

**Board of Directors**  
**Minutes – August 13, 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, and Michael J. Pykosh

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

**CALL THE MEETING TO ORDER**

The Chairman confirmed a quorum, and the meeting was called to order.

**SECRETARY'S REPORT**

On a motion by James Ross, seconded by Parker Kuhns, the Board approved the July 9, 2025, meeting minutes as presented. The motion passed with no objections or abstentions.

**TREASURERS REPORT**

Kevin Benton reviewed the financial statements and updated the Board on July's activity.

On a motion by John Murphy, seconded by Sarah Battisti, the Board accepted the financial statements for the period ending July 31, 2025. The motion passed with no objections or abstentions.

Kevin reviewed the new invoices submitted for approval, as follows:

*Accounts Payable*

- Invoices presented included:
  - One Law Legal bill
  - CAEDC Quarterly fee totaling \$3,750 for 1<sup>st</sup> Qtr. 2025
  - CAEDC invoices for 2024 totaling \$15,000

On a motion by Parker Kuhns, seconded by James Ross, the Board approved payment of the One Law invoice in the amount of \$455, CAEDC's first quarter 2025 invoice in the amount of \$3,750, and one 2024 quarterly invoice in the amount of \$3,750. The total amount approved for payment was \$7,955, of which \$7,500 is payable to CAEDC. The motion passed, with Sarah Battisti abstaining from approval of the One Law invoice.

**OLD BUSINESS**

*Summerdale:*

- Report received from consultant; details remain confidential.
- Limited activity at this time; no further updates available.

*Late Fees - Annual Billing and Collection of RACP Conduit and Administration Fees Policy:*

- Greg indicated that he contacted several organizations regarding late fee charges for non-payment, (DCED, Econ Partners, HRA, etc.) and he concluded that late fees are not commonly charged; instead, leverage is maintained by withholding documentation until invoices are paid.
- Board discussion resulted in including a 5% late fee language in the policy provides negotiation leverage. The Board reserves the right to waive any such fee on a case-by-case basis.

On a motion by James Ross, seconded by John Murphy, the Board approved adding the 5% late payment fee language to the Annual Billing and Collection of RACP Conduit and Administration Fees Policy. The motion passed with no objections or abstentions.

*Conduit and Administrative Fee Reconciliation*

- Janet presented a detailed reconciliation of fees collected and owed. Key points:
  - Pre-2021 projects were billed differently due to invoice changes.
  - Conduit fees distributed: one-third to CAEDC, two-thirds to IDA.

- o Annual \$1,000 administrative fee goes to IDA.
- o CAEDC agreed to forego \$49,000 in fees, redirecting them to IDA.
- o Outstanding: \$32,535 in conduit fees and \$22,000 in administrative payments (total \$53,535).
- o Several invoices remain uncollected. Fees will not be distributed until payment is received.
- Discussion:
  - o Some projects delay payment until construction begins.
  - o Agreements may be amended to reference late fees.
  - o Typical RACP grant completion window is three years (extensions possible).
  - o Five highlighted projects have not received disbursements to date.

#### *Active RACP Projects and Status:*

Alyssa Smith, CAEDC Grant Manager, provided the Board with any RACP project updates that occurred since the July 9<sup>th</sup> board meeting, such as:

- Updates were shared on 2024 award year projects, with October 29, 2025, deadline for submissions.
- Notable progress: Organic Remedies, Gettysburg Road Investors, and others.
- County increased guarantee on the Penn Harris Project from \$2 million to \$3 million cumulative.
- Board requested tracking of projects based on whether disbursements have occurred. (adding column to current chart provided to the Board)

#### *Discussion:*

- o County indemnification: confirmed both IDA and county are protected in case of clawback.
- o Staff and legal counsel are reviewing bond policies and compliance procedures. Updates will be provided at a future meeting.

James Ross inquired about a previous presentation from Jenna Early and where that project stood. Andy indicated that he has not heard from Jenna but that he would follow up with her.

### **EXECUTIVE SESSION**

The Chair called for an executive session at 12:25 p.m. All non-board members were excused.

The Board resumed the public meeting at 12:50 p.m. The chair thanked Andy Giorgione, who has resigned as legal counsel to the Board, for his service and wished him well in his new endeavors. The Board discussed, in executive session, the hiring of counsel to the IDA Board, Dethlefs-Pykosh Law Group, LLC. The law firm is located at 2132 Market Street, Camp Hill, PA 17011.

On a motion by Sarah Battisti, seconded by John Murphy, to retain the law firm of Dethlefs-Pykosh Law Group, LLC for future legal services. The motion passed with no objections or abstentions.

### **ADJOURNMENT**

There being no further business, Sarah Battisti motioned to adjourn the meeting.