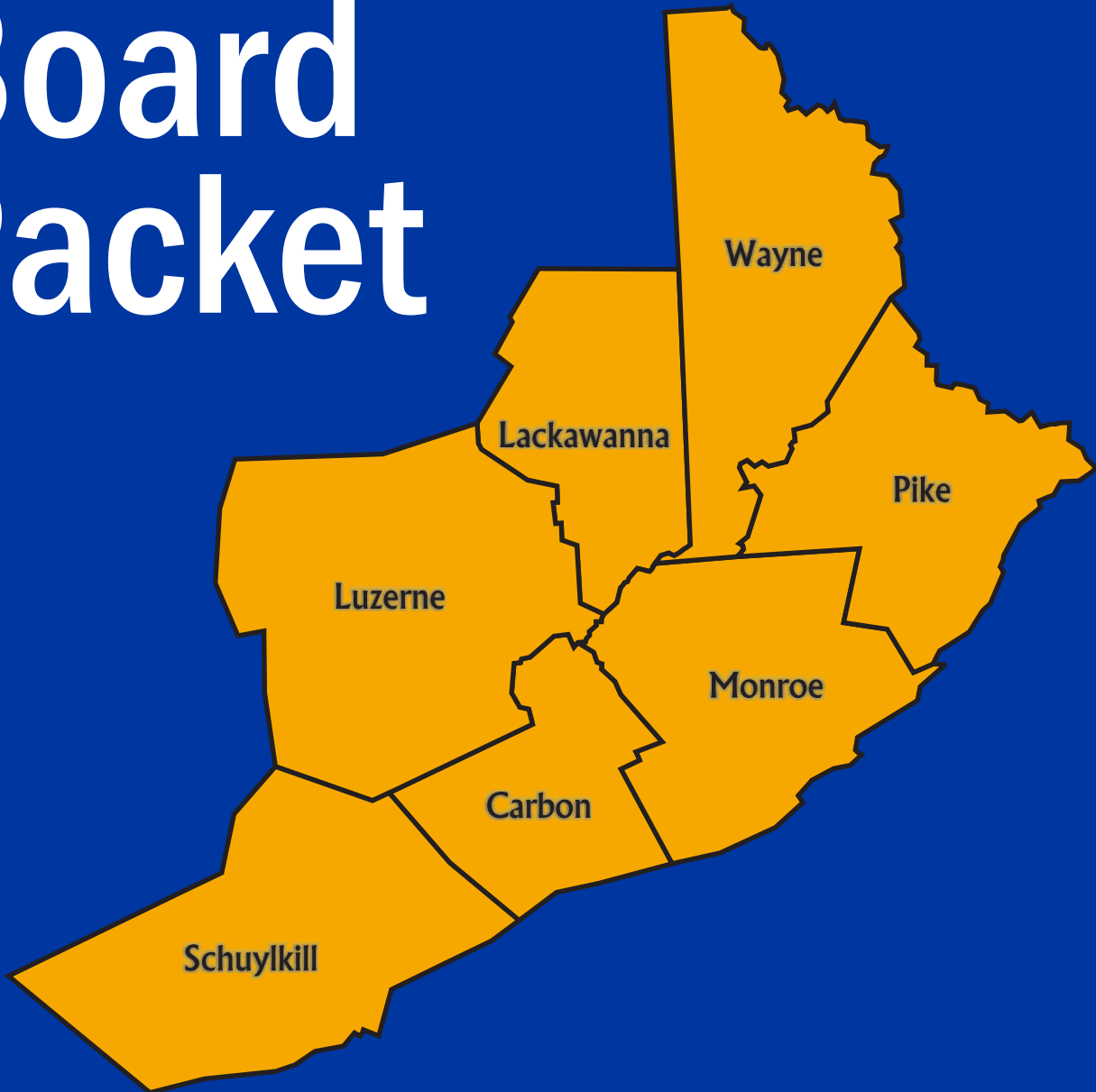


Northeastern Pennsylvania Alliance

**NEPA**

# Board Packet



***March 5, 2025***

## NEPA's Board of Directors 2024-2025

### CARBON COUNTY

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

570-325-3611  
570-427-8640  
570-657-8205  
570-325-2462

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  
570-226-4625

cdefebo@pikepa.org  
mosterberg@pikepa.org  
antonioeperito@gmail.com  
passentij@lackawanna.edu

### 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  
Vacant

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

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

### 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  
Megan Kennedy **(NCAC Board Chair)**  
Kelly O'Brien **(PNE Board Chair)**  
(John Augustine - Alternate)

570-655-5581  
570-501-2784  
570-752-3612  
570-883-0504

jbox@nepa-alliance.org  
megakennedy7169@gmail.com  
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  
MARCH 5, 2025



**AGENDA**

---

- 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**
  - \* January 8, 2025, Meeting Minutes - *Steve Barrouk, Board Chairperson* 1-4
  - \* **Motion**
  
  - \* Approval of the Financial Report - *Wendi Holena, VP & CFO* 5-6
  - \* **Motion**
  
  - \* Resolution 2025 - 2 - RACP grant application and fiscal sponsorship for Little Leaf PA LLC 7  
- *Jeffrey Box & Kurt Bauman*
  - \* **Motion**
  
  - \* Resolution 2025 - 3 - RACP grant application and fiscal sponsorship for Interstate Building Materials Inc. - *Jeffrey Box & Kurt Bauman* 8
  - \* **Motion**
  
  - \* Resolution 2025 - 4 - RACP grant application and fiscal sponsorship for WVIA 9  
- *Jeffrey Box & Kurt Bauman*
  - \* **Motion**
  
  - \* Resolution 2025 - 5 - RACP grant application and fiscal sponsorship for Downtown Shenandoah, Inc. - *Jeffrey Box & Kurt Bauman* 10
  - \* **Motion**
  
- V. **Presentation** – Annette Ginocchetti, GIS Services - *Jeffrey Box & Kate McMahon*
  
- VI. \* **Affiliate/Committee/Division Reports** 11-23
  - Business Development Services - *Steve Ursich*
  - Community & Economic Development Services - *Kurt Bauman*
  - Communications & Membership – *Donna Hritz*
  - Transportation Services - *Kate McMahon*
  
- VII. **President & CEO Report** - *Jeffrey Box, President & CEO*
  
- VIII. **Open Discussion** - *Steve Barrouk, Board Chairperson*





**Board of Directors Report  
Minutes of  
Wednesday, January 8, 2025  
In Person/Video Meeting**

---

**OFFICERS**

Stephen Barrouk, Board Chairperson  
Mary Frances Postupack, 2<sup>nd</sup> Vice-Board Chairperson  
Alex Stark, Treasurer  
Commissioner Wayne Nothstein, Secretary  
Commissioner Jocelyn Cramer, Assistant Secretary  
Cynthia DeFebo, Assistant Treasurer  
Mary Beth Wood, Past Board Chairperson

**CARBON**

Joseph Sebelin  
Garry Wentz

**LACKAWANNA**

Philip Condron  
Kristin Magnotta  
John McNulty  
Katie Pittelli

**LUZERNE**

Mary Malone  
Michelle Mikitish  
Kerry Miscavage

**MONROE**

Charles Leonard  
Debra Raneri

**PIKE**

Jennifer Passenti

**SCHUYLKILL**

Robert Carl  
Courtney Fasnacht  
Micah Gursky  
Michael Tobash

**WAYNE**

James Hockenbury  
Michael Rollison

**AT-LARGE**

Carl Beardsley  
Christopher Doherty  
Anthony Gabello  
Ben May  
Alana Roberts

**EX-OFFICIO**

John Augustine  
Jeffrey Box

**STAFF**

Kurt Bauman  
Wendi Holena  
Kate McMahon  
Michael Skowronski  
Steve Ursich

**GUEST**

Phil Keaney, J.H. Williams & Co.  
Justin Taylor, WEDCO

**Board of Directors Report  
Minutes of  
Wednesday, January 8, 2025  
In Person/Video Meeting**

---

The NEPA Alliance held a Board of Directors Meeting on Wednesday, January 8, 2025, in-person and via video meeting. Board Chairperson Steve Barrouk called the meeting to order at 1:00 pm.

Board Chairperson Stephen Barrouk asked the Board of Directors to join him in reciting the Pledge of Allegiance. Board Chairperson Steve Barrouk requested a moment of silence in remembrance of Tom Pellegrini.

A roll call was given by Kate McMahon acknowledging those participating in today's meeting in-person and/or via video call.

**ACTION ITEMS**

**Minutes** - A motion was made by Joseph Sebelin and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of November 6, 2024, as presented. **Motion carried.**

**Review of the FY2024 Audit Report** –Phil Keaney, J.H. Williams & Co. reported that the financial statements and schedules for the year ending June 30, 2024, were a clean unqualified opinion. He reviewed the various statements and opinions within the NEPA Audit. He stated that the Audit did not detect any issues of noncompliance. Board Chairperson Stephen Barrouk noted that the audit was reviewed and approved by the Budget and Finance Committee earlier today.

A motion was made by Mary Beth Wood and seconded by Joseph Sebelin to accept the audit as presented. **Motion carried.**

**Financial Report** - Wendi reported as of November 30, 2024, NEPA has total revenues of \$1,809,352 and total expenses of \$1,772,557. She noted that NEPA is showing an increase in net assets of \$36,795. We have surpassed our budgeted increase in net assets by over \$33,000. Board Chairperson Stephen Barrouk noted that the financial report was also reviewed and approved by the Budget and Finance Committee earlier today.

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

**Resolution 2025-1 - Authorizing Approval of a Metropolitan Transportation Planning Work Program Contract Between NEPA and the Commonwealth of Pennsylvania Department of Transportation (PennDOT)** - Jeffrey Box reported this resolution is to provide approval for our contract with PennDOT to provide services through our four MPO counties. NEPA Alliance is the contracting entity with PennDOT so the approval of the work program goes through the NEPA Board. Kate stated that the work program is a two-year work program running from July 1, 2025 to June 30, 2027. The work program is a comprehensive document which lists all the tasks that are required by PennDOT and our federal partners as well as priority tasks identified by our MPO region. A budget for both years is included in the work program. The work program was approved by the NEPA MPO Technical Committee and Policy Board at a joint meeting on December 17, 2024. Jeff noted that Micah Gursky chairs the NEPA MPO Policy Board.

A motion was made by Micah Gursky and seconded by Cyndi DeFebo to authorize the approval of the Metropolitan Transportation Planning Work Program as presented. **Motion Carried.**

**Board of Directors Report**  
**Minutes of**  
**Wednesday, January 8, 2025**  
**In Person/Video Meeting**

**Presentation** - Community Development Financial Institution (CDFI) – Jeff reported that the resolution to start the process of creating the CDFI was approved about three years ago. We submitted an application to the U.S. Department of Treasury but it was declined. For the past several months, we have re-engaged to move forward with the formation of the CDFI.

Steve provided a presentation on the CDFI. He reported that we are working with a consultant to put together a strong application that addresses some of the comments from our first application. There are currently 1300 CDFIs across the country and numerous in Pennsylvania but there are none in Northeastern Pennsylvania. The CDFI Network in Pennsylvania is currently engaging with us since there is a great need in NEPA. The CDFI will provide a number of services including consumer lending, community facility funding, disaster funding, etc. The targeted population served will be low-income individuals, rural areas, minority communities, women- and veteran-owned businesses, among others. The board will have representation from the types of investments the CDFI intends to undertake such as housing advocates or minority individuals. An application will be submitted to United States Department of Treasury in July 2025 and approval should take about six months. One source of funding will be funding through Treasury. In addition, funding may come from banks seeking to utilize their CRA credits to deploy funds through the CDFI in Northeastern Pennsylvania. Foundations may also use the CDFI to deploy funds.

Steve reported that we are seeking the approval of the Articles of Incorporation, Bylaws and Management Services Agreement for the creation of the new 501C3 NEPA affiliate, the NEPA Economic Growth Fund established for the management of the Community Development Financial Institution (CDFI).

A motion was made by Michelle Mikitish and seconded by Micah Gursky to approve the Articles of Incorporation, Bylaws and Management Services Agreement for the creation of the new 501C3 Community Development Financial Institution (CDFI) as presented. **Motion Carried.**

*Business Development Services* – Steve reported that we are doing a lot of outreach through APEX and International Business in our counties. On the loan side, the portfolio is \$82.8 million. We expect strong growth to continue. Our Community Advantage loan limit has been increased by SBA. It was \$350,000, now it will be \$500,000. A lot of referrals are coming from banks.

*Community & Economic Development Services* – Kurt reported that we have an ARC application submitted to serve as a launchpad for the CDFI. For Pete’s Sake in Wayne and Pike counties participated in a Grantmakers Forum at Benco Dental and is being connected with foundations in our area. They are currently up to about \$18 million in their capital campaign. On the ARC side, Wayne County is being invited for a \$700,000 application for Spinner Road which will connect to the Ag Innovation Center and proposed YMCA expansion. Carbondale will get invited to submit a \$75,000 ARC grant application to purchase property on Enterprise Drive. About half of the ARC Access Road funds in Pennsylvania have been awarded in the NEPA region. Kurt reported that we are seeing an increase in applications for StartUp NEPA. Kurt also reported that for RACP, four of our existing clients have been asked to submit second or third applications for projects, with NEPA serving as the applicant and fiscal sponsor and receiving admin funding. NCAC has continued the Grantmakers Forum. In addition, NCAC is a funded partner with the University of Scranton Nonprofit Leadership Program at \$10,000 per year. Cohort 5 of the program just kicked off with 20 new nonprofit leaders participating. Kurt reported that the CEDS update is underway. Dr. Katie Pittelli and Mary Frances Postupack are serving as CEDS co-chairs. There is an online CEDS survey currently open. It serves as the foundation for the goals and strategies for the CEDS. It will be open until January 25<sup>th</sup>. NEPA will have three in-person CEDS meetings at the stadium in Moosic. We are asking partners to attend and we need assistance getting industry partners to attend.

**Board of Directors Report  
Minutes of  
Wednesday, January 8, 2025  
In Person/Video Meeting**

---

*Communications & Membership* – Wendi reported as of December 31<sup>st</sup>, NEPA had 454 members for a total of \$291,977. The membership campaign for 2025 is underway. She reported that NEPA exceeded the membership goal of 450 by 4 members. Chairperson Barrouk stated that a discussion was held at the Executive Committee meeting about board members being NEPA members and encouraged board members to join if they have not already. Michael reported the social media numbers are listed in the board packet. We will resume scheduling media events in February.

*Transportation Services* – Kate reported that the 2025-2027 UPWP will be submitted to PennDOT by the end of January for their approval. The Eastern Pennsylvania Freight Infrastructure Plan was approved by the NEPA MPO committees at the December 17<sup>th</sup> meeting. The other four participating MPOs are in the process of adopting the plan as well. The next step will be to formally establish the Eastern Pennsylvania Freight Alliance to implement the plan. An MOU between the five MPOs is being drafted. NEPA staff has submitted an application to Central Office for Supplemental Planning Funds for the development of a Route 611 Corridor Study. We have requested \$200,000 and \$50,000 in match will be required. The study would assist in addressing some of the safety and congestion issues on Route 611 in the Tannersville area. The three plans that the MPO is currently developing are continuing. The Active Transportation Plan and Coordinated Transit Plan are expected to be completed in June. The SR 2001 Reconstruction Alternatives Study will be completed by December. The Local Technical Assistance Program (LTAP) continues to offer classes and provide technical assistance to municipalities and their road crews in all seven NEPA counties on safety and maintenance topics. Daniel Yelito, our LTAP coordinator, has been invited to participate in an FHWA Peer Exchange with other LTAP programs across the country. NEPA was the only Planning Partner from Pennsylvania invited to attend.

**President & CEO Report** – Jeff commended Wendi and the accounting team on the clean audit. Jeff reported that legislative outreach will be kicking off in the coming weeks. We met with Congressman Bresnahan for about two hours following the election and we look forward to a productive relationship. Brian Langan who worked at NEPA in the transportation program has been hired as Congressman Bresnahan’s District Director. Jeff asked if anyone has contact information for Senator McCormick or Congressman Mackenzie or their staff, we would appreciate if you share it with us. Jeff congratulated Mary Beth Wood on her retirement and thanked her for her service to NEPA. Mary Beth introduced Justin Taylor as the new CEO at WEDCO.

There being no further business, Board Chairperson Steve Barrouk adjourned the meeting at 2:02 pm.

Respectfully submitted,  
Kate McMahon  
Vice President- Transportation Planning Services  
January 14, 2025



## Statement of Activities

January 31, 2025

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 2,043,113	\$ 2,317,666	\$ 4,289,985	54%
Membership Fees	138,688	141,951	243,345	58%
Rental Income	16,871	13,485	23,116	58%
RLF Admin. Fees	13,075	43,774	50,000	88%
Match from Other Sources	93,292	48,668	46,500	105%
Other Receipts	43,043	37,537	56,200	67%
Contributed Services	18,336	13,244	28,000	47%
<b>Total Revenues</b>	<b>2,366,418</b>	<b>2,616,325</b>	<b>4,737,146</b>	<b>55%</b>
<b>Expenses:</b>				
Personnel	1,231,889	1,369,362	2,249,123	61%
Benefits	487,324	512,208	989,614	52%
Contractual	262,845	295,915	761,607	39%
Professional Fees	16,350	24,560	30,040	82%
Travel and Per Diem	20,238	37,637	77,951	48%
Meetings and Seminars	50,172	75,040	112,400	67%
Postage	1,346	2,471	3,050	81%
Supplies	15,478	30,833	44,840	69%
Publications and Memberships	30,790	37,276	84,495	44%
Printing	3,750	3,812	4,900	78%
Advertising	13,543	3,999	24,400	16%
Occupancy	36,596	41,243	63,232	65%
Equipment Rental & Maintenance	6,023	3,652	9,000	41%
Depreciation	33,143	34,818	56,779	61%
Telephone/Internet	16,591	18,978	30,370	62%
Insurance	-	248	42,100	1%
Interest	21,987	20,784	35,177	59%
Other Costs	33,037	51,778	86,607	60%
Contributed Services	18,336	13,244	28,000	47%
<b>Total Expenses</b>	<b>2,299,438</b>	<b>2,577,858</b>	<b>4,733,685</b>	<b>54%</b>
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 66,980</b>	<b>\$ 38,467</b>	<b>\$ 3,461</b>	

<b>Net Assets</b>	
Beginning Balance	\$ 1,906,150
Increase (Decrease)	38,467
<b>Current Balance</b>	<b>\$ 1,944,617</b>

## Statement of Financial Position

January 31, 2025

<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	\$ 1,241,947	\$ 986,506	Accounts Payable	74,441	202,914
Restricted Funds Invested	106,841	76,269	Deferred Project Funds	106,841	76,269
Membership Fees Receivable	18,975	-	Employee Benefits Payable	217,697	231,056
Advances/Deposits/Prepays	45,101	48,556	Payroll Withholdings	5,990	5,971
Accounts Receivable-Projects	970,122	1,379,834	Deferred Membership Fees	126,083	97,432
Depreciable Assets (Net)	535,645	545,332	Capital Lease Payable	507,169	478,238
			Total Liabilities	<u>1,038,221</u>	<u>1,091,880</u>
			<b>Net Assets *</b>	<u>1,880,410</u>	<u>1,944,617</u>
<b>Total Assets</b>	<u><u>\$ 2,918,631</u></u>	<u><u>\$ 3,036,497</u></u>	<b>Total Liabilities &amp; Net Assets</b>	<u><u>\$ 2,918,631</u></u>	<u><u>\$ 3,036,497</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 2025-2**

**OF THE  
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS  
TO APPROVE SUBMITTING REDEVELOPMENT ASSISTANCE CAPITAL  
PROGRAM GRANT APPLICATION TO THE COMMONWEALTH OF  
PENNSYLVANIA OFFICE OF THE BUDGET AND FOR NEPA TO SERVE AS A  
FISCAL SPONSOR ON BEHALF OF LITTLE LEAF PA LLC**

**WHEREAS**, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program (RACP), and

**WHEREAS**, the Commonwealth of Pennsylvania Office of the Budget recently awarded funding for Little Leaf PA LLC expansion project, and

**WHEREAS**, a condition of receiving RACP funding is the submission of a Post-award Grant Application to the Pennsylvania Office of the Budget, and

**WHEREAS**, based on the Pre-Award RCAP Grant Application, Governor Shapiro authorized the release of \$1,500,000 to NEPA for the Little Leaf PA LLC, McAdoo Industrial Park project in Carbon County, and

**WHEREAS**, NEPA has agreed to serve as a fiscal sponsor for Little Leaf PA LLC, and

**WHEREAS**, the Pennsylvania Local Development Districts (LDD's) are authorized to submit applications for RACP funding, and

**WHEREAS**, NEPA Alliance supports community and economic development in our seven-county service area of Northeastern Pennsylvania, and

**NOW THEREFORE, BE IT RESOLVED**, that NEPA is authorized to file the required Post-award RACP Grant Application on behalf of Little Leaf PA LLC for a project in the amount of \$1,500,000.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 5<sup>th</sup> Day of March 2025 and the President/CEO is authorized to execute any and all documents related documents related to this approval.

---

Stephen M. Barrouk  
Board Chairperson  
NEPA Alliance Board of Directors

---

Jeffrey K. Box  
President & CEO  
NEPA Alliance

**RESOLUTION 2025-3**

**OF THE  
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS  
TO APPROVE SUBMITTING REDEVELOPMENT ASSISTANCE CAPITAL  
PROGRAM GRANT APPLICATION TO THE COMMONWEALTH OF  
PENNSYLVANIA OFFICE OF THE BUDGET AND FOR NEPA TO SERVE AS A  
FISCAL SPONSOR ON BEHALF OF INTERSTATE BUILDING MATERIALS INC.**

**WHEREAS**, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program (RACP), and

**WHEREAS**, the Commonwealth of Pennsylvania Office of the Budget recently awarded funding for Interstate Building Materials Inc. expansion project, and

**WHEREAS**, a condition of receiving RACP funding is the submission of a Post-award Grant Application to the Pennsylvania Office of the Budget, and

**WHEREAS**, based on the Pre-Award RACP Grant Application, Governor Shapiro authorized the release of \$1,500,000 to NEPA for the Interstate Building Materials Inc, Pittson City expansion project in Luzerne County, and

**WHEREAS**, NEPA has agreed to serve as a fiscal sponsor for Interstate Building Materials Inc, and

**WHEREAS**, the Pennsylvania Local Development Districts (LDD's) are authorized to submit applications for RACP funding, and

**WHEREAS**, NEPA Alliance supports community and economic development in our seven-county service area of Northeastern Pennsylvania, and

**NOW THEREFORE, BE IT RESOLVED**, that NEPA is authorized to file the required Post-award RACP Grant Application on behalf of Interstate Building Materials Inc for a project in the amount of \$1,500,000.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 5<sup>th</sup> Day of March 2025 and the President/CEO is authorized to execute any and all documents related documents related to this approval.

---

Stephen M. Barrouk  
Board Chairperson  
NEPA Alliance Board of Directors

---

Jeffrey K. Box  
President & CEO  
NEPA Alliance

**RESOLUTION 2025-4**

**OF THE  
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS  
TO APPROVE SUBMITTING REDEVELOPMENT ASSISTANCE CAPITAL  
PROGRAM GRANT APPLICATION TO THE COMMONWEALTH OF  
PENNSYLVANIA OFFICE OF THE BUDGET AND FOR NEPA TO SERVE AS A  
FISCAL SPONSOR ON BEHALF OF WVIA**

**WHEREAS**, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program (RACP), and

**WHEREAS**, the Commonwealth of Pennsylvania Office of the Budget recently awarded funding for the WVIA expansion project, and

**WHEREAS**, a condition of receiving RACP funding is the submission of a Post-award Grant Application to the Pennsylvania Office of the Budget, and

**WHEREAS**, based on the Pre-Award RACP Grant Application, Governor Shapiro authorized the release of \$750,000 to NEPA for the WVIA, Jenkins Township expansion project in Luzerne County, and

**WHEREAS**, NEPA has agreed to serve as a fiscal sponsor for WVIA, and

**WHEREAS**, the Pennsylvania Local Development Districts (LDD's) are authorized to submit applications for RACP funding, and

**WHEREAS**, NEPA Alliance supports community and economic development in our seven-county service area of Northeastern Pennsylvania, and

**NOW THEREFORE, BE IT RESOLVED**, that NEPA is authorized to file the required Post-award RACP Grant Application on behalf of WVIA for a project in the amount of \$750,000.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 5<sup>th</sup> Day of March 2025 and the President/CEO is authorized to execute any and all documents related documents related to this approval.

---

Stephen M. Barrouk  
Board Chairperson  
NEPA Alliance Board of Directors

---

Jeffrey K. Box  
President & CEO  
NEPA Alliance

**RESOLUTION 2025-5**

**OF THE  
NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS  
TO APPROVE SUBMITTING REDEVELOPMENT ASSISTANCE CAPITAL  
PROGRAM GRANT APPLICATION TO THE COMMONWEALTH OF  
PENNSYLVANIA OFFICE OF THE BUDGET AND FOR NEPA TO SERVE AS A  
FISCAL SPONSOR ON BEHALF OF DOWNTOWN SHENANDOAH, INC.**

**WHEREAS**, the Pennsylvania Capital Facilities Debt Enabling Act authorizes funding for eligible economic development capital projects through the Redevelopment Assistance Capital Program (RACP), and

**WHEREAS**, the Commonwealth of Pennsylvania Office of the Budget recently awarded funding for the Downtown Shenandoah, Inc. expansion project, and

**WHEREAS**, a condition of receiving RACP funding is the submission of a Post-award Grant Application to the Pennsylvania Office of the Budget, and

**WHEREAS**, based on the Pre-Award RACP Grant Application, Governor Shapiro authorized the release of \$500,000 to NEPA for the Downtown Shenandoah, Inc., Shenandoah Borough expansion project in Schuylkill County, and

**WHEREAS**, NEPA has agreed to serve as a fiscal sponsor for Downtown Shenandoah, Inc., and

**WHEREAS**, the Pennsylvania Local Development Districts (LDD's) are authorized to submit applications for RACP funding, and

**WHEREAS**, NEPA Alliance supports community and economic development in our seven-county service area of Northeastern Pennsylvania, and

**NOW THEREFORE, BE IT RESOLVED**, that NEPA is authorized to file the required Post-award RACP Grant Application on behalf of Downtown Shenandoah, Inc. for a project in the amount of \$500,000.

This Resolution is hereby approved by the Board of Directors of the Northeastern Pennsylvania Alliance on the 5<sup>th</sup> Day of March 2025 and the President/CEO is authorized to execute any and all documents related documents related to this approval.

---

Stephen M. Barrouk  
Board Chairperson  
NEPA Alliance Board of Directors

---

Jeffrey K. Box  
President & CEO  
NEPA Alliance

# Board of Directors Report

## March 5, 2025

Dear Board Members,

I hope everyone is doing well and enduring the cold winter weather this year. Spring is coming!

The NEPA Team is working diligently to maintain and improve our programming in this time of uncertainty. We will continue to serve Northeastern Pennsylvania the best way possible.

Here is a quick update on some of NEPA activities and issues.

### **Federal Funding Freeze**

Everyone by now is aware of the federal funding freeze implemented approximately two (2) weeks ago and then reversed 48 hours later. We were planning contingencies during the 48 hours the funding freeze was in place. We had approximately \$400,000 in federal funds outstanding, but the funds have since started flowing again. Our contingency plans included the possibility of layoffs should grant funds not be paid. We continue to monitor events in Washington DC that may affect NEPA.

### **Transportation**

Good news on the transportation front. We have received notification that PennDOT will fund \$200,000 to begin a study of SR611 in Monroe County. Kate McMahon sought these funds in coordination with Monroe County. This SR611 Corridor study will lead to projects to improve safety on that very busy roadway. Special thanks to Pocono Mountains Visitors Bureau and Chris Barrett for providing the \$50,000 match funding.

### **CDFI**

We continue to move forward with the creation of a CDFI here in the region. We are currently finalizing the creation of the new entity, the NEPA Alliance Economic Growth Fund and soliciting board members for that role. We are also seeking technical assistance grant funding from several sources to assist with the startup costs.

### **Tobyhanna Defense Technology Partnership**

We continue to manage the community support initiative for Tobyhanna Army Depot. Recent developments in Washington have increased concern about defense spending and where dollars are directed within DOD. We will stay on top of the initiative.

### **Keystone Space Collaborative/ARC Grant**

The long-awaited partnership with KSC is closing in on submitting a formal ARC ARISE Grant for the three states of Pennsylvania, Ohio and West Virginia. The Northeastern Pennsylvania part is \$1,000,000 for three (3) years to help build a space industry supply chain in our region. Our key partners are the Scranton Chamber and NEPIRC, but all our partner network will be involved.

In summary, we are working hard to accomplish our mission here in NEPA. There will be challenges ahead but we will deal with any adversity that comes our way.

Thank you for the opportunity to continue to work everyday to make Northeastern Pennsylvania a better place!

Respectfully,

Jeff

**Board of Directors Report**  
**March 5, 2025**

**International Business Development Program**

As of February 21, 2025, the International Business Development Program staff processed twenty-one (21) Global Access Program applications this fiscal year for a total request of \$176,751.79. 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	34
Export Actions	117	99
Exporting Companies	14	0
Export Sales	\$25,121,441	\$0
Projects	112	29
ATR Attributed Sales	\$10,299,790.81	\$0
New Clients	8	8
Total (weighted and capped measure) <i>Calculated 2/21/25</i>		32.50%

**APEX Accelerator**

<b>Counseling Activity (12-12-2024 to 02-20-2025)</b>
<b>New Active Clients for the Period: 12</b>
<b>Active Clients for the Period: 86</b>
<b>Initial Introductory Counseling Sessions for the Period: 12</b>
<b>Follow-up Counseling Sessions for the Period: 282</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 March 5, 2025

<b>Contract Awards Activity (12-12-2024 to 02-20-2025)</b>			
<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	<b>1,830</b>	<b>19</b>	<b>\$44,444,179.24</b>
<b>State/Local Prime</b>	<b>8</b>	<b>3</b>	<b>\$273,560.50</b>
<b>Federal/State Subcontracts</b>	<b>5</b>	<b>2</b>	<b>\$1,807,543.00</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 (12-12-2024 to 02-20-2025)</b>		
<b>Certification Type</b>	<b>Awards</b>	<b>Total Value</b>
<b>SD/VOSB</b>	<b>0</b>	<b>\$0</b>
<b>WOSB</b>	<b>0</b>	<b>\$0</b>
<b>HUBZone</b>	<b>4</b>	<b>\$ 1,504,147.50</b>

\*\* SBA Certification portals are just up and running again after 3 month shutdown

### Business Finance Center

The Business Finance Center has been able to close 7 loans totaling \$3,135,000. Through these loan closings, the small businesses are expected to create 15 jobs and retain 24 jobs in the next 3 years. Loans closed since that last meeting include the following business sectors:

- Hotels
- Financial Services
- Landscaping
- Screen Printing

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.

**Board of Directors Report**  
**March 5, 2025**



<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	14	\$ 20,022,000.00
<b>Closed Since Last Meeting</b>	2	\$ 2,435,000.00
<b>Outstanding Loans</b>	80	\$ 59,880,785.00
<b>Total</b>	96	\$ 82,337,785.00
<b>SBA Community Advantage</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	4	\$ 506,000.00
<b>Closed Since Last Meeting</b>	3	\$ 490,000.00
<b>Outstanding Loans</b>	34	\$ 4,924,038.00
<b>Total</b>	41	\$ 5,920,038.00
<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>	21	\$ 8,569,259.00
<b>Total</b>	22	\$ 9,022,459.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	6	\$ 698,700.00
<b>Closed Since Last Meeting</b>	2	\$ 210,000.00
<b>Outstanding Loans</b>	145	\$ 8,948,946.00
<b>Total</b>	153	\$ 8,466,309.00
<b>NEPA BFC Active Portfolio</b>	<b>287</b>	<b>\$ 85,458,028.00</b>

Twenty-two (22) out of twenty-four (24) LDD Customer Satisfaction Survey forms completed by NEPA clients who received assistance through NEPA’s Business Financing, APEX Accelerator and International Business Programs were received for the 2nd quarter of 2024-2025 which represented a 98% response rate. Twenty-two (22) out of twenty-four (24) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. **This gives an overall satisfaction rate of 100% from surveys received for the 2nd quarter of 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	16	16	16
International	7	7	7

## Board of Directors Report March 5, 2025

### 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
NEPA Alliance	CDFI Startup Funds	RE	TBD	TBD	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 Area Development and Local Access Road grant assistance.

#### 24-25 Current Projects:

Organization	Project	CO	ARC	ARC Request Amount	Status
Delaware & Lehigh National Heritage Corridor, Inc.	D&L Luzerne Trail Study	CA	AD	\$75,000	Full App under DCED Review
Misericordia University	Advancing the Education and Workforce Development of High-Demand Nursing	LU	AD	\$75,000	Full App under DCED Review
Scranton Area Community Foundation	Lackawanna County Micro Transit Feasibility Study for Workers and Their Employers	LA	AD	\$55,000	Full App under DCED Review
United Neighborhood Centers of NEPA	UNC Skilled Childcare Workers Capacity Expansion	LA	AD	\$515,524	Full App under DCED Review
Nesquehoning Borough	Nesquehoning Borough Business Park - Industrial Road (extends between Stock St (SR0054) to Park Ave)	CA	LAR	\$893,972	Full App under DCED Review
City of Carbondale	Enterprise Drive Improvements	LA	LAR	\$774,192	Full App in Progress
Hazleton Area School District	New Access Road for School District	LU	LAR	\$1,145,986	Pre-App under DCED Review
Wayne County	Community Health, Wellness, & Innovation Campus – Rt. 191 & Spinner Rd Improvements	WA	LAR	\$699,866	Full App in Progress
<b>Total:</b>				<b>\$4,084,540</b>	

## Board of Directors Report March 5, 2025

### **NEPA Launch**

NEPA is partnering with the Keystone Space Collaborative (KSC) that seeks a \$10M investment in Pennsylvania, Ohio and West Virginia to support the space and aerospace supply chain. If awarded, NEPA would receive \$1M in funding for our region for the NEPA Launch program. NEPA Launch’s objective is to accelerate the build-out and growth of Northeastern Pennsylvania’s aerospace and space exploration (collectively referred to hereafter as “aerospace”) supply chain by supporting businesses in adopting innovative technologies, improving their operations, developing new products and successfully navigating and overcoming any barriers to entry.

### **ENGAGE!**

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA annually applies for the *Engage!* initiative. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to interact with targeted companies regularly and proactively. The overall goal of *Engage!* is to retain existing businesses and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners. NEPA 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. To date, over 67 businesses have been interviewed as a result of the Engage! program.

### **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 30 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.

<b>Business</b>	<b>Industry/Sector</b>	<b>Investment Amount</b>	<b>Location</b>
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.

<b>Client</b>	<b>Location</b>	<b>RACP Request</b>	<b>Status</b>
<b>2024 (Application January 2024)</b>			
WVIA*	Jenkins Twp	\$750,000	Awarded \$750k

## Board of Directors Report March 5, 2025

Interstate Building & Supply*	Pittston, PA	\$1,500,000	Awarded \$1.5M
Little Leaf Farms, LLC*	McAdoo, PA	\$1,500,000	Awarded \$1.5M
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$500,000	Awarded \$500k

\*NEPA is serving as the applicant.

### **NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER**

**NCAC Membership:** NCAC currently has 111 active members. NCAC is now providing custom subject area searches (beginning at \$250) to interested nonprofit organizations in the area. These in-depth searches provide local, state, and federal funding opportunities on the specific topic.

NCAC has recently earned Candid’s Gold Seal of Transparency and is working toward the Platinum Seal. On January 30<sup>th</sup>, NCAC hosted a free, bundled workshop in partnership with Candid for both members and non-members on using the Candid online Foundation Directory platform and the Candid Seals. A total of 23 participants attended. On February 18, NCAC hosted a free webinar in partnership with StratSimple to teach both members and nonmembers about the basics of AI for nonprofits. 37 participants attended.

**ARC Ready to Grow:** NCAC, in partnership with AllOne Charities, submitted an ARC Ready to Grow planning grant application for \$100,000. The grant would help develop a plan to assist health and human services organizations with capacity building needs. Once the plan is complete, AllOne and NCAC will develop a pool of funds for implementation.

### **NCAC Technical Support Highlights:**

- Sherman Theatre – Custom Funding Search
- Community Foundation of Monroe County – Guided Funding Search
- Griffin Pond – FDO Access
- Northeast Cancer Research Institute – Guided Funding Search
- Indraloka Animal Sanctuary – Strategic Consultation
- FDO Guided Access Session - PEEC

### **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 \$152,750 in pledges by various community partners in support of this project.

On February 19, 2025, a site visit was held at Tobyhanna Army Depot with members of the Military Enhancement Commission and other state officials to discuss enhancements to the Depot’s radar capabilities. TDTP will be sending a delegation made up of NEPA and Depot staff to the Association of Defense Communities – Defense Communities National Summit conference in Washington DC in late March. TDTP is planning events to support the Depot including a Legislative Breakfast in May and an Industry Day Reception in August.

# Board of Directors Report

## March 5, 2025



### 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. On February 4, 2025, NEPA held its first CEDS Planning Meeting that brought together over 100 community leaders with representation from all 7 NEPA counties. Additional planning meetings will be held in March and April. 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.

**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	For Pete’s Sake	Cancer Respite Center	New Construction	PI / WA	Sep. 2024	C/O
2	Tobyhanna Army Depot	Tobyhanna Army Depot	Annual Impact Report	RE	Dec. 2024	C/O/V

# Social Media

Last 30 Days

## FACEBOOK



**1,632 Followers**  
**19 New Followers**  
**8,915 Reach/Views**

## INSTAGRAM



**1,788 Followers**  
**395 Reach/Views**

## LINKEDIN



**2,155 Followers**  
**24 New Followers**  
**3,011 Impressions**

## X (TWITTER)



**1,902 Followers**

# Board of Directors Report

## March 5, 2025



---

### Transportation Planning Services Division

#### **Route 611 Corridor Study**

- A corridor study of Route 611 in Monroe County has been identified in the NEPA MPO's Work Program as a priority task. The Route 611 corridor has witnessed a concerning trend of car and bicycle crashes, resulting in fatalities and serious injuries. In addition, congestion on Route 611 has become a major issue, especially during peak tourism season. This congestion will only grow as the Interstate 80 Reconstruction Projects begin construction in 2026.
- A request for \$200,000 in Supplemental Planning Funds for the development of the Route 611 Corridor Study was approved by Central Office. A 20% match of \$50,000 is required and will be provided by the Pocono Mountains Visitors Bureau. Michael Baker International will be the consultant for the study development under the NEPA MPO's Open End Consultant Agreement.
- The Route 611 Corridor Study will review the current traffic conditions including congested areas and locations of crashes and propose targeted interventions to increase safety and improve traffic flow. In addition, the study will explore alternative transportation options including improvements to public transportation in the corridor and bicycle and pedestrian accommodations. The study is expected to kick off in July 2025 and be completed by June 2026.

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

- The 2025-2027 Unified Planning Work Program (UPWP) was approved by the NEPA Board of Directors at the January meeting and submitted to PennDOT Central Office. With the approval of the funding for the Route 611 Corridor Study in the first year of the 2025-2027 UPWP, it has been amended to add the study and \$250,000 in funding to the budget. The amended UPWP is currently under review by FHWA and PennDOT. Once their review is complete, it will be approved by the NEPA MPO Technical Committee and resubmitted to PennDOT. The 2025-2027 UPWP will go into effect on July 1<sup>st</sup>.

#### **2027-2030 Transportation Improvement Program (TIP)**

- Development of the 2027-2030 Transportation Improvement Program (TIP) has kicked off. Meetings of the Financial Guidance Work Group are underway to determine the funding formula for regional allocations for MPOs and RPOs across the state. The General and Procedural Guidance Work Group has also convened to determine the process and requirements for MPOs and RPOs to develop their regional TIP. The State Transportation Commission will begin the outreach efforts to engage the public for the development of the Statewide Twelve Year Program. A public survey will be launched at the beginning of March and an online public forum will be held later this spring.

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

- The Eastern Pennsylvania Freight Alliance is a 10-county region, including 5 MPOs (NEPA MPO, Lackawanna-Luzerne MPO, Lehigh Valley Transportation Study, Reading Area Transportation Study and Lebanon MPO). The Eastern Pennsylvania Freight Infrastructure Plan is a blueprint for future investments and policies aimed at mitigating the impacts of freight traffic within the region, while also managing the expected continued expansion of freight uses within Eastern Pennsylvania.



## Board of Directors Report March 5, 2025



- The NEPA MPO approved the plan at the joint business meeting in December. The Lehigh Valley MPO, Reading MPO and Lackawanna-Luzerne MPO have also approved the plan. The Lebanon MPO is expected to approve it in April. The next step is for the five participating MPOs to adopt an MOU to formally establish the Eastern Pennsylvania Freight Alliance to implement the plan recommendations. A copy of the Eastern Pennsylvania Freight Infrastructure Plan can be found here- <https://www.nepa-alliance.org/wp-content/uploads/2024/12/EPFA-Freight-Plan-December-2024.pdf>.

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

- An update of the NEPA MPO Coordinated Transit- Human Services Transportation Plan is underway. It 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.
- Michael Baker International and Rockland Planning are the consultants on the plan. A steering committee to guide the plan development has been established and a kickoff meeting was held on November 14<sup>th</sup>. Interviews with stakeholders including public transit operators, county human services and veteran affairs offices, healthcare providers, senior centers and independent living centers have been conducted. An online survey will be launched in the coming weeks. The plan is expected to be completed by June 2025.

### **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 been conducted. Over 20 stakeholders participated in online interviews and focus groups to provide input into the plan. A meeting of the Active Transportation Plan Steering Committee was held in December to review the information collected to date and to participate in a SWOT analysis. Another Steering Committee meeting will be held in March to review the strategic directions in the draft plan. 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, Delaware Valley

## Board of Directors Report March 5, 2025

---

School District, and PennDOT have been held. A field view of the SR 2001 corridor with PennDOT District 4 county maintenance staff was conducted in early December. A meeting with the National Park Service is scheduled for March 11<sup>th</sup>. The alternatives analysis for SR 2001 is underway with five sections of the corridor identified for improvements. The study is expected to be completed by December 2025.

### **PennDOT Connects Municipal Outreach**

- PennDOT is continuing to provide outreach to municipalities through PennDOT Connects. Similar to the outreach conducted last spring, PennDOT will hold municipal outreach sessions in each PennDOT District. These sessions will include a demonstration of PennDOT One Map and Bridge Inventory GIS Platforms, as well as information on other resources available through PennDOT's Municipal Outreach Program. The workshops will be held in-person and virtually.

#### **Tuesday, April 8, 2025**

9:00 a.m. to 11:00 a.m.

PennDOT District 4

55 Keystone Industrial Park

Dunmore, PA 18512

[Register Here](#)

#### **Thursday, March 27, 2025**

1:00 p.m. to 3:00 p.m.

PennDOT District 5

1002 Hamilton Street

Allentown, PA 18101

[Register Here](#)

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

- GIS Manager, Nettie Ginocchetti, will provide an overview of the NEPA GIS Mapping and Drone Visualization Program during the meeting.
- Staff has created a HUB site for the transportation program- <https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>.
- 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 created a Story Map for the development of the Active Transportation Plan- <https://arcg.is/1j5TTH0>. It will be updated as the plan development continues.
- 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>.

# Board of Directors Report

## March 5, 2025



---

### **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. NEPA LTAP staff participated in a national LTAP Peer Exchange sponsored by FHWA in February. Staff helped to coordinate two LTAP mini-sessions during the Schuylkill County Municipal Summit on March 13<sup>th</sup>.

### **Regional and Statewide Meetings**

Staff attended the following regional meetings and conferences:

- PennDOT Planning Partners Call- January 22
- Pike County Road Task Force Meetings- January 16, February 20
- Schuylkill Chamber Infrastructure Committee Meetings- January 9, February 13
- Lackawanna-Luzerne MPO Meeting- January 14
- Lackawanna County Safe Streets and Roads for All (SS4A) Project Meeting- February 20



# 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

### Paula Terpak

Commercial Loan Portfolio Specialist

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

### Molly Sweeney

Government Procurement Specialist

570-891-4655 • msweeney@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 Ecklund

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

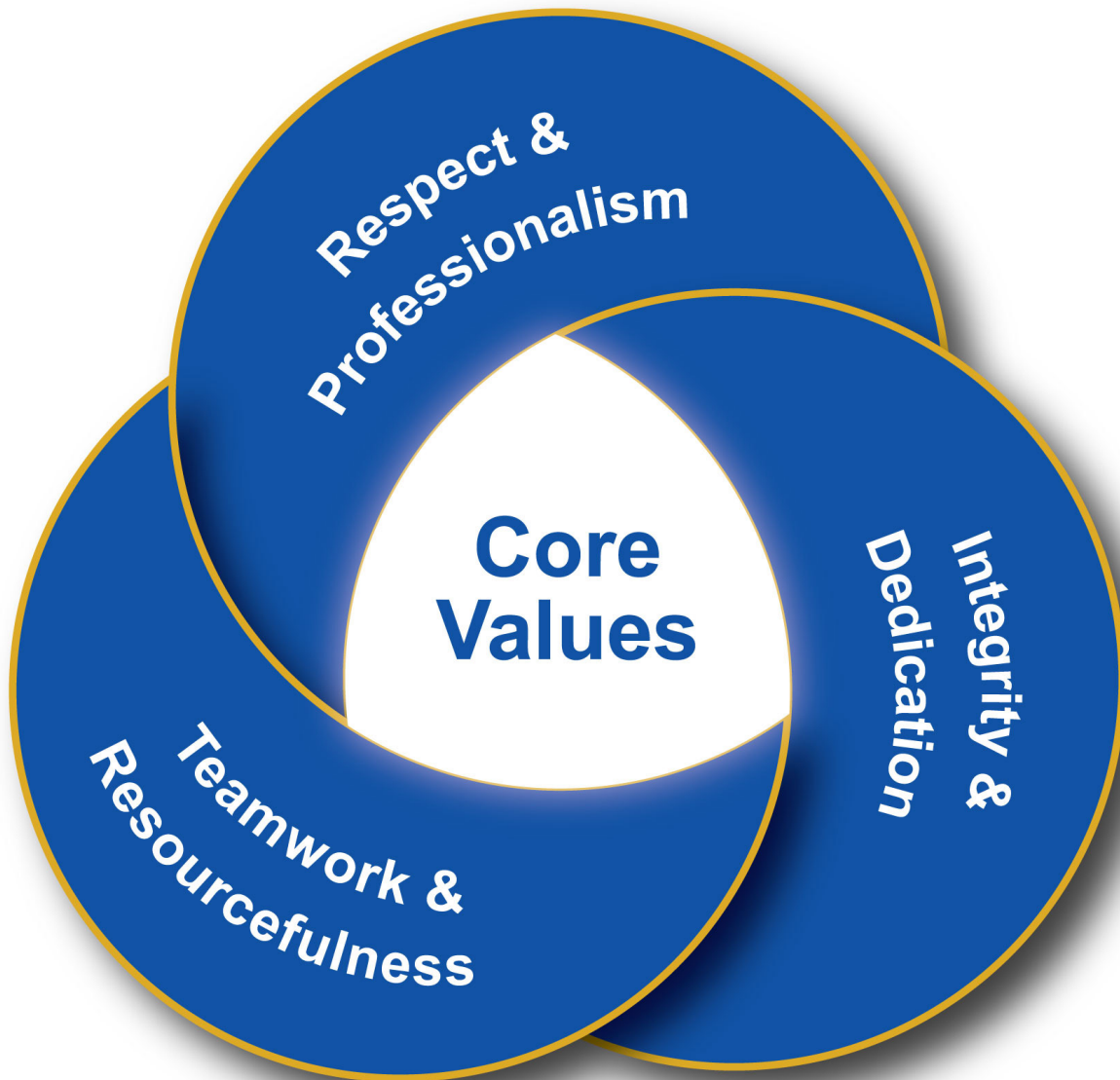
Transportation Planning Manager

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

---

## 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)