

Officers: Chairman, Jon Cox, Vice-Chair, Carol Kilko, Secretary, John Rampulla, Treasurer, Harold Brandt, Delegate Member, Kelly Neiderer

Directors: Todd Campbell, Patrick Dennis, Lauren Isch, Don Kibler, Kyle Miller, Deb Pierson, Morgan Rector, Kenn Tuckey, and Curtis Voelker

BOARD OF DIRECTORS MEETING MINUTES
October 28, 2025 @ 7:30 a.m.

ATTENDANCE:

Board of Directors

Carol Kilko, Harold Brandt, John Rampulla, Kristine Becker, Todd Campbell, Kyle Miller,
Kelly Neiderer, Deb Pierson, Morgan Rector, and Kenn Tuckey

Excused: Jon Cox, Lauren Isch, Patrick Dennis, Don Kibler, and Curtis Voelker

Board Liaisons

Kirk Stoner and Wendy Kipe

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

Commissioner Gary Eichelberger and Andrew Notarfrancesco

CALL TO ORDER

Vice Chair Carol Kilko called the meeting to order at 7:32 a.m., noting that a quorum was present.

PUBLIC COMMENT

There were no members of the public present, and no public comment was received.

BOARD LIAISONS

Commissioner Kelly Neiderer - Cumberland County Commissioner

Commissioner Neiderer provided an update on the county's budget situation. The county is facing significant uncertainty as it awaits state budget decisions and must finalize its budget by year-end based on estimates. Key points included:

- The county is planning with the assumption of being funded at least at last year's levels, though this remains uncertain
- A \$1.95 cell phone fee that generates approximately \$6 million annually for 911 response is expiring in January, with no clarity on its renewal or amount
- Despite these challenges, the county is not planning any serious payment delays to vendors or employee furloughs
- The county is proceeding with strategic planning to guide decisions if cuts become necessary
- Commissioner Neiderer encouraged board members to contact legislators to support passage of a good budget for Pennsylvania

Kirk Stoner - Cumberland County Planning Department

Mr. Stoner provided two updates:

- **Data Center Public Forum:** The Planning Department is partnering with CAEDC staff to host a public forum on data centers, planned for January 20, 2025. The forum aims to provide objective information about the data center industry. Regulatory agencies, along with state data center partners, will participate.
- **New System and Data Scout Tool:** The county's tax assessment department is implementing a new system for storing and displaying tax parcel information. A new search tool called Data Scout will allow users to search parcels by text strings and addresses, view comparable sales, and analyze property values—a valuable resource for economic development professionals. This is the first system update since the 1990s.

Mr. Stoner also noted that the county is continuing work on its Facilities Master Plan to accommodate future building space needs of approximately 150,000 square feet by 2043.

Wendy Kipe - Shippensburg Chamber of Commerce

Ms. Kipe highlighted upcoming events to conclude the year:

- Evening mixer at Shively Motors Mopar Museum on November 6
- Morning mixer at the Chamber on December 12
- Shop Small campaign on November 29 (Saturday after Thanksgiving), sponsored by Worthstown Bank
- Community Christmas party on December 4 at Shippensburg Area High School, featuring free meals, gifts for children ages 0-18, games, crafts, and Santa Claus

REC MANAGEMENT GROUP UPDATE

Andrew Notarfrancesco, chairperson of the REC Management Group, provided comprehensive updates on multiple properties:

- **Tyco Site (Carlisle):** Woda Cooper, which has signed a sales agreement, received low-income housing tax credits approximately three weeks ago. They must close by summer 2026 based on the tax credit requirements. The project will create 42 affordable housing apartments and 8 first-time homebuyer purchase opportunities.
- **Kuhn Parcel:** The approximately 1-acre parcel adjacent to the Tyco site is in final negotiations with an auto parts retailer, with an agreement expected by week's end. This represents the retailer's second look at the property after initial interest 18 months ago.
- **Frog Switch Site:** Several significant developments:
 - The fire report from the summer incident concluded it resulted directly from scrapping operations, with no liability for REC
 - All scrapping operations have ceased to limit exposure
 - Multiple walkthroughs conducted with first responders; working with the fire company to post buildings as unsafe for entry
 - Finalizing an owner's representative agreement (expected completion this week) to help draft RFPs and ensure grant compliance
 - Building hazardous material assessment completed approximately three weeks ago, revealing lead and asbestos throughout, with the major challenge being the asbestos-laden sawtooth roof on the frog shop building
 - Market testing underway for remediation pricing; costs anticipated in current budgets
 - Subsurface contamination investigation ongoing with EPA contractors, with report expected by Thanksgiving
 - All hazardous material assessments funded by EPA; work authorized to continue
 - Quarterly meeting scheduled with Carlisle Borough for November 6, 10-11 AM, to discuss proposed demolition ordinance that would restrict demolition of pre-1975 buildings
- **Tax Appeal:** Andrew noted that a tax appeal was approved, with notification expected around Thanksgiving regarding any appeals from taxing bodies.

Vice Chair Kilko requested scheduling a site visit to Frog Switch for interested board members. Mr. Notarfrancesco agreed to coordinate a morning visit (7:00-8:00 AM) with Janet Anderson.

SECRETARY'S REPORT

Secretary John Rampulla reported no new items for the month. The September 23 meeting minutes were included in the packet. Two substantive actions from the previous meeting were noted:

1. Board approved new tourism grant program requirements
2. Board supported a slate of LSA grant applications

CAEDC Motion 2025-32-MIN

On a motion by John Rampulla, seconded by Deb Pierson, the Board approved the September 23, 2025, meeting minutes.

Board Decision: The motion passed.

TREASURERS REPORT

Treasurer Harold Brandt presented the September financial statements, covering three quarters of activity on a cash basis:

- **Revenue:** Excluding LSA and RCAP flow-through amounts, revenue is 8% ahead of budget (\$229,000), primarily due to hotel tax collections. Engage Cumberland, and the donation category invoices are outstanding but expected by the December statements.

- **Expenses:** Excluding LSA and RCAP, expenses are 18% under budget, with the majority of savings in wages (majority from unfilled positions) and Marketing and print design. Overall, CAEDC remains ahead of budget at the end of the third quarter.

CAEDC Motion 2025-33-FNL

On a motion by John Rampulla, seconded by Deb Pierson, the financial statements for the period ending September 30, 2025, were accepted as presented.

Board Decision: The motion passed.

Finance Committee Update

The Finance Committee met on October 10th and completed the following actions:

CD Renewal: A \$750,000 CD with approximately \$40,000 accrued interest was renewed. Through the RFP process, BELCO was selected based on the best rate of a 13-month CD at 4%.

2026 Budget: The committee conducted a second budget review and will present a break-even budget to the board at the November meeting.

COMMITTEE UPDATES:

Tourism Committee

Laura Delaney provided the Board with Grant Program Updates:

- Current grant cycle closes October 29
- New grant cycle with updated guidelines opens November 6
- Committee approved America 250PA Bell design and display location

America 250PA Bell:

The design selected was by local artist Phil George, titled "250 Years of Cumberland County," featuring the old courthouse, Jim Thorpe, Molly Pitcher, agricultural landscapes, and underground railroad elements. Veterans Memorial Courtyard at the old courthouse has been chosen as the location to display the bell. Staff is currently working with the State Committee on unveiling details.

Tourism Committee Member Changes:

- One member is retiring at the end of the year
- The Chair has stepped down due to work changes and is working on a process to fill this vacancy.

ORG Development Committee

Janet Anderson reported in the Committee Chair's absence.

The committee met on September 30 and reviewed the following items:

- **Healthcare Renewal:**

Healthcare increased 22% over last year. Research showed that 2024 health insurance increases range from 20-74%, making the 22% increase favorable. The Org Development Committee and Finance Committee both approved the renewal. Employee share remains unchanged.

- **Cybersecurity Insurance:**

The application process is underway with our IT provider. Cybersecurity insurance is critical for organizational operations.

- **AI Policy:**

Developing policy as AI becomes increasingly important to organizational operations.

- **Staff Review Process:**

Reviewed annual staff performance review process and structure, including pay increases, cost of living adjustments for Cumberland County, and merit increase procedures. The process will be distributed to the board after the meeting. HR professionals on the committee reviewed and confirmed improvements over the previous year.

EXECUTIVE DIRECTORS REPORT

Janet Anderson highlighted numerous initiatives and accomplishments for Tourism and Economic Development. She encouraged Board members to read the Executive Director's Report, as it contains detailed information on the organization's goals and progress.

OTHER BUSINESS

Committee Roles and Responsibilities

The board reviewed the committee roles and responsibility descriptions that had been under development and distributed for review before the meeting.

CAEDC Motion 2025-34

On a motion by Kris Becker, seconded by Deb Pierson, the Board approved the Committee Roles and Responsibilities as presented.

Board Decision: The motion passed.

Ratification of Amended Resolution

One LSA project (Pete's Promise) expanded its scope after the resolution was originally approved, increasing its request to \$27,689. An amended resolution was prepared to allow a smooth review by DCED.

CAEDC Resolution 2025-3 LSA CAT 4 Project Application

On a motion by John Rampulla, seconded by Harold Brandt, the Board Approved Amended Resolution 2025-3 as presented.

Board Decision: The motion passed.

*Health Insurance Renewal [discussed on Committee Updates]***CAEDC Motion 2025-35-HR**

On a motion by Deb Pierson, seconded by Harold Brandt, the Board approved the Health Insurance Renewal as presented.

Board Decision: The motion passed.

Process for Performance Evaluations-Informational Update

Janet Anderson outlined the staff performance evaluation process:

- Process developed based on the executive committee's work with staff last year
- Written guidelines provided to supervisors
- Final approval of cost-of-living increases and merit-based adjustments made by the executive committee through the budget process
- Increases incorporated into 2025 and 2026 budgets
- Research conducted on compensation ranges for nonprofits, the private sector, and Cumberland County positions using comparable job descriptions

ADJOURNMENT

On a motion by Harold Brandt, seconded by Deb Pierson, the meeting was adjourned at 8:16 a.m.