

BOARD OF DIRECTORS MEETING MINUTES
August 26, 2025 @ 7:30 a.m.

MINUTES

ATTENDANCE:

Board of Directors

Jon Cox, Carol Kilko, John Rampulla, Kristine Becker, Don Kibler
Kyle Miller, Kelly Neiderer, Deb Pierson, Morgan Rector, and Kenn Tuckey

Excused: Todd Campbell, Harold Brandt, Lauren Isch, Patrick Dennis, and Curtis Voelker

Board Liaisons

Wendy Kipe and Nicole Deary

CAEDC Staff in Attendance

Janet Anderson, Executive Director, Laura Delaney, Director, Tourism and Marketing,
Greg Welker, Director, Economic Development, Julie Koranda, Finance and HR Manager,
and Doreen Edwards, Executive Assistant

Other

Charles Thompson, Penn Live

CHAIRMAN UPDATES

The meeting was called to order at 7:33 a.m. by Chair Jon Cox, and he welcomed everyone. There was no public comment.

REC MANAGEMENT GROUP UPDATE

Jon Cox noted that REC has committed to providing an additional management group member at CAEDC board meetings to share more detailed project updates, particularly concerning the Frog Switch site.

Jill Gaito provided the following updates:

- **Kuhn Property (North Middleton Township):**
 - Purchase and Sales Agreement received from a national auto parts store. Currently in the due diligence phase.
- **Tyco Property:**
 - Agreement of Sale in place with developer Woda Cooper. Awaiting state tax credits, anticipated in September but delayed due to state budget negotiations.
 - Tri-County will redevelop part of the site with first-time homeowner townhomes.
 - Site activity is expected within several months, allowing REC to remove Kuhn and Tyco properties from its books.
- **Frog Switch Site:**
 - *Funding & Remediation:*
 - \$10.2 million PA Sites grant/loan awarded, the largest award outside Philadelphia.
 - \$750,000 committed by DCED for remediation if needed.
 - *Environmental Work:*
 - Phase 1 ESA completed. Phase 2 ESA and hazardous materials survey underway, funded by USEPA Brownfields Office at no county cost. Reports expected by year-end to guide demolition and remediation.
 - *Demolition & Development:*
 - RFP issued for an Owner's Representative; pre-bid meeting held with ~6 firms expressing interest.

- Planning a Master Developer RFP, expected release before year-end.
- REC is actively working with the Carlisle Borough regarding the proposed demolition ordinance.
- *Fire Incident & Safety:*
 - Minor fire occurred, awaiting official report from fire chiefs.
 - Walkthrough held with ~10 fire chiefs, EMS, and county dispatch to review site safety concerns.
 - Security fencing is being installed; gates will be numbered for emergency access.
- *Community Outreach & Visibility:*
 - CAEDC launched a Frog Switch microsite featuring historical information, photos, and videos.
 - All RFPs will be posted on the microsite, which serves as the main public hub for updates.
 - Perimeter metal buildings previously sold by Frog Switch have been removed, creating a more open site appearance and signaling visible progress to the public.
 - Janet's team is continuing to build out online resources.

SECRETARY'S REPORT

CAEDC Motion 2025-26-MIN

On a motion by John Rampulla, seconded by Don Kibler, the Board approved the July 22, 2025, meeting minutes.

Board Decision: The motion passed.

OTHER BUSINESS

Penn Harris RACP Cooperation Agreement

Two RACP awards to Penn Harris were consolidated into a single \$3 million award. Jon Cox noted that, after consultation with Janet Anderson and the Executive Committee, and given the urgency of the matter, he executed the agreement on behalf of CAEDC to avoid delays.

CAEDC Motion 2025-27-RACP

On a motion by Deb Pierson, seconded by Kelly Neiderer, the Board formally ratified the Executive Committee's action approving the execution of the Cooperation Agreement with Penn Harris.

Decision: The motion passed.

TREASURERS REPORT

Harold reviewed the financial statements for the period ending July 30. The Board discussed several budget items, noting that donations, PREP, and fee income appeared under budget due to invoice timing. Janet Anderson stated that PREP invoicing occurs quarterly and is based more on payment timing than invoicing, with some transition changes as responsibilities shifted to CREDC. Regarding donations, invoicing for the Alliance has shifted later in the year to better align with members' budgeting cycles. An inquiry on the Cumberland Small Business Fund (CSBF), noting, \$148,000 was budgeted, with an additional \$100,000 planned. Greg Welker confirmed there are projects in the pipeline, including one expected to utilize \$50,000–\$100,000, with others under review. CSBF serves as a flexible program to deploy funds not covered by other sources, ensuring timely use alongside SSBCI requirements. Kelly Neiderer updated the Board, indicating that hotel tax collection has transitioned to an online system, resulting in quicker receipt of payments.

CAEDC Motion 2025-21-FNL

On a motion by Kris Becker, seconded by Don Kibler, the Board accepted the Financial Statements for the period ending July 31, 2025.

Board Decision: The motion passed.

BOARD LIAISON UPDATES

Commissioner Liaison – Kelly Neiderer

Commissioner Neiderer updated the Board on the following county topics:

- Budget
- Strategic Planning
- Growth and Preservation in Cumberland County

Nicole Deary – Carlisle Chamber of Commerce reported that chamber activity picks up in September following the summer slowdown.

- *Upcoming Events:*
 - Mixer at Griffie and Cohik & Associates on Thursday, August 28th (with apple dumplings from Beeman's).
 - Mega Mixer on September 11 at Members 1st headquarters, a 4-chamber event (Shippensburg, Carlisle, Mechanicsburg, West Shore) with 300–350 attendees expected; thanked CAEDC for partnership.
 - Workforce Education Series begins September 22 at Carlisle Construction Materials, with training on generational understanding ("From Zoomers to Boomers").

- Annual Meeting scheduled for October 28 at the Carlisle Theater, featuring Jesse McCree (SPCA Works) as keynote speaker on *workforce development*.
- Leadership Cumberland class orientation begins next week; we welcomed Greg Welker as a new cohort member.
- Requested suggestions for nonprofit organizations willing to host board internships for Leadership Cumberland Fellows.

Wendy Kipe - Shippensburg Chamber of Commerce

- *Upcoming Events:*
 - United Way Mixer – October 2 at WellSpan Health, Shippensburg.
 - Wisdom Wednesday – September 24 with Grace Waller (Shippensburg & Chambersburg *Neighbors* magazine) on marketing and top-of-mind awareness.
 - Shippensburg Beer & Wine Festival – September 20, in collaboration with Do It and SADC; proceeds benefit downtown revitalization.
 - Shippensburg Corn Festival – community event scheduled for this Saturday, August 30th.
 - Women's Conference – October 21 at Antrim Church, Chambersburg; co-hosted with Waynesboro and Tuscarora Chambers. Keynote: Tiffany Reif, CEO of Meadow Haven, with 15 breakout sessions. Registration is now open.

COMMITTEE UPDATES

Tourism Committee:

Laura stated that the Tourism Committee is in the process of redoing the grant structure for the upcoming cycle. Another meeting is scheduled for tomorrow, August 27th, to continue discussions. The goal is to finalize changes before the next grant cycle opens (targeted for late October/early November).

EXECUTIVE DIRECTORS REPORT

Janet Anderson provided her Board Report highlighting the activities of the organization.

OTHER BUSINESS

Proposed Amendment – RACP & Conduit Fees (Information Only)

- Purpose: Strengthen the billing, collection, and accounting process for RACP and other conduit fees administered by CAEDC for the IDA.
- Background: Recommendations arose from the IDA auditors to implement a more rigorous, written policy.
- Late Fee:
 - A 5% late fee is proposed for overdue payments to maintain consistency and ensure timely project progress.
 - Waivers are allowed on a case-by-case basis.
 - Board approval required for any waiver; the process will be formally documented.

ADJOURNMENT

On a motion by Kelly Neiderer, seconded by John Rampulla, the meeting was adjourned.