

Board of Directors
Minutes – July 9, 2025 @ noon

The Cumberland County Industrial Development Authority met at 170 Stover Drive, Carlisle, PA 17015

BOARD OF DIRECTORS' ATTENDANCE:

Kenn Tuckey, Parker Kuhns, Sarah Battisti, John Murphy, James Ross, George Tyson, and Charles Wilson.

OTHER ATTENDEES:

Andy Giorgione, Kevin Benton, John Owens,

CAEDC: Janet Anderson, Greg Welker, Julie Koranda, Alyssa Smith, and Doreen Edwards

CALL THE MEETING TO ORDER

The Chairman confirmed a quorum, and the meeting was called to order at 12:03 p.m.

SECRETARY'S REPORT

George Tyson presented the Secretary's report, stating that the minutes were provided to members in their meeting packets. He inquired if there were any changes or additions to the minutes, hearing none, Kenn Tuckey requested a motion to approve the minutes as presented.

On a motion by Parker Kuhns, seconded by Sarah Battisti, the Board approved, as presented, the June 11, 2025, meeting minutes. The motion passed with no objections or abstentions.

TREASURERS REPORT

Kevin Benton reviewed the financial statements and updated the Board on May and June's revenue and expenses. A discussion was held regarding paying down the line of credit to reduce the amount of interest paid per month.

On a motion by Sarah Battisti, seconded by Parker Kuhns, the Board accepted the financial statements for the periods ending May 31 and June 30, 2025. The motion passed with no objections or abstentions.

Kevin reviewed invoices submitted for approval, as follows:

- \$1,015 – One Law (May and June combined)
- \$3,750 – CAEDC 2023 4th Qtr. Administration/Marketing Fees

On a motion by John Murphy, seconded by George Tyson, the Board approved payment of the above-referenced invoices. The motion passed with Sarah Battisti abstaining on the One Law invoice.

Discussion on remaining CAEDC invoices for 2024 and 2025 was held.

NEW BUSINESS

Policy and Procedures for RACP Process and CCIDA Administrative

Kenn commented that the Board, at its last meeting, discussed the need to address some of the challenges outlined in the two letters received from the auditors, highlighting areas for improvement. Kenn stated that he, Sarah, Andy, Janet, and Greg came together to discuss solutions. As a result of this meeting and other discussions, two policies were created to address the auditors' concerns. Greg reviewed both policies in detail. Discussions were held regarding the proposal of a fee structure to include in the policy. Greg indicated that he would research fee structures to review with the Board at its next meeting.

Further discussions were held regarding itemizations and their impact on the assignment of projects to either CAEDC or CCIDA. Additional research will be conducted to determine how itemizations are submitted and by whom.

On a motion by Sarah Battisti, seconded by Parker Kuhns, the Board approved the Accounting Policy: Audit Deficiency Remediation and Financial Oversight and Annual Billing and Collection of RACP Conduit and Administrative Fees. The motion passed.

Discussions were held regarding whether a fee structure would be feasible. It was agreed that if implementing a fee structure is determined to be appropriate, an amended policy would be developed and submitted to the Board for approval.

Additional discussions were held regarding MuniCap and recent invoices that were submitted for payment. Janet confirmed that these invoices are to be paid from the Trust Account.

OLD BUSINESS

Summerdale:

On a motion by James Ross, seconded by Parker Kuhns, the Board ratified the approval of Summerdale's Reimbursement Request, Invoice #3. The motion passed.

Andy updated the Board on Summerdale as follows:

- Construction at the site is substantially complete.
- A few minor items still need to be fixed, but the major work is done.
- The team is now working to finalize reimbursements.
- There is a 30% grant holdback that won't be released until the project is officially closed out.
- Final inspections are being scheduled to allow for grant closure and release of remaining funds.

Active RACP Projects and Status:

Alyssa Smith, CAEDC Grant Manager, provided the Board with any RACP project updates that occurred since the May 14th board meeting.

ADJOURNMENT

There being no further business, John Murphy motioned to adjourn, seconded by Sarah Battisti. The meeting was adjourned at 12:44 p.m.