward to the holidays.

The NEPA Team continues to excel in many areas of our programming. The Team is very busy and very productive. I am very proud of our accomplishments and look forward to the new calendar year. We will hopefully roll out two (2) new initiatives in 2025. The partnership with Keystone Space Collaborative will hopefully lead us to unveil our space supply chain initiative. We also are moving forward with the CDFI application the Board authorized us to begin at the June meeting.

Overall, the NEPA mission is successfully being met throughout our program menu. We are in a very good place in the history of this agency!

Here are a few additional highlights of NEPA activities.

### **KSC Conference**

As mentioned above our partnership with the Keystone Space Collaborative is very strong and we will be part of their three (3) state ARC ARISE Grant Application that will support the emerging space industry in Pennsylvania, West Virginia and Ohio. The KSC Conference will be held October 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> in Pittsburgh. I have been asked to participate in a panel discussion about why the space industry should and could grow in Northeastern Pennsylvania. I'll report on this at the Board Meeting.

### **CDFI**

We have engaged a consultant with considerable experience in successfully advising CDFI applicants. We hope that this will give us an advantage in the process.

### **White House Visit**

Thanks to the Greater Scranton Chamber for organizing a visit with the Biden Administration Officials in Washington, DC on October 10<sup>th</sup>. Numerous business officials and economic development professionals engaged in an excellent conversation about numerous topics in Northeastern Pennsylvania. I was able to engage in conversation about the Economic Development Administration (EDA), Small Business Administration (SBA) and transportation. It was a good day for Northeastern Pennsylvania.

### **Networking Reception**

Donna will have a complete debriefing presentation at the Board Meeting but suffice it to say we had a good evening! We had great attendance and sponsorship. Our partners, clients and stakeholders were well represented. Thank you to all of you from the Board of Directors who were able to attend and supported the event.

### **Internal Operations**

We continue to upgrade our internal operations to support our programmatic efforts. We have invested in new computer systems and furniture to modernize our office.

We are also engaged in an update of our employee handbook. Modernizing our handbook for a new NEPA workforce will be implemented this fall.

This is a small sample of the many initiatives that we are working on. We have reports on all our division activities in the pages that follow.

Thank you all for the opportunity to lead this great agency!

Respectfully,

Jeff

**Board of Directors Report  
 November 6, 2024**

**International Business Development Program**

The International Business Development Program staff recorded sixteen (16) Export Actions and generated fifteen (15) International Projects to Pennsylvania’s Authorized Trade Representatives July 1 through October 21, 2024. Staff also processed ten (10) Global Access Program 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.

<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	56	16
Export Actions	117	23
Exporting Companies	14	0
Export Sales	\$25,121,441	\$0
Projects	112	15
ATR Attributed Sales	\$10,299,790.81	\$0
New Clients	8	3
Total (weighted and capped measure) <i>Calculated 10/21/24</i>		11.57%

**APEX Accelerator**

<b>Counseling Activity (07-01-2024 to 9-30-2024)</b>
<b>New Active Clients for the Period: 10</b>
<b>Active Clients for the Period: 99</b>
<b>Initial Introductory Counseling Sessions for the Period: 10</b>
<b>Follow-up Counseling Sessions for the Period: 256</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.

**Board of Directors Report  
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<b>Contract Awards Activity (07-01-2024 to 09-30-2024)</b>			
<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	<b>5,320</b>	<b>2</b>	<b>\$3,916,566.61</b>
<b>State/Local Prime</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Subcontracts</b>	<b>7</b>	<b>1</b>	<b>\$1,415,549.97</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 (07-01-2024 to 09-30-2024)</b>		
<b>Certification Type</b>	<b>Awards</b>	<b>Total Value</b>
<b>SD/VOSB</b>	<b>2</b>	<b>\$130,338.06</b>
<b>WOSB</b>	<b>0</b>	<b>\$0</b>
<b>HUBZone</b>	<b>1</b>	<b>\$38,000.00</b>

**Business Finance Center**

The Business Finance Center has been able to close 6 loans totaling \$1,347,500. Through these loan closings, the small businesses are expected to create 8 jobs and retain 21 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- Hotels
- Restaurants
- Retail Locations
- Breweries

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.

<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	14	\$ 20,928,000.00
<b>Closed Since Last Meeting</b>	3	\$ 1,038,000.00
<b>Outstanding Loans</b>	75	\$ 53,934,942.00
<b>Total</b>	92	\$ 75,900,942.00

**SBA Community Advantage**

**Board of Directors Report  
November 6, 2024**

	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	0	\$ 0.00
<b>Closed Since Last Meeting</b>	2	\$ 241,500.00
<b>Outstanding Loans</b>	28	\$ 4,209,500.00
<b>Total</b>	30	\$ 4,451,000.00
<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	1	\$ 453,200.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans</b>	19	\$ 9,138,796.00
<b>Total</b>	20	\$ 9,591,996.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	1	\$ 150,000.00
<b>Closed Since Last Meeting</b>	1	\$ 68,000.00
<b>Outstanding Loans</b>	149	\$ 8,210,387.00
<b>Total</b>	151	\$ 8,428,387.00
<b>NEPA BFC Active Portfolio</b>	277	\$ 76,841,125.00

Nineteen (19) out of twenty-two (22) 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 1st quarter of 2024-2025 which represented an 86% response rate. Nineteen (19) 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 1st quarter of 2024-2025.**

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	12	12	12
International	8	8	8

## Board of Directors Report November 6, 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 for a 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	Full Application in Progress
Wayne County	Community Health, Wellness, and Innovation Campus -- RT 191 and Spinner Rd Improvements	WA	LAR	\$1,024,190	PreApp Under DCED Review
WVIA	WVIA Tech Accelerator - Advancing Our Mission in Rural Pennsylvania	RE	AD	\$400,000	Full App under ARC 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

## Board of Directors Report November 6, 2024

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. The region was awarded \$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.

### 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.

# Board of Directors Report

## November 6, 2024

NCAC has recently earned Candid’s Silver Seal of Transparency and is working toward the Gold Seal. 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 will be hosting 2 additional workshops before the end of the calendar year: Introduction to Foundation Directory and How Candid Helps Nonprofits (Candid Seals of Transparency).

**NEPA Grantmakers:** NCAC will be hosting a NEPA Grantmakers Forum on 11-18 at Benco Dental.

**NCAC Technical support:**

- Leadership Lackawanna – FDO Guided Access
- Rail Trail Council of NEPA – Nonprofit Consultation and FDO Access
- The Luzerne Foundation – Grant seeking Guidance
- The Deane Center – FDO Guided Access
- Individual Abilities in Motion – FDO Guided Access
- Wyoming Monument Association – 501c3 Renewal Guidance

**Fraternal Order of Police – Pittston Twp. Shooting Range Project:** NCAC has completed and submitted 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 the State Police, local law enforcement professionals, and include special community events for educational purposes (Boy Scouts).

**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.

NEPA and TDTP successfully co-hosted Chamber Day with Tobyhanna Army Depot. This event gave officials from our local chambers, EDCs, and other economic development organizations a firsthand look at what goes on behind the gates at the Depot. Attendees received a command overview briefing, an update on TDTP from Jeffrey Box, and a VIP tour.

**RESEARCH & INFORMATION CENTER**

**Comprehensive Economic Development Strategy:** The NEPA Alliance’s Research & Information Center has begun the process of creating a new CEDS 5 year plan. NEPA, through its role as the regional Economic Development District, is required by EDA to develop and maintain a five year CEDS. NEPA is developing a CEDS committee that will include representation from all seven counties. NEPA expects the process to be completed by Spring 2025. 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.

## Board of Directors Report November 6, 2024



**Center for Rural PA:** NEPA will be hosting a meeting 11-18 in partnership with the Center of Rural PA to discuss strategies to reduce rural population loss. NEPA helped develop a list of invitees from the region to participate in the meeting.

**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	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
3	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Nov. 2024	C/O/V

# Social Media

Last 30 Days

## FACEBOOK



**1,615 Followers**  
**12 New Followers**  
**2,745 Reach/Views**

## INSTAGRAM



**1,729 Followers**  
**473 Reach/Views**

## LINKEDIN



**2,076 Followers**  
**41 New Followers**  
**8,431 Impressions**

## X (TWITTER)



**1,912 Followers**

# Board of Directors Report

## November 6, 2024



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### Transportation Planning Services Division

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

- The 2025-2028 Transportation Improvement Program (TIP) is complete and went 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 nearing completion. 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 which met in August and early October. The steering committee reviewed the draft 2025-2027 UPWP and it was then shared with the Technical Committee and Policy Board members for review. The Technical Committee voted to submit the draft UPWP to FHWA and FTA for the required 45-day review period.
- The schedule for the 2025-2027 UPWP development is below. The NEPA Board is expected to approve the UPWP in January.
  - October 22, 2024- NEPA MPO Technical Committee endorsed UPWP and authorized 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

#### **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 has been shared with the NEPA MPO committees in the coming weeks. WSP provided a presentation on the freight plan for committee members from the 5 participating MPOs on October 9<sup>th</sup>.
- 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 and a website is being created. Stephen Chiaramonte from WSP will provide a presentation to the NEPA Board at the meeting on November 6<sup>th</sup>.

# Board of Directors Report

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### **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 which involved identifying specific bicycle and pedestrian needs in each county. A survey to identify needs has also been created and shared. Stakeholder interviews and focus groups are currently underway. 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 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, Delaware Township, PennDOT and NEPA staff are ongoing. The study is expected to be completed by December 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 has been established and a kickoff meeting is scheduled for November 14<sup>th</sup>. The plan is expected to be completed by June 2025.

### **National Electric Vehicle Infrastructure (NEVI) Community Charging Program**

- The National Electric Vehicle Infrastructure (NEVI) Program represents federal investment aimed at expanding EV infrastructure nationwide. PennDOT is leveraging these funds to develop an accessible, reliable, and equitable network of EV charging stations throughout the state. The initial rounds of NEVI funding focused on building out the alternative fuel corridors on the interstates and key expressways across the state.
- Going forward, a key component of PennDOT's NEVI efforts focuses on community informed charging to address the diverse needs of various communities. PennDOT is asking the NEPA

## Board of Directors Report November 6, 2024

MPO to help determine community charging priorities in the four-county region by identifying potential locations and ranking them.

- A statewide NEVI survey was conducted and closed on October 11th. Locations for EV charging needs identified in the survey will be shared with the NEPA MPO. We may conduct further outreach efforts in the coming weeks to help determine additional locations in the region for community EV charging. The list of prioritized communities is due to PennDOT by June 30, 2025. The NEPA MPO region is estimated to receive between \$2.5 million and \$3.3 million for community EV charging.

### **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/1WDFa90>. It includes drone imagery of several key TIP projects in the NEPA MPO region.
- Staff has updated the Local Technical Assistance Program (LTAP) mapping with a dashboard of the 2023-2024 classes- <https://arcg.is/1rmWmr0>. Mapping of the 2024-2025 classes is also available- <https://arcg.is/14v0Xe>.
- Staff has created a HUB site for the transportation program- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>.
- 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 2024-2025 is underway, with 7 classes currently scheduled. Additional Winter and Spring classes are being scheduled. LTAP will also continue to offer courses in an online format. Staff attended the LTAP Annual Meeting on September 19<sup>th</sup> and provided an update on our program offerings and outreach efforts.

### **Regional Meetings**

Staff attended the following regional meetings and conferences:

- Pike County Road Task Force Meeting- October 17
- Schuylkill Chamber Infrastructure Committee Meeting- October 10
- PennDOT Planning Partners Meeting- September 24-26
- PennDOT Transportation Systems Management and Operations Summit- October 16-17
- American Planning Association PA Chapter Annual Conference- October 13-15
- PSATS County Conventions- October 4 (Pike), October 9 (Wayne) and October 16 (Schuylkill)
- LTAP Roadway Management Conference- October 23-25

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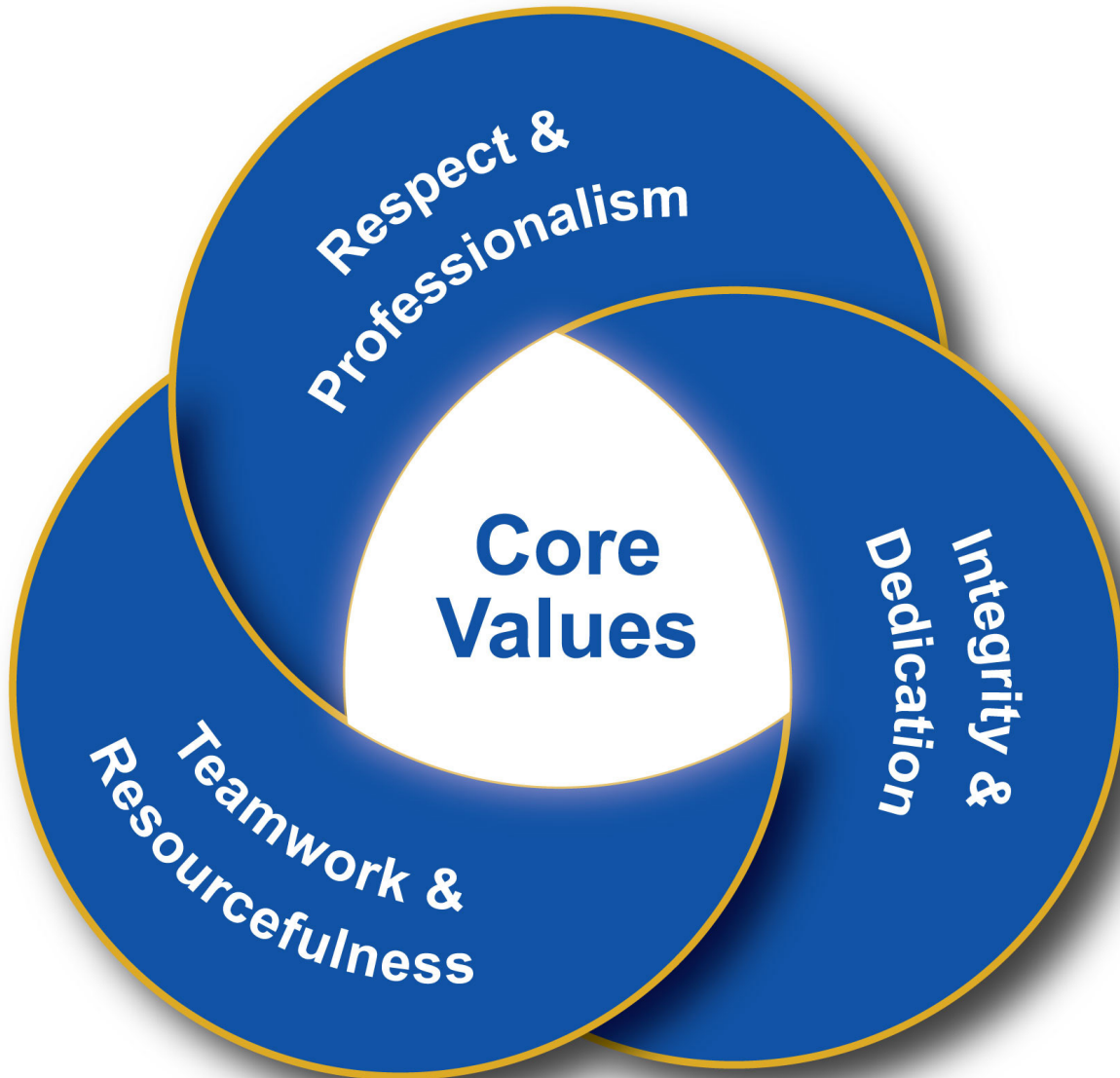
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## NEPA's Mission

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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