# NEPA’s Board of Directors 2020-2021

## CARBON COUNTY
- **Kathy Henderson** (Executive Committee-Board Chairperson) 610-379-5000  k henderson@carboncountychamber.org
- **Marilyn Kissner** 610-421-4433  marilyn@lehightonvalleychamber.org
- **Wayne Nothstein** (County Commissioner) 610-325-3611  waynenothstein@carboncounty.net
- **Harold Pudliner** 610-427-8640  weatherlyboro@gmail.com
- **Joseph Sebelin** (Executive Committee-Board Chairperson) 570-657-8205  jsebelin@ptd.net

## LACKAWANNA COUNTY
- **Ida Castro** 570-504-9647  icastro@som.geisinger.edu
- **Philip Condron** (Executive Committee-Past Board Chairperson) 570-344-6888  phil.condron@condronandcompany.com
- **Tom Donohue** 570-347-2056  tdonohue@lamar.com
- **John McNulty** 570-963-4605  jomcnulty@pa.gov
- **Jerry Notarianni** (County Commissioner) 570-963-6800  notariannij@lackawannacounty.org
- **Alex Stark** (Executive Committee-Assistant Secretary) 570-558-5112  astark@kaneisable.com

## LUZERNE COUNTY
- **Stephen Barrouk** (Executive Committee-2nd Vice-Board Chairperson) 570-814-9114  sbarrouk@citybrokersllc.com
- **Mary Malone** 570-455-1509  mmalone@hazletonchamber.org
- **Tim McGinley** (County Council) 570-825-1500  tim.mcginley@luzernecounty.org
- **Michelle Mikitish** 570-655-1424  mmikitish@pittstonchamber.org
- **Kevin O’Donnell** 570-455-1508  kodonnell@hazletoncando.com
- **Theodore Wampole** 888-905-2872  theodore.wampole@luzernecounty.org

## MONROE COUNTY
- **Christopher Barrett** 570-421-5791  cbarrett@poconos.org
- **Charles Leonard** 570-839-1992  cleonard@pmedc.com
- **John Christy** (County Commissioner) 570-517-3102  jchristy@monroecountypa.gov
- **Mary Frances Postupack** (Executive Committee-Assistant Treasurer) 570-422-3075  mpostupack@esu.edu
- **Marynell Strunk** 570-422-7920  mpostupack@esu.edu

## PIKE COUNTY
- **Cynthia DeFebo** (Executive Committee-Secretary) 570-296-2909  cdefebo@pikepa.org
- **William Kerstetter** (Executive Committee-Secretary) 570-832-1578  cobk@ptd.net
- **Juliette McKerrell** 570-832-4260  jmckerrell@thedimebank.com
- **Matthew Osterberg** (County Commissioner) 570-296-7613  mosterberg@pikepa.org
- **Peter Wulfhorst** 570-296-3405  ptw3@psu.edu

## SCHUYLKILL COUNTY
- **Robert Carl** 570-622-1942  rcarl@schuylkillchamber.com
- **Micah Gursky** 570-645-8118  mgursky@sluhn.org
- **George Halcovage** (County Commissioner) 570-628-1202  ghalcovage@co.schuylkill.pa.us
- **Michael McCord** 570-544-4775  mmccord@pahouse.net
- **Bud Quandel** 570-773-3075  bquandel@quandel.com

## WAYNE COUNTY
- **Joseph Adams** (County Commissioner) 570-253-5970  jwadams@waynecountypa.gov
- **Mark Graziadio** (Executive Committee-1st Vice-Board Chairperson) 570-253-5289  mgraz@ptd.net
- **David Hoff** 570-253-8274  hoff@wmh.org
- **Craig Rickard** 570-253-5970  crickard@waynecountypa.gov
- **Mary Beth Wood** 570-253-2537  mbw@wedcorp.org

## AT-LARGE
- **Carl Beardsley** 570-602-2000  cbeardsley@flyavp.com
- **Anthony Carlucci** 570-831-2149  acarlucci@mohegansunpocono.com
- **Matthew Connell** 570-369-1938  mconnell@northampton.edu
- **Ricky Durst** 570-646-2300  rdurst@poconoraceway.com
- **Vincent Galko** 570-751-3798  vgalko@mercuryllc.com
- **Larry Malski** 570-963-6676  lmalski@pnrra.org
- **Alana Roberts** 570-348-1622  aroberts@pplweb.com
- **Vacant**

## EX-OFFICIO
- **Michelle Bisbing** (PNE Board Chair) 570-839-1992  mbisbing@pmedc.com
- **John Augustine** - Alternate 570-883-0504  jaugustine@pennsnortheast.com
- **Jeffrey Box** 570-655-5581  jbox@nepa-alliance.org
- **Maria Montoro Edwards** (NCAC Board Chair) 570-826-1777  mmrede@mfhs.org

## EMERITUS
- **David Donlin** 570-624-1796  dadmatd515p@comcast.net
- **Paul Maher** 570-825-7872  n/a
- **Ernest Preate** 570-558-5970  epreate@comcast.net
AGENDA

I. **Call to Order** – *Joe Sebelin, Board Chairperson*

II. **Pledge of Allegiance** - *Joe Sebelin, Board Chairperson*

III. **Board Discussion & Action Items**
* September 2, 2020 Meeting Minutes - *Joe Sebelin, Board Chairperson* 1-4
* Treasurer’s Report - *Wendi Holena, VP & CFO* 5-6
* Resolution 2020-11 Revising NEPA’s Check Signing Policy – *Jeff Box/Wendi Holena* 7
* Resolution 2020-12 NEPA’s Ball Manufacturing RACP application - *Jeffrey Box & Kurt Bauman* 8
  - Appalachian Regional Commission (ARC) Project Update - *Kurt Bauman*
  - Business Development Services - *Steve Ursich*
  - Communications & Membership - *Alex Stark/Donna Hritz*
  - Community & Economic Development Services - *Kurt Bauman*
  - Transportation Services - *Alan Baranski*

IV. **President & CEO Report** - *Jeff Box*

V. **Presentation** – *Angel Fund Presentation - Jeff Box, Kurt Bauman & Steve Ursich – ARC POWER Broadband*

VI. **Open Discussion** - *Joe Sebelin, Board Chairperson*
Board of Directors Report
Minutes of
Wednesday, September 2, 2020
Conference Call/Zoom Meeting

OFFICERS
Joseph Sebelin, Board Chairperson
Mark Graziadio, 1st Vice-Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Comm. George Halcovage, Treasurer
Mary Frances Postupack, Assistant Treasurer
Alex Stark, Assistant Secretary
Philip Condron, Past Board Chairperson

CARBON
Kathy Henderson
Marlyn Kissner
Comm. Wayne Nothstein

LACKAWANNA
Ida Castro
Jack McNulty
Brenda Sacco

LUZERNE
Mary Malone
Michelle Mikitis
Kevin O’Donnell
Theodore Wampole

MONROE
Christopher Barrett
Charles Leonard
Marynell Strunk

PIKE
Cynthia DeFebo
Juliette McKerrell
Peter Wulfhorst

SCHUYLKILL
Robert Carl
Micah Gursky
Michael McCord

WAYNE
David Hoff
Mary Beth Wood

AT-LARGE
Carl Beardsley
Anthony Carlucci
Matthew Connell
Ricky Durst
Vincent Galko
Alana Roberts

EX-OFFICIO
Jeffrey Box

STAFF
Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Steve Ursich

GUEST
Holly Pilcavage (Coal Creative)
The NEPA Alliance held a Board of Directors Meeting on Wednesday, September 2, 2020, via Conference Call/Zoom Meeting. Board Chairperson Joe Sebelin called the meeting to order at 1:00pm.

Board Chairperson Joe Sebelin welcome everyone and noted that today’s meeting is being recorded.

Board Chairperson Joe Sebelin asked the Board of Directors to join him in reciting the Pledge of Allegiance.

Board Chairperson Joe Sebelin introduced the following new Board Members: Anthony Carlucci, Juliette McKerrell and Marynell Strunk. Anthony noted that he is the President of Mohegan Sun Pocono and has been in the gaming business for thirty-eight years in many states. He further stated that he has a degree in accounting and finance and has been married for thirty years with five children. Juliette McKerrell noted that she is a Commercial Loan Officer at the Dime Bank in Milford. She stated that she resides in New York with her two children and has been in banking for approximately twenty years. Marynell Strunk reported that she works at Lehigh Valley Hospital Pocono as the manager of the Pocono Foundation for approximately ten years. She noted that she has lived in Monroe county for over thirty years with her two daughters.

**ACTION ITEMS**

**Minutes** - A motion was made by Matt Connell and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of June 23, 2020. **Motion carried**

**Treasurers Report** – Wendi noted that on the Statement of Activities as of June 30, 2020, NEPA has total revenues and total expenses of approximately $3.6 million and a small increase in net assets of $920. She stated that since it is NEPA’s year end the number may change slightly. Wendi noted that the auditors have started preliminary work on the audit. She reported that on the Statement of Financial Position, NEPA has a cash balance of $329,280 as of June 30th. She noted that the low cash balance is due to a high cash balance at end of June. Wendi noted that she does not anticipate any issues/problems with receivables. She further reported that NEPA’s net assets are at $1.389 million.

A motion was made by Kevin O’Donnell and seconded by Mark Graziadio to accept the Treasurer Report as presented. **Motion carried**

**Appointment of Pike County Commissioner Matt Osterberg to the MPO Policy Board** – Jeff reported NEPA manages the MPO on behalf of Carbon, Monroe, Pike and Schuylkill counties and each of those four counties have a representative on the MPO Policy Board. He stated that Matt Connell is the current Chair. Jeff further stated that NEPA needs a Board member to serve on MPO Policy Board from Pike County. He noted that Derek Bellinger previously served on the MPO Policy Board. Alan reported that the MPO Policy Board meetings usually follow the NEPA Board of Directors meetings.

A motion was made by Commissioner George Halcovage and seconded by David Hoff to appoint Pike County Commissioner Matt Osterberg to the MPO Policy Board. **Motion carried.**
Committee/Affiliate Reports

Appalachian Regional Commission (ARC) Project Update – Kurt reported that in the Board packet is a summary of all the ARC projects approved over the last fiscal year. He noted that thirteen projects were approved for a total of $1,380,750. Kurt further reported that NEPA submitted an investment package for next year, which includes eleven projects. Jeff thanked Kurt and Athena for their assistance regarding the ARC process.

Business Development Services - Steve Ursich reported that he and Jeff have completed the hiring process for the vacant PTAC Specialist position. He noted that Tyler Day joined NEPA on July 20th. Steve also reported that National PTAC Day is scheduled for September 16th, which involves several webinars. He further noted that the staff will also be participating in the virtual Navy Gold Coast 2020 event this month.

Steve reported that Debbie Lagan has returned from her maternity leave. He noted that the Bring the World to Pennsylvania event will be virtual this year beginning September 14th-24th with multiple webinars and presentations.

Steve stated that NEPA recently received the full SBA Solvency Management Asset Quality Regularity and Technical Issues (SMART) Review, which is equivalent to a full audit. He noted that the examiner/inspector was impressed with the quality considering NEPA has not previously had a Smart Review. Steve reported that there were two findings, which will easily be rectified.

He reported that since the last meeting the 504 program had seven loans approved, one closed and there are eighteen loans outstanding for an approximate total of $22 million dollars.

Steve further reported that the PIDA programs had three loans approved and there are seventy-three outstanding loans for an approximate total of $11.4 million dollars.

Steve noted that NEPA’s Internal Loan Funds had three loans approved, five loans closed and there are eighty-four outstanding loans for an approximate total of $5.9 million dollars.

Steve reported that NEPA assisted in the COVID-19 Hazard Pay Grant Program. He noted that there were twenty-three companies that applied, however, only one application was approved.

Steve stated that NEPA received official notice of the EDA COVID and RLF loan fund approval and are beginning to accept applications from businesses that are COVID impacted in the region.

Communications & Membership – Alex reported as of July 31, 2020, NEPA has 358 members for a total of $256,980. He noted that last year at this time NEPA had 387 members for a total of $263,959 so NEPA is behind twenty-nine members and $6,979. Alex stated that due to the Pandemic, NEPA refrained from sending out the second notice invoices to prior members. He stated that starting today NEPA will resume sending out the notices to hopefully receive additional memberships shortly.

Donna reported that NEPA was scheduled to have a media event with Congressman Dan Meuser, Coaldale Borough and Crimson House, however, it was cancelled when Congressman Meuser tested positive for the virus. She reported that the NEPA Annual Report is at the printer and are waiting to review the first draft.
Community & Economic Development Services - Kurt reported that EDA requested a full application for a feasibility study on a waterline expansion project in Schuylkill County. He further reported that he is working with Pike County on a sewer expansion project for the Blooming Grove Sewer Facility. Kurt noted that he and Steve Ursich are continuing to develop a New Markets Tax Credit pipeline for the 2020-2021 application. He also noted that he and Steve continue to work on the Angel Fund project. Kurt further noted that Charles Barber will be stepping down as NCAC Board Chair. He thanked him for his years of service. He also noted that Joe Weiscarger will also be coming off the NCAC Board after many years of service.

Transportation Services – Alan reported that the Transportation Improvement Program (TIP) has been passed by the MPO Policy Board and MPO Technical Committee and has been submitted to the State. He noted that the four-year NEPA MPO TIP totals $610 million in projects. Alan also reported that there are serious challenges with funding statewide through the interstate system. He noted that NEPA would see an approximate 25% reduction in funding, which will take effect in year two of the four-year TIP. He noted that Daniel Yelito is in the field reviewing various sites for the Highway Monitoring Systems. Alan further noted that the Jim Thorpe Parking Study has been completed and copies of the report have been distributed to committee members and elected officials. He noted that NEPA was assisting with a similar study with the Milford Borough in Pike County until the pandemic hit.

President & CEO Report - Jeff reported that NEPA will be re-opening at 50% capacity on Tuesday, September 8, 2020. Staff will be in the office 50% on Mondays and Wednesdays and 50% on Tuesdays and Thursdays. He noted that he has been following the state and federal guidelines and has discussed the issue with legal counsel. Jeff stated that the remaining Board and Committee meetings will be virtual for the remainder of the year and will continue with the Zoom platform going forward.

Jeff noted that NEPA’s Annual Report will be available next month. He noted that NEPA’s program numbers are impressive given the issues with the pandemic.

Jeff stated that NEPA has concerns with the State Budget. He noted that NEPA is in the middle of a five-month budget that was agreed upon by the Governor and the General Assembly, which expires at the end of October. He noted that the State is running a $4 billion deficit. Jeff stated that NEPA will continue to monitor the situation.

Jeff reported that NEPA has installed interior and exterior security cameras around the building. He noted that it is a requirement under the Department of Defense (DOD) and NEPA’s PTAC contract. Jeff stated that staff and tenants have been notified, as well as signages at all entrances.

Presentation – Holly Pilcavage, CEO of Coal Creative provided a power point presentation on businesses she has assisted, various features on new websites and the opportunities to provide products and/or services online. A copy of the power point is available upon request.

There being no further business Board Chairman Joe Sebelin adjourned the meeting at 2:00pm.

Respectfully submitted:
Donna Hritz
Communications & Operations Manager
October 8, 2020
# Statement of Activities

## September 30, 2020

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Prior YTD</th>
<th>Current YTD</th>
<th>Budget</th>
<th>Percentage of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants/Projects</td>
<td>$ 595,257</td>
<td>$ 661,045</td>
<td>$ 3,177,212</td>
<td>21%</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>56,748</td>
<td>56,250</td>
<td>225,000</td>
<td>25%</td>
</tr>
<tr>
<td>Rental Income</td>
<td>7,160</td>
<td>7,230</td>
<td>28,921</td>
<td>25%</td>
</tr>
<tr>
<td>RLF Admin. Fees</td>
<td>8,150</td>
<td>3,155</td>
<td>15,000</td>
<td>21%</td>
</tr>
<tr>
<td>Match from Other Sources</td>
<td>36,300</td>
<td>500</td>
<td>6,000</td>
<td>8%</td>
</tr>
<tr>
<td>Other Receipts</td>
<td>9,462</td>
<td>5,822</td>
<td>14,300</td>
<td>41%</td>
</tr>
<tr>
<td>Contributed Services</td>
<td>-</td>
<td>-</td>
<td>29,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>713,077</td>
<td>734,002</td>
<td>3,495,433</td>
<td>21%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>377,836</td>
<td>401,746</td>
<td>1,690,639</td>
<td>24%</td>
</tr>
<tr>
<td>Benefits</td>
<td>145,876</td>
<td>161,788</td>
<td>710,068</td>
<td>23%</td>
</tr>
<tr>
<td>Contractual</td>
<td>57,580</td>
<td>76,159</td>
<td>447,071</td>
<td>17%</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>2,263</td>
<td>1,552</td>
<td>29,000</td>
<td>5%</td>
</tr>
<tr>
<td>Travel and Per Diem</td>
<td>8,963</td>
<td>371</td>
<td>32,681</td>
<td>1%</td>
</tr>
<tr>
<td>Meetings and Seminars</td>
<td>36,167</td>
<td>3,287</td>
<td>51,145</td>
<td>6%</td>
</tr>
<tr>
<td>Postage</td>
<td>1,975</td>
<td>265</td>
<td>4,950</td>
<td>5%</td>
</tr>
<tr>
<td>Supplies</td>
<td>14,770</td>
<td>10,173</td>
<td>81,537</td>
<td>12%</td>
</tr>
<tr>
<td>Publications and Memberships</td>
<td>8,966</td>
<td>7,577</td>
<td>57,586</td>
<td>13%</td>
</tr>
<tr>
<td>Printing</td>
<td>605</td>
<td>350</td>
<td>4,300</td>
<td>8%</td>
</tr>
<tr>
<td>Advertising</td>
<td>4,212</td>
<td>4,907</td>
<td>17,000</td>
<td>29%</td>
</tr>
<tr>
<td>Occupancy</td>
<td>10,536</td>
<td>6,816</td>
<td>67,200</td>
<td>10%</td>
</tr>
<tr>
<td>Equipment Rental &amp; Maintenance</td>
<td>5,430</td>
<td>1,817</td>
<td>14,464</td>
<td>13%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>17,044</td>
<td>16,459</td>
<td>66,903</td>
<td>25%</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>6,176</td>
<td>5,151</td>
<td>23,420</td>
<td>22%</td>
</tr>
<tr>
<td>Insurance</td>
<td>-</td>
<td>-</td>
<td>32,236</td>
<td>0%</td>
</tr>
<tr>
<td>Interest</td>
<td>11,209</td>
<td>10,829</td>
<td>41,027</td>
<td>26%</td>
</tr>
<tr>
<td>Other Costs</td>
<td>2,705</td>
<td>24,405</td>
<td>92,172</td>
<td>26%</td>
</tr>
<tr>
<td>Contributed Services</td>
<td>-</td>
<td>-</td>
<td>29,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>712,313</td>
<td>733,652</td>
<td>3,492,399</td>
<td>21%</td>
</tr>
</tbody>
</table>

| Increase (Decrease) in Net Assets | $ 764   | $ 350   | $ 3,034 |

## Net Assets

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 1,389,535</td>
</tr>
<tr>
<td>Increase (Decrease)</td>
<td>$ 350</td>
</tr>
<tr>
<td>Current Balance</td>
<td>$ 1,389,885</td>
</tr>
</tbody>
</table>
## Statement of Financial Position
### September 30, 2020

<table>
<thead>
<tr>
<th>Assets</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Liabilities</th>
<th>Prior Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Cash Invested</td>
<td>$ 774,798</td>
<td>$ 618,747</td>
<td>Accounts Payable</td>
<td>$ 95,304</td>
<td>111,799</td>
</tr>
<tr>
<td>Restricted Funds Invested</td>
<td>22,492</td>
<td>51,571</td>
<td>Deferred Project Funds</td>
<td>22,492</td>
<td>51,571</td>
</tr>
<tr>
<td>Membership Fees Receivable</td>
<td>-</td>
<td>6,250</td>
<td>Employee Benefits Payable</td>
<td>137,940</td>
<td>161,999</td>
</tr>
<tr>
<td>Advances/Deposits/Prepads</td>
<td>29,447</td>
<td>33,754</td>
<td>Payroll Withholdings</td>
<td>3,484</td>
<td>3,516</td>
</tr>
<tr>
<td>Accounts Receivable-Projects</td>
<td>705,889</td>
<td>975,038</td>
<td>Deferred Membership Fees</td>
<td>116,186</td>
<td>109,005</td>
</tr>
<tr>
<td>Loan Receivable - NEPABFC</td>
<td>81,321</td>
<td>-</td>
<td>Capital Lease Payable</td>
<td>610,830</td>
<td>589,724</td>
</tr>
<tr>
<td>Depreciable Assets (Net)</td>
<td>761,624</td>
<td>732,139</td>
<td>Total Liabilities</td>
<td>986,236</td>
<td>1,027,614</td>
</tr>
</tbody>
</table>

**Net Assets**

- **Total Liabilities & Net Assets**
  - Total Assets: $2,375,571 | $2,417,499
  - Total Liabilities & Net Assets: $2,375,571 | $2,417,499

*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.*
RESOLUTION 2020-11

OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) AUTHORIZING ITS BOARD CHAIRPERSON, 1st VICE-BOARD CHAIRPERSON AND OTHER APPROPRIATE STAFF DESIGNATED BY THE PRESIDENT & CEO, TO SIGN CHECKS FOR THE ORGANIZATION

WHEREAS, the Northeastern Pennsylvania Alliance hereby authorizes the Board Chairperson, the 1st Vice Board Chairperson, the President & CEO, and other Senior Management Employees as designated by the President & CEO to sign checks; and,

WHEREAS, the NEPA Executive Committee has previously recommended this policy modification; and,

WHEREAS, this policy provides for a more efficient process and maintains required internal controls; and,

NOW THEREFORE, BE IT RESOLVED, that the NEPA Board of Directors authorizes that the individuals in the positions identified above are hereby granted authority to sign checks on behalf of NEPA Alliance. All checks will require two signatures from those designated above and will be done in accordance with the budget previously authorized by the Board of Directors.

ADOPTED THIS 4th DAY of NOVEMBER 2020

ATTEST:

____________________________  _____________________________
Jeffrey K. Box, President & CEO       Joseph Sebelin, Board Chairperson
RESOLUTION 2020-12

OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) SUBMITTING A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) GRANT APPLICATION TO THE COMMONWEALTH OF PENNSYLVANIA OFFICE OF THE BUDGET

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 opened a funding round for this program; and,

WHEREAS, a condition of receiving RACP funding is the submission of a Grant Application to the Pennsylvania Office of the Budget; 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 Deloitte Tax, LLP is authorized to file the required RACP Grant Application on behalf of the Northeastern Pennsylvania Alliance for a project being completed by Ball Manufacturing in the amount of $2,000,000 for this project. The Northeastern Pennsylvania Alliance, by and through its President and CEO, is further authorized to execute all necessary documents as required by the Commonwealth of Pennsylvania.

ADOPTED THIS 4TH DAY of NOVEMBER 2020

ATTEST:

Jeffrey K. Box, President & CEO
Joseph Sebelin, Board Chairperson
Greetings NEPA Board Members,

Happy November to all! As we approach the end of 2020 I’m sure we will all be happy if 2021 gets us all back into a normal routine. With that said, here is an update on some key NEPA programs and activities.

**NEPA Meetings & Office Work Schedule**

We are planning to continue all NEPA related meetings virtual for the rest of the calendar year. This includes all affiliate agencies under the NEPA umbrella. Many of our funding agencies to whom we report are remaining virtual for the foreseeable future as well. We are starting to have infrequent in person meetings in our office by appointment.

The office will remain closed to the public unless there are appointments or extraordinary occurrences that require in person meetings. The staff will continue to work 2 days per week in the office and 3 days virtual through November.

If anyone has concerns about any of these approaches to keeping NEPA programming moving forward while trying to stay safe from the virus, please let me know.

**Federal and State Budgets and NEPA Finances**

The federal and state budget processes remain fluid, as they always are. Consequently, we are always watching the NEPA Budget, programming and staffing levels. As we approach the end of the year, the Governor and the General Assembly will have to complete the last 7 months of the current fiscal year state budget. The result of that will affect NEPA’s ability to revise our budget to meet match requirements for other programs we are working on.

**Auditors**

The auditing firm is here and will soon complete the audit for our FYE2019-2020. Wendi and her team do a tremendous job with our finances. The auditors acknowledge that also, and we do not anticipate any issues with the audit.

**Annual Report**

The FYE 2019-2020 Annual Report is at the printer. We normally distribute the document at the Annual Dinner in September. Obviously another delay due to COVID. We will hopefully have an electronic version to you all for the Board Meeting. The numbers reported are very impressive. The NEPA Team has done a great job considering our operations changed so dramatically with COVID.

**Board Resolutions**

There are 2 resolutions on the board meeting agenda for action by the full board. First we need to revise the check signing policy that has been in place for many years. The world has changed dramatically with electronic check signing and electronic transfers of funds. We are simplifying the process with this policy change.

Secondly, the resolution on the RACP application for Ball Manufacturing is a revision to one previously adopted. The significance is we are becoming a force in assisting companies with these applications. This is part of our strategy to continue to move NEPA toward broader sustainability.

Overall, the NEPA Team is very busy despite the economic troubles created by COVID. We have engaged with numerous clients over the last 7 months and we find that there are numerous bright spots in our local economy.

Thank you for your continued support!

Jeff
Board of Directors Report  
November 4, 2020

International Business Development Program

The International Business Development staff recorded fourteen (14) export actions and generated thirteen (13) International Projects to Pennsylvania’s Authorized Trade Representatives during the first quarter. Staff also processed one Global Access Program (GAP) application during the quarter. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

The International Business Development Program partnered with the Pennsylvania Department of Community & Economic Development, Office of International Business Development to promote Bringing the World to PA 2020. This year, Bringing the World to PA was a series of 16 webinars that took place September 14 – 25, 2020 and were presented by the Pennsylvania Authorized Trade Representatives.

<table>
<thead>
<tr>
<th>PA Office of International Business Development Performance Measurements</th>
<th>Goal</th>
<th>Q1 Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Clients</td>
<td>56</td>
<td>12</td>
</tr>
<tr>
<td>Export Actions</td>
<td>117</td>
<td>14</td>
</tr>
<tr>
<td>Exporting Companies</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>Export Sales</td>
<td>$25,121,441.00</td>
<td>$2,936,643.70</td>
</tr>
<tr>
<td>Projects</td>
<td>112</td>
<td>11</td>
</tr>
<tr>
<td>ATR Attributed Sales</td>
<td>$10,299,790.81</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>New Clients</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Total (weighted and capped measure)</td>
<td></td>
<td>13.13%</td>
</tr>
</tbody>
</table>

Procurement Technical Assistance Center

<table>
<thead>
<tr>
<th>Counseling Activity (07-01-2020 to 09-30-2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Active Clients for the Quarter</td>
</tr>
<tr>
<td>Active Clients for the Quarter</td>
</tr>
<tr>
<td>Initial Introductory Counseling Sessions for the Quarter</td>
</tr>
<tr>
<td>Follow-up Counseling Sessions for the Period</td>
</tr>
</tbody>
</table>

The Procurement Technical Assistance Center (PTAC) 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 certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB.

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Number of Awards</th>
<th>Number of Clients</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Prime</td>
<td>51</td>
<td>15</td>
<td>$83,549,982</td>
</tr>
<tr>
<td>State &amp; Local Prime</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Sub-Contractor</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

During this period, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor, and one client received four state awards. Contract award reporting follows Defense Logistics Agency terms.

On July 20th Mr. Tyler Day joined the PTAC Team as our newest Government Procurement Specialist.

**Business Finance Center**

The Business Finance Center has been able to close two (2) loans totaling $85,000 and leverage $215,000 in private investment. In addition to the standard loan programs, NEPA BFC was able to directly assist 21 small businesses via NEPA Alliance’s EDA COVID-19 Working Capital Relief Loan Program committing $994,500 in funds. The Business Finance Center continues to build a strong loan pipe-line with over $25 million in potential loans. Of the approved loans, the majority are expected to close by the end of Quarter 1 of 2021. Loans closed since that last meeting include the following business sectors:

- Medical Offices
- Outpatient Treatment

Through these loan closings, the businesses are expected to create 6 full time positions across the 7 counties of Northeast Pennsylvania. Additionally, NEPA Alliance BFC worked directly with 21 companies to obtain COVID-19 relief money to be used for working capital or in any other way to assist with mitigation efforts. The funds were awarded to NEPA Alliance through an application to EDA, NEPA will continue to explore all possible funding opportunities to assist Northeast PA businesses.

<table>
<thead>
<tr>
<th>SBA 504</th>
<th>Number</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Loans</td>
<td>10</td>
<td>$6,216,000.00</td>
</tr>
<tr>
<td>Closed Since Last Meeting</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Outstanding Loans</td>
<td>18</td>
<td>$17,171,856.37</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>28</td>
<td><strong>$23,387,856.37</strong></td>
</tr>
</tbody>
</table>
LDD CUSTOMER SATISFACTION SURVEY FORMS

Fifteen (15) out of seventeen (17) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA’s Business Financing, Procurement Technical Assistance Center and International Business programs for assistance received during the 4th quarter of 2019-2020 which represented an 88% response rate. Fifteen (15) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. This gives an overall satisfaction rate of 100% from surveys received for the 4th quarter of 2019-2020.

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

<table>
<thead>
<tr>
<th></th>
<th>*Timeliness of Assistance</th>
<th>*Quality of Assistance</th>
<th>*Value of Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Procurement</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>International</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments:
“Your export assistance program, trade show assistance and trade missions have been very worthwhile.” – Acker Drill Co, Inc. (International Client)

“Tyler, Kara and Frank are very professional and helpful” – R. N. DeMeck Roof Management Service (PTAC Client)
COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

NEPA submitted and received an EDA CARES Act in the amount of $400,000 to assist with COVID-19 Pandemic response and recovery. The grant includes a planning component that will complement our CEDS. The remaining services include: Business/Community Finance support, International Business Development, E-Commerce Support, and support to identify and seek resource for Broadband deployment.

NEPA is assisting SEDCO and Pike County with EDA grant pre-applications. We are also leading a potential LDD application.

FEDERAL GRANT ASSISTANCE

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. The table below provides a list of all FY 2020-2021 funded projects.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project</th>
<th>CO</th>
<th>ARC Grant Amount</th>
<th>Funding Leveraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPA Alliance</td>
<td>NMTC &amp; Angel Fund</td>
<td>RE</td>
<td>$75,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>NEPIRC</td>
<td>Accelerating Manufacturer COVID-19 Recovery, Response &amp; Preparedness Program</td>
<td>RE</td>
<td>$140,234</td>
<td>$190,234</td>
</tr>
</tbody>
</table>

The following projects have been invited to submit full applications:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project</th>
<th>CO</th>
<th>ARC Grant Amount</th>
<th>Funding Leveraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Scranton</td>
<td>OECD Strategic Plan</td>
<td>LA</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Orwigsburg Borough</td>
<td>Orwigsburg Industrial Park – (Industrial Drive and Long Avenue)</td>
<td>SC</td>
<td>$891,441,22</td>
<td>$167,240</td>
</tr>
</tbody>
</table>

Additional projects will be invited to submit full applications in early November.

ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA applied to launch the Engage! initiative within its seven-county region. 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 in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives. DCED awarded a contract to NEPA with a total value of $341,140 for FY 19-20. Funding in the amount of $75,000 has been approved for FY 20-21.
Due to the COVID-19 Pandemic, NEPA is offering, through the “Get Connected” initiative, e-commerce technical assistance to businesses. NEPA has contracted with three web development/tech firms to assist the launch of this initiative, which offers a free suite of services to develop an online sales platform that will assist in stabilizing the business and generate new sales and clients during the pandemic. Currently, there are 19 businesses receiving assistance from the program.

**NEPA Community Impact Fund**

NEPA’s new affiliate organization, the NEPA Community Impact Fund, was formally certified a Community Development Entity (CDE) and is actively seeking an allocation of New Markets Tax Credits from the U.S. Department of the Treasury. NEPA is soliciting projects from the Commonwealth of PA with capital costs ranging from $5M-$50M that are in on NTMC subsidies to make the project viable.

**Pennsylvania Redevelopment Assistance Capital Program (RACP)**

NEPA has partnered with CBO Financial, our NMTC consultant, to offer RACP grant writing assistance and Financial Request Package support.

<table>
<thead>
<tr>
<th>Client</th>
<th>Location</th>
<th>NMTC Request</th>
<th>RACP Request</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Shenandoah, Inc.</td>
<td>Shenandoah, PA</td>
<td>$12,000,000</td>
<td>$3,000,000</td>
<td>Pending</td>
</tr>
<tr>
<td>Keystone Human Services</td>
<td>TBD, Luzerne County</td>
<td>NA</td>
<td>$2,700,000</td>
<td>Pending</td>
</tr>
<tr>
<td>Da Vinci Science Center</td>
<td>Allentown, PA</td>
<td>$30,000,000</td>
<td>NA</td>
<td>Pending</td>
</tr>
<tr>
<td>Hotel Fauchere – Milford*</td>
<td>Milford, PA</td>
<td>NA</td>
<td>$2,000,000</td>
<td>Pending</td>
</tr>
<tr>
<td>Hyatt Place - Wilkes-Barre</td>
<td>Wilkes-Barre, PA</td>
<td>$7,000,000</td>
<td>NA</td>
<td>Pending</td>
</tr>
<tr>
<td>Little Leaf Farms, LLC*</td>
<td>McAdoo, PA</td>
<td>NA</td>
<td>$3,000,000</td>
<td>Pending</td>
</tr>
<tr>
<td>Ball Manufacturing*</td>
<td>Jenkins Township, PA</td>
<td>NA</td>
<td>$4,000,000</td>
<td>Awarded $2M</td>
</tr>
</tbody>
</table>

*NEPA is serving as the applicant.

**NORTHEASTERN PENNSYLVANIA NONPROFIT & COMMUNITY ASSISTANCE CENTER**

**NEPA Grantmakers Forum**: In collaboration with the Harry & Jeannette Weinberg Foundation, the McGowan Charitable Trust, The Luzerne Foundation, the Scranton Area Community Foundation, and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. NCAC assisted in the development of COVID Response Funds and helped to promote the funds.

NCAC is coordinating a Nonprofit CEO Forum to allow funders to gain insights on future needs of the sector. The session includes 25 nonprofit leaders who were chosen by several area grantmakers.

**BLUE RIBBON TASK FORCE (BRTF) / TOBYHANNA ARMY DEPOT**

NEPA manages the Blue Ribbon Task Force (BRTF), which was organized in 1992 to provide regional community support for the preservation and protection of Tobyhanna Army Depot from the base closure process known as Base Realignment and Closure (BRAC).
NEPA received a $44,000 grant in February 2020 from the Pennsylvania Military Community Enhancement Commission.

NEPA annually prepares an Economic Impact Analysis of the Depot. In a report that was submitted to Depot officials on October 8, 2020 and is currently under consideration, the total impact of the Depot is an estimated $2.9 billion in economic activity, an estimated 10,172 jobs, and an estimated $727.3 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

Edwards+Strunk, Inc., a consulting firm based in Madison Township, Lackawanna County, has been selected to develop a fundraising plan for the Depot.

**RESEARCH & INFORMATION CENTER**

**Featured Article:** This month’s article presents the not seasonally adjusted unemployment rates for the nation, state, region, and each of the seven counties within the NEPA Alliance service area.

**Not Seasonally Adjusted Unemployment Rates**

According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.1 percent from September 2018 to August 2019 and 8.4 percent from September 2019 to August 2020. The average national unemployment rate from September 2018 to August 2019 was 3.7 percent and it increased to 6.9 percent from September 2019 to August 2020. The average state unemployment rate from September 2018 to August 2019 was 4.2 percent and it increased to 8.2 percent from September 2019 to August 2020.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.0 percentage points in September 2018 before fluctuating to its minimum of 0.9 percentage points in November 2018. It then fluctuated to its maximum of 4.1 percentage points in June 2020 before decreasing to 3.1 percentage points in August 2020. During the 24-month period, the average not seasonally adjusted unemployment rate was 5.3 percent in the nation and 6.8 percent in the region.

In September 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was at its minimum of 0.7 percentage points before fluctuating to its maximum of 2.6 percentage points in April 2020 and then decreasing to 1.1 percentage points in August 2020. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 6.2 percent.
Board of Directors Report
November 4, 2020

Average Not Seasonally Adjusted Unemployment Rates

Difference in the Monthly Not Seasonally Adjusted Unemployment Rate from September 2018 to August 2020
TRANSPORTATION PLANNING SERVICES DIVISION

TRANSPORTATION PLANNING & PROGRAMMING

**NEPA MPO Committee Structure**

- The NEPA MPO Technical Committee has a seat for a representative from the NEPA Board of Directors which rotates between the four MPO counties. The NEPA Board of Directors need to appoint a representative from Monroe County for a two-year term.

- On September 2nd, the NEPA Board of Directors assigned the Pike County NEPA MPO Policy Board seat to Commissioner Matt Osterberg for a two-year term ending June 30, 2022.

**2021-2024 TIP Update**

- The NEPA MPO TIP, along with all the other TIPs from across the state were approved by the State Transportation Commission as the State Transportation Improvement Program (STIP) in August and were submitted to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for approval.

- FHWA and FTA approved the STIP on September 28th and issued a Joint Approval and Planning Funding Letter. The Planning Finding Letter did not include any corrective actions, only minor recommendations and some commendations. The 2021-2024 TIP went into effect on October 1, 2020.

- The four-year NEPA MPO TIP totals $610 million in project funding.
  - Bridge and Highway TIP includes 95 projects, totaling $209.3 million.
  - Transit TIP includes 19 projects, totaling $16.8 million.
  - Interstate TIP includes 10 projects, totaling $384.1 million.

- PennDOT submitted competitive applications for funding for the Route 61 Reconstruction Project through the U.S. DOT’s Infrastructure For Rebuilding America (INFRA) program and the Better Utilizing Investments to Leverage Development (BUILD) program. NEPA helped to secure letters of support for the applications. The project was not awarded INFRA funding or BUILD funding. Staff is continuing to dialogue with PennDOT about future funding to ensure the completion of the project.

**Functional Classification Review**

- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are complete and Schuylkill County is nearing completion.

- Staff has mapped the proposed changes in Schuylkill County and a virtual meeting with PennDOT District 5-0 was held on August 25th to review the changes. Staff also conducted a meeting with PennDOT Central Office to discuss the submission on September 30th.

- Staff is compiling the necessary spreadsheets and maps to submit the requested changes to Central Office. Coordination with District 4-0 and 5-0 is ongoing and the full submission is expected by the end of the year.
Highway Performance Monitoring System (HPMS)
• NEPA is responsible for the collection of data for the Highway Performance Monitoring System (HPMS). The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways. MPOs are required to update and confirm data included in the HPMS on an annual basis. The collection involves field work at over 90 locations within the NEPA MPO region identified by PennDOT Central Office. Data collection efforts are underway and will be completed by the beginning of December.

Milford Borough Traffic Study
• Milford Borough Traffic Study was kicked off in January. Michael Baker International is the consultant on the plan. The steering committee requested that the study be delayed until next year due to COVID-19 travel restrictions and its profound impact upon normal travel patterns. NEPA will work with PennDOT Central Office to extend the study funding through 2021.

Geographic Information Systems (GIS)
• GIS staff is continuing to complete mapping activities for the transportation program. Staff has been engaged in the development of the LRTP, particularly the public outreach efforts, project selection process and the Title VI/Environmental Justice Plan.

• GIS staff created a number of online resources for the COVID-19 Response Effort and Resources.
  https://nepa-coronavirus-response-nepa-alliance.hub.arcgis.com
  https://arcgis/IKfSOe

• NEPA’s Transportation Maps & Applications and can be viewed on NEPA’s ArcGIS Online Homepage.

American Planning Association- Pennsylvania Chapter (APA-PA) Annual Conference
The APA-PA Annual Conference was to be held in Scranton on October 19-20 but the conference was converted to a virtual format due to COVID-19 meeting restrictions. Staff participated in the planning committee for the conference over the past year. Staff attended the conference and moderated several sessions.

Eastern PA Greenways and Trails Summit
The Eastern PA Greenways and Trails Summit scheduled to be held in Carbondale in September 2020 was moved to a virtual format due to COVID-19 meeting restrictions. The conference was held with weekly virtual sessions throughout September. Staff participated on the planning committee for the conference and moderated a session of the conference.

PennDOT Planning Partners Meeting
Due to COVID-19 meeting restrictions, the annual PennDOT Planning Partners meeting will be held in virtual format in November. The conference will be two half day sessions on November 4th and 24th.

Regional Meetings
Staff attended the following regional meetings-
• Lackawanna/Luzerne MPO – October 7th
• Pike County Road Task Force- September 17th and October 15th
• Schuylkill County Chamber Transportation Committee- October 8th
Board of Directors Report  
November 4, 2020

- PennDOT Connects Stroud Township SR 2004 Project Meeting – September 30th

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. LTAP continues to hold courses only in an online format. LTAP is also conducting informal hour-long virtual sessions once a month.

Back Mountain Community Partnership (BMCP)
The BMCP is a consortium of seven municipalities in the Back Mountain area of Luzerne County. NEPA has provided administrative staff support to the BMCP since its inception in 2009, including monthly meeting preparation and grant writing. NEPA’s involvement has been funded through our annual contract with the Appalachian Regional Commission (ARC) For fiscal year 2021, ARC has directed NEPA to further concentrate the use of these funds upon economic development and small business support. As a result of this directive, NEPA will cease administration of the BMCP at the end of this calendar year.
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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.