

November 4, 2020



## Board of Director Report

## NEPA's Board of Directors 2020-2021

### CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Marlyn Kissner	570-421-4433	marlyn@lehighvalleychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin ( <b>Executive Committee-Board Chairperson</b> )	570-657-8205	jsebelin@ptd.net

### LACKAWANNA COUNTY

Ida Castro	570-504-9647	icastro@som.geisinger.edu
Philip Condron ( <b>Executive Committee-Past Board Chairperson</b> )	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
(Brenda Sacco - Alternate)	570-963-6830	saccob@lackawannacounty.org
Alex Stark ( <b>Executive Committee-Assistant Secretary</b> )	570-558-5112	astark@kaneisable.com

### LUZERNE COUNTY

Stephen Barrouk ( <b>Executive Committee-2nd Vice-Board Chairperson</b> )	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 ( <b>Executive Committee-Assistant Treasurer</b> )	570-422-7920	mpostupack@esu.edu
Marynell Strunk	570-476-3629	marynell.strunk@lvhn.org

### PIKE COUNTY

Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter ( <b>Executive Committee-Secretary</b> )	570-832-1578	cobk@ptd.net
Juliette Mckerrell	570-832-4260	jmkcerrell@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	micah.gursky@sluhn.org
George Halcovage (County Commissioner)	570-628-1202	ghalcovage@co.schuylkill.pa.us
( <b>Executive Committee-Treasurer</b> )		
Michael McCord	570-773-3075	mmccord@pahouse.net
Bud Quandel	570-544-4775	bquandel@quandel.com

### WAYNE COUNTY

Joseph Adams (County Commissioner)	570-253-5970	jwadams@waynecountypa.gov
Mark Graziadio ( <b>Executive Committee-1st Vice-Board Chairperson</b> )	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 ( <b>PNE Board Chair</b> )	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 ( <b>NCAC Board Chair</b> )	570-826-1777	mmmedwards@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

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|------|--|------|
| I.   | <b><u>Call to Order</u></b> – <i>Joe Sebelin, Board Chairperson</i>  |      |
| II.  | <b><u>Pledge of Allegiance</u></b> - <i>Joe Sebelin, Board Chairperson</i>   |      |
| III. | <b><u>Board Discussion &amp; Action Items</u></b>  |      |
|      | * September 2, 2020 Meeting Minutes - <i>Joe Sebelin, Board Chairperson</i>  | 1-4  |
|      | * Treasurer’s Report - <i>Wendi Holena, VP &amp; CFO</i>   | 5-6  |
|      | * Resolution 2020-11 Revising NEPA’s Check Signing Policy – <i>Jeff Box/Wendi Holena</i>   | 7    |
|      | * Resolution 2020-12 NEPA’s Ball Manufacturing RACP application<br>- <i>Jeffrey Box &amp; Kurt Bauman</i>                              | 8    |
|      | * Affiliate/Committee/Division Reports   | 9-19 |
|      | - Appalachian Regional Commission (ARC) Project Update - <i>Kurt Bauman</i>  |      |
|      | - Business Development Services - <i>Steve Ursich</i>  |      |
|      | - Communications & Membership - <i>Alex Stark/Donna Hritz</i>  |      |
|      | - Community & Economic Development Services - <i>Kurt Bauman</i>   |      |
|      | - Transportation Services - <i>Alan Baranski</i>   |      |
| IV.  | <b><u>President &amp; CEO Report</u></b> - <i>Jeff Box</i>   |      |
| V.   | <b><u>Presentation</u></b> – <i>Angel Fund Presentation - Jeff Box, Kurt Bauman &amp; Steve Ursich</i><br>– <i>ARC POWER Broadband</i> |      |
| VI.  | <b><u>Open Discussion</u></b> - <i>Joe Sebelin, Board Chairperson</i>  |      |



**Board of Directors Report  
Minutes of  
Wednesday, September 2, 2020  
Conference Call/Zoom Meeting**

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**OFFICERS**

Joseph Sebelin, Board Chairperson  
Mark Graziadio, 1<sup>st</sup> Vice-Board Chairperson  
Stephen Barrouk, 2<sup>nd</sup> 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 Mikitish  
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)

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**BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 2, 2020**

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 30<sup>th</sup>. 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.**

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**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 20<sup>th</sup>. Steve also reported that National PTAC Day is scheduled for September 16<sup>th</sup>, 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 14<sup>th</sup>-24<sup>th</sup> 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.



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*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

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 595,257	\$ 661,045	\$ 3,177,212	21%
Membership Fees	56,748	56,250	225,000	25%
Rental Income	7,160	7,230	28,921	25%
RLF Admin. Fees	8,150	3,155	15,000	21%
Match from Other Sources	36,300	500	6,000	8%
Other Receipts	9,462	5,822	14,300	41%
Contributed Services	-	-	29,000	0%
<b>Total Revenues</b>	<u>713,077</u>	<u>734,002</u>	<u>3,495,433</u>	<u>21%</u>
<b>Expenses:</b>				
Personnel	377,836	401,746	1,690,639	24%
Benefits	145,876	161,788	710,068	23%
Contractual	57,580	76,159	447,071	17%
Professional Fees	2,263	1,552	29,000	5%
Travel and Per Diem	8,963	371	32,681	1%
Meetings and Seminars	36,167	3,287	51,145	6%
Postage	1,975	265	4,950	5%
Supplies	14,770	10,173	81,537	12%
Publications and Memberships	8,966	7,577	57,586	13%
Printing	605	350	4,300	8%
Advertising	4,212	4,907	17,000	29%
Occupancy	10,536	6,816	67,200	10%
Equipment Rental & Maintenance	5,430	1,817	14,464	13%
Depreciation	17,044	16,459	66,903	25%
Telephone/Internet	6,176	5,151	23,420	22%
Insurance	-	-	32,236	0%
Interest	11,209	10,829	41,027	26%
Other Costs	2,705	24,405	92,172	26%
Contributed Services	-	-	29,000	0%
<b>Total Expenses</b>	<u>712,313</u>	<u>733,652</u>	<u>3,492,399</u>	<u>21%</u>
<b>Increase (Decrease) in Net Assets</b>	<u>\$ 764</u>	<u>\$ 350</u>	<u>\$ 3,034</u>	

Net Assets	
Beginning Balance	\$ 1,389,535
Increase (Decrease)	350
Current Balance	<u>\$ 1,389,885</u>

## Statement of Financial Position

September 30, 2020

<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	\$ 774,798	\$ 618,747	Accounts Payable	\$ 95,304	111,799
Restricted Funds Invested	22,492	51,571	Deferred Project Funds	22,492	51,571
Membership Fees Receivable	-	6,250	Employee Benefits Payable	137,940	161,999
Advances/Deposits/Prepays	29,447	33,754	Payroll Withholdings	3,484	3,516
Accounts Receivable-Projects	705,889	975,038	Deferred Membership Fees	116,186	109,005
Loan Receivable - NEPABFC	81,321	-	Capital Lease Payable	610,830	589,724
Depreciable Assets (Net)	761,624	732,139	Total Liabilities	986,236	1,027,614
			<b>Net Assets *</b>	1,389,335	1,389,885
<b>Total Assets</b>	<b>\$ 2,375,571</b>	<b>\$ 2,417,499</b>	<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 2,375,571</b>	<b>\$ 2,417,499</b>

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

## **RESOLUTION 2020-11**

### **OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) AUTHORIZING ITS BOARD CHAIRPERSON, 1<sup>st</sup> 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 1<sup>st</sup> 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 4<sup>th</sup> DAY of NOVEMBER 2020**

**ATTEST:**

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

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**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 4<sup>TH</sup> DAY of NOVEMBER 2020**

**ATTEST:**

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

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**Joseph Sebelin, Board Chairperson**

# BOARD of DIRECTORS REPORT

## November 4, 2020



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

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### 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.

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

### Procurement Technical Assistance Center

<b>Counseling Activity (07-01-2020 to 09-30-2020)</b>	
<b>New Active Clients for the Quarter</b>	<b>17</b>
<b>Active Clients for the Quarter</b>	<b>181</b>
<b>Initial Introductory Counseling Sessions for the Quarter</b>	<b>15</b>
<b>Follow-up Counseling Sessions for the Period</b>	<b>1,075</b>

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

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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.

<b>Contract Awards Activity (07-01-2020 to 09-30-2020)</b>			
<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	<b>51</b>	<b>15</b>	<b>\$83,549,982</b>
<b>State &amp; Local Prime</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Sub-Contractor</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

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 20<sup>th</sup> 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.

<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	10	\$ 6,216,000.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans</b>	18	\$ 17,171,856.37
<b>Total</b>	28	\$ 23,387,856.37



## Board of Directors Report November 4, 2020

<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	2	\$ 1,750,000.00
<b>Closed Since Last Meeting</b>	0	\$ 0.00
<b>Outstanding Loans*</b>	88	\$ 8,497,636.62
<b>Total</b>	90	\$ 10,247,636.62
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	5	\$ 300,000.00
<b>Closed Since Last Meeting</b>	2	\$ 85,000.00
<b>Outstanding Loans</b>	92	\$ 5,038,917.00
<b>Total</b>	99	\$ 5,423,917.00
<b>NEPA Alliance EDA COVID-19 Working Capital Loan Program</b>		
	<b>Number</b>	<b>Balance</b>
<b>Loan Applicants Committed/Funded</b>	21	\$ 994,500.00

\*Includes PIDA CWCA Loans

### 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 4<sup>th</sup> 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:

	<b>*Timeliness of Assistance</b>	<b>*Quality of Assistance</b>	<b>*Value of Assistance</b>
Loans	3	3	3
Procurement	12	12	12
International	3	3	3

#### 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)

# Board of Directors Report

## November 4, 2020

### 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.

Organization	Project	CO	ARC Grant Amount	Funding Leveraged
NEPA Alliance	NMTC & Angel Fund	RE	\$75,000	\$75,000
NEPIRC	Accelerating Manufacturer COVID-19 Recovery, Response & Preparedness Program	RE	\$140,234	\$190,234

The following projects have ben invited to submit full applications:

Organization	Project	CO	ARC Grant Amount	Funding Leveraged
City of Scranton	OECD Strategic Plan	LA	\$25,000	\$25,000
Orwigsburg Borough	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue)	SC	\$891,441.22	\$167,240

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.

## Board of Directors Report November 4, 2020

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.

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

\*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).

## Board of Directors Report November 4, 2020

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.

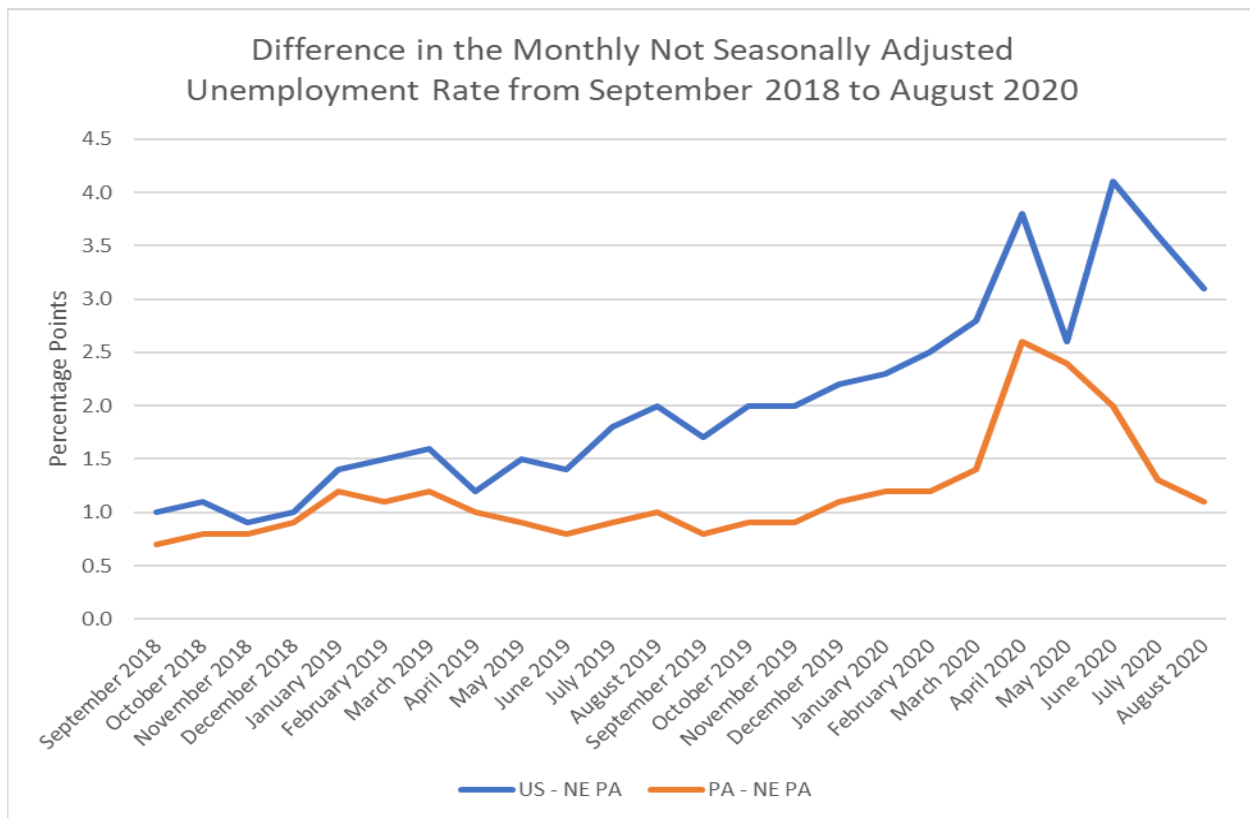
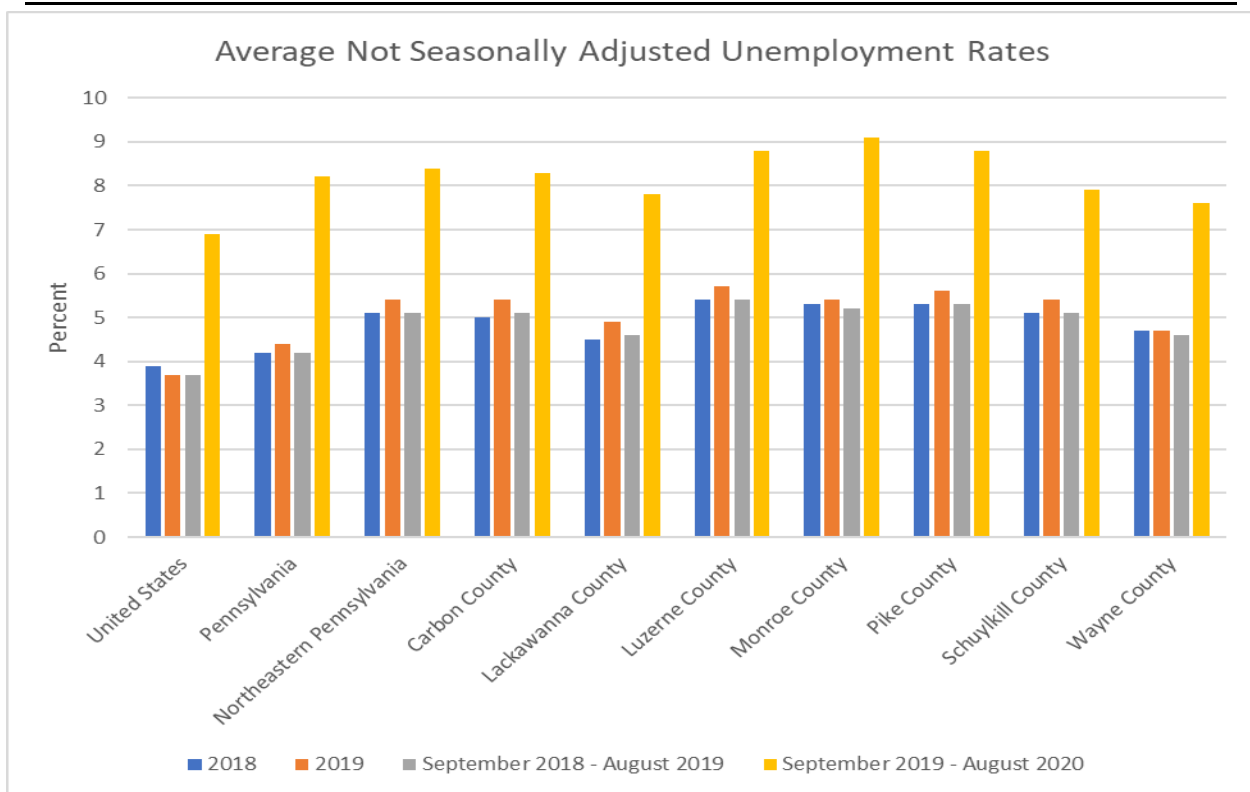
#### **Not Seasonally Adjusted Unemployment Rates**

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



# Board of Directors Report

## November 4, 2020

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### 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 2<sup>nd</sup>, 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 28<sup>th</sup> 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 25<sup>th</sup> to review the changes. Staff also conducted a meeting with PennDOT Central Office to discuss the submission on September 30<sup>th</sup>.
- 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.

## Board of Directors Report November 4, 2020

### **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://arcg.is/1KfSOe>
- 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 4<sup>th</sup> and 24<sup>th</sup>.

### **Regional Meetings**

Staff attended the following regional meetings-

- Lackawanna/Luzerne MPO – October 7<sup>th</sup>
- Pike County Road Task Force- September 17<sup>th</sup> and October 15<sup>th</sup>
- Schuylkill County Chamber Transportation Committee- October 8<sup>th</sup>



## Board of Directors Report November 4, 2020

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- PennDOT Connects Stroud Township SR 2004 Project Meeting – September 30<sup>th</sup>

### **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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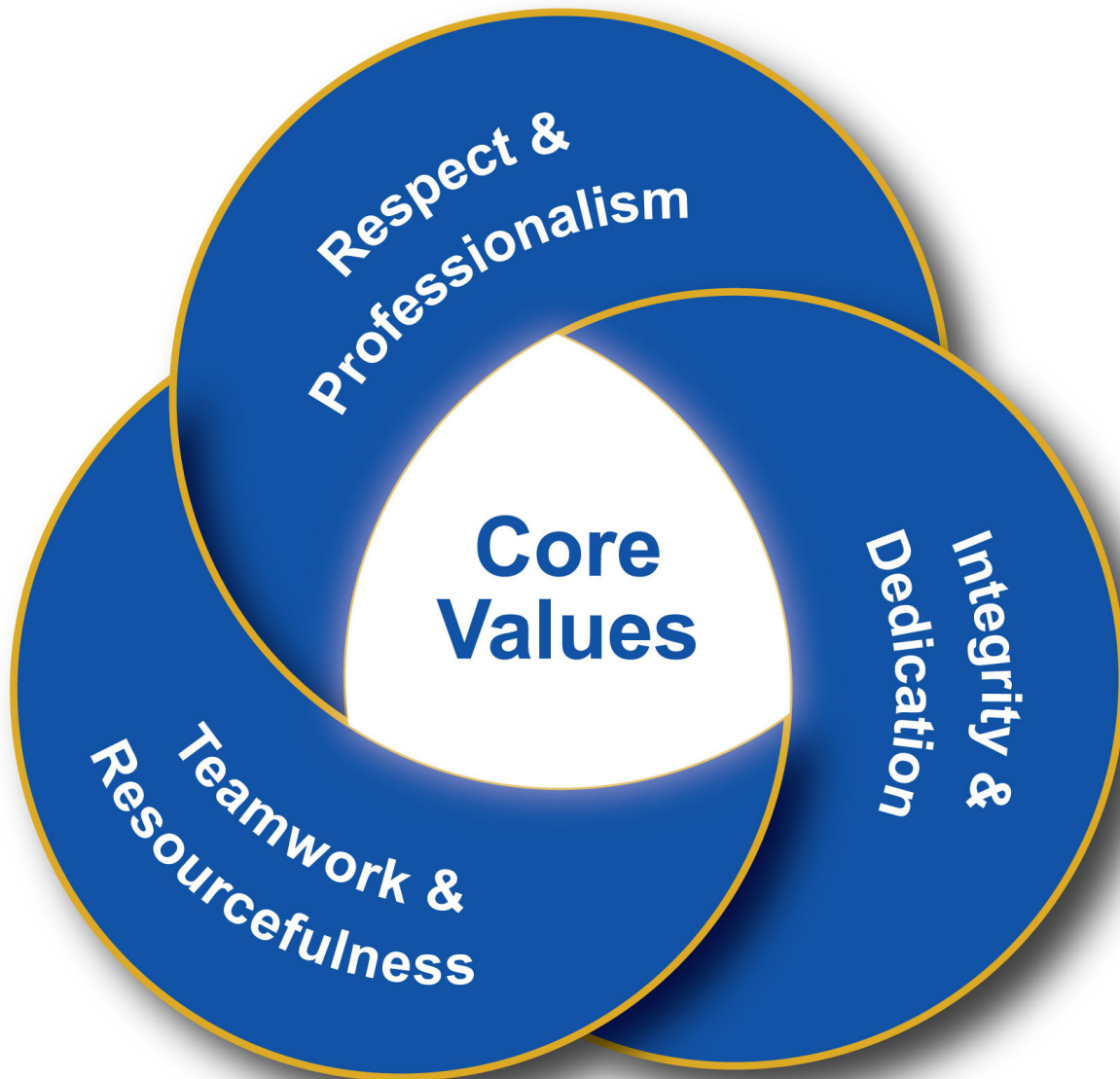
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# NEPA's Mission

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



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