

Chairman, Jon Cox  
Vice Chairman, Jason Reimer  
Secretary, John Rampulla  
Treasurer, Harold Brandt



Commissioner Kelly Neiderer  
Todd Campbell  
Patrick Dennis  
Lauren Isch  
Don Kibler  
Deb Pierson  
Morgan Rector  
Kenneth Tuckey  
Ray Wolfe, Jr.

## BOARD OF DIRECTOR'S MEETING MINUTES – MAY 28, 2024

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A meeting of the Cumberland Area Economic Development Corporation Board of Directors was held at 230 S Sporting Hill Road, Suite 100, Mechanicsburg, PA 17050 @ 7:30 a.m.

### IN PERSON/OR ZOOM BOARD OF DIRECTOR'S

Harold Brandt  
Todd Campbell  
Jonathan Cox  
Lauren Isch  
Don Kibler  
Kelly Neiderer  
Deb Pierson  
John Rampulla  
Morgan Rector  
Kenneth Tuckey  
Ray Wolfe, Jr.

### EXCUSED:

Patrick Dennis

### COMMUNITY LIAISONS:

Kirk Stoner, CC Planning Department

### CAEDC STAFF WHO APPEARED BEFORE THE BOARD:

Janet Anderson, Executive Director  
Kristen Rowe, Director, Destination Marketing  
Doreen Edwards, Executive Assistant  
Julie Koranda, Human Resources/Accounting

### OTHER:

Carol Kilko, Executive Committee Member

## WELCOME & CALL THE MEETING TO ORDER

Chairman Jon Cox, having a quorum, called the meeting to order.

### Public Comment

Jon stated that there are no members of the public present, so we'll move to the next agenda item.

### Chairman Updates

Jon said that he didn't have any specific updates other than stating today's focus is to authorize the acceptance and execution of Form 990. Further details will be discussed under Treasurer's report as well as a report to commit additional funds for our tourism group.

## LIAISON UPDATES

Jon called on Kelly if she would like to provide an update.

### Commissioner Kelly Neiderer:

Kelly updated the Board on what is happening within the county:

- Perry and Dauphin County Emergency Walk-in Clinic
- Affordable Housing Senior Project – Citrus Grove, Orange Street, Shippensburg
- Suspending the municipal yard waste program due to equipment failure
- Memorial Day Events

### Kirk Stoner:

Kirk Stoner indicated that he had two updates, they are:

- Transportation Study, 4-year spending plan for Federal and State funds in Perry, Cumberland and Dauphin counties
- Hazardous Waste Event, last event scheduled for June 15th

Jon Cox asked, after each report, if there were any questions. There being no questions Jon moved to the Secretary's Report and called on John Rampulla.

## SECRETARY'S REPORT

John Rampulla, Board Secretary, summarized informational and action items of the Board since their last meeting, they are as follows:

- Third Amended and Restated Operating Agreement of Real Estate Collaborative, LLC
- Financial Reports for the period ending April 30, 2024
- Commissioner Neiderer's County report
- Executive Director's report
- CAEDC Audit – Clean Audit - no findings for 2023

There being no questions for John Rampulla, the Chairman asked for a motion to approve the minutes of the April 23 and May 15, 2024, meetings.

### **CAEDC Motion 2024-11-MIN**

On a motion by Ray Wolfe, Jr., seconded by Deb Pierson, the Board approved the April 23, and May 15, 2024, meeting minutes.

Board Decision: Motion approved by all members present

Jon Cox called on Harold Brandt, Board Treasurer, for his report.

## TREASURER'S REPORT

### Review and Acceptance of IRS Form 990 for Year Ending December 31, 2023

Harold explained the necessity of filing the 990 and indicated that it is being filed timely. Jon commented that the draft was also reviewed by the Executive Committee.

### **CAEDC Motion 2024-12-AUD**

On a motion by John Rampulla, seconded by Don Kibler, the Board approved the IRS Form 990 for the period ending December 31, 2023.

Board Decision: Motion approved by all members present

### Finance Committee Report

The Finance Committee met on May 10<sup>th</sup> and reviewed the Audit. In addition, the Committee approved 2 grants, which were: CDBG grant for Fisher's Florist and a Destination Grant for the Carlisle YMCA Crush Volleyball tournament.

Financial Report for the period ending 04/3/24

Harold commented that the cash position and expenses were reviewed to ensure there were sufficient funds with the hotel tax payments being delayed. Harold said we are currently under budget for the first 4 months.

Jon asked for a motion to approve the financial reports.

**CAEDC Motion 2024-13-FNL**

On a motion by Don Kibler, seconded by Deb Pierson, the Board approved the Financial Reports for the period ending April 30, 2024.

Board Decision: Motion approved by all members present

Tourism Grant Funding

Harold stated that the last item was the Destination Grants. Harold stated that the Grant program has been well received and there are at least 4 applications pending approval. If those applications make it through the Tourism Committee Process and Finance Committee approval, the current budget for the Grant Program will be tapped out.

Jon Cox stated that it's really a good problem to have. We wanted this program to be well received and it has been so that's great. Kristen Rowe, Director of Tourism and Marketing updated the Board on the grant program status and that information was also provided in their Board meeting packets.

After further discussion, Jon requested a motion to commit additional funding to the Destination Grant Program.

**CAEDC Motion 2024-14-GRT**

On a motion by Don Kibler, seconded by John Rampulla, the Board approved additional funding in the amount of \$550,000 to the Grant Program.

Board Decision: Motion approved by all members present

**COMMITTEE UPDATES**

John Rampulla reported that the Policy and Planning Committee met on May 20<sup>th</sup>. John stated that they welcomed a new member, Don Kibler. John stated that the committee's primary focus is going to be assisting Janet in the implementation of the previously developed strategic plan. John stated that the committee identified 3 broad areas that would assist Janet.

John stated with employee turnover being a real issue over the past few years, the committee plans to prioritize some key activities, such as:

- administrative support & protocols that are needed
- policy and procedure development
- how knowledge is stored and retained and accessible to staff

John stated that the committee would provide updates throughout the year and concluded his report.

Kristen Rowe, Director of Marketing, stated that there will be 5 grants coming before the Tourism committee next month and that the Big 33 was held the prior week and that it was very well attended.

Jon Cox stated that the Org Committee met, and a discussion was held regarding the responsibilities of the Org, Executive and Nominating Committees.

Jon stated that the Chief Clerk's office has forwarded all the candidates that the county received for the position on our Executive Committee, filled by Carol Kilko. The plan is to review the current applications received from the county and alliance members and essentially pick the top 3 and make those recommendations to the Commissioners in July.

REC Committee updates, were related to the following:

- Signed agreement with Woda Cooper for the Tyco Property
- Negotiations regarding Kuhn Property, and
- Frog Switch Property

### **EXECUTIVE DIRECTOR'S REPORT**

Janet Anderson highlighted CAEDC's activities and achievements for the month of May. That report is attached to these minutes and is part of the record.

### **OTHER DISCUSSION**

Jon opened the floor for any members having any updates, concerns, or questions. There being none, Jon asked for a motion to adjourn.

### **ADJOURNMENT**

On a motion by John Rampulla, seconded by Ray Wolfe, Jr. the meeting was adjourned.