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**BOARD OF DIRECTORS MEETING MINUTES**  
**December 17, 2025 @ 7:30 a.m.**

**ATTENDANCE:**

**Board of Directors**

Harold Brandt, Jon Cox, Patrick Dennis, Lauren Isch, Carol Kilko, Kyle Miller, Kelly Neiderer, Deb Pierson, John Rampulla, Morgan Rector, Kenn Tuckey, and Curtis Voelker

**Excused:** *Kristen Becker, Todd Campbell, and Don Kibler*

**BOARD LIAISONS**

George Book, Mary Kuna, and Andrew Notarfrancesco (REC)

**CAEDC Staff in Attendance**

Janet Anderson, Laura Delaney, Greg Welker, Julie Koranda, and Doreen Edwards

**CALL TO ORDER**

Chair Jon Cox called the meeting to order at 7:30 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**

*Andrew Notarfrancesco – REC Management Group Update*

Andrew updated the board as follows:

- The Real Estate Collaborative Management Group, the Borough of Carlisle, and the County Commissioners held their quarterly meeting last month to discuss potential future uses and economic development opportunities
- The above-ground hazardous material survey results for the Frog Switch site revealed significant asbestos, lead, and heavy metals throughout the facility due to the casting operation
- Asbestos abatement costs for the Frog Shop building are estimated at over \$1 million during demolition or over \$3 million if buildings are retained
- The subsurface investigation report is expected shortly and will be shared with commissioners and made available to the CAEDC board
- An owner's representative has been hired and is working on a hazardous material and demolition RFP which is expected to be finalized in January
- A master developer RFP is being prepared and will take a few weeks longer than the demolition RFP
- In-market and out-of-market parties have expressed significant interest in the site

*Mary Kuna – Cumberland County Redevelopment Authority*

Mary Kuna reported on housing redevelopment activities:

- 2025 CDBG funding has been released now that the federal government shutdown has ended
- The Affordable Housing Trust Fund Board is now allocating funds on a rolling basis as grants or loans, with applications available on the website
- A labor compliance training (Davis-Bacon wage rates) will be offered next year to help contractors understand requirements for government-funded work
- A housing forum titled "Roots and Resources" is scheduled for May 19th at Carlisle United Methodist Church, targeting practitioners and nonprofit partners. The forum will cover legal resources (Mid-Penn Legal, County Bar Association), mental health, eviction barriers, employment resources, and lived experiences, with a keynote speaker from Westmoreland County
- Regarding the land bank: Because the county has few tax-delinquent properties, the land bank hasn't been utilized yet, though several potential projects are being evaluated. The land bank received a one-time allocation from the county but has no dedicated funding source

### *Commissioner Kelly Neiderer - Cumberland County Commissioner*

Commissioner Neiderer provided the following updates:

- The county budget was passed by two of three commissioners with no tax increase
- Flat funding from the state continues to create challenges, but improvements over the past two years have helped balance the budget structurally
- The county remains on track to close out 2025 on budget
- Significant turnover in municipal leadership due to recent elections will require orientation sessions for new officials on county services (planning, elections, 911, etc.)
- The county's strategic plan is nearly complete, with a draft under review and expected to be shared with the board next week. The previous plan was completed in 2008 and did not adequately account for court expansion
- Court-related facilities are experiencing significant growth, with projections indicating the need for additional judges within the next couple of years
- A facilities study is underway, with short-term space reconfigurations announced and long-term planning for 20-year needs continuing
- Commissioner Neiderer thanked CAEDC for collaborating on the upcoming data center information session and George Book for inviting her to the West Shore Chamber Annual Meeting

### *West Shore Chamber of Commerce - George Book*

George Book provided the following updates:

- The West Shore Chamber successfully concluded 2025 with their recognition event, honoring outstanding community members
- The Taste of the Chamber event will return on July 15, 2026, at Sun Mercedes, featuring culinary members, restaurants, breweries, and wineries, with proceeds benefiting a nonprofit
- The Chamber office will be closed between Christmas and New Year's for staff rejuvenation
- Thanks were extended to CAEDC for support throughout 2025

## **SECRETARY'S REPORT**

### **CAEDC Motion 2025-38-MIN**

On a motion by Kelly Neiderer, seconded by John Rampulla, the board approved the November 19 meeting minutes, with suggested revisions. Revision included the Rewrite of Resolution 2025-4 LSA as follows: On a motion by Kris Becker, seconded by Kelly Neiderer, the Board approved Resolution 2025-4 LSA Statewide Project Applications.

Board Decision: The motion passed.

## **TREASURERS REPORT**

Harold Brandt presented the November financial statements, representing 11 months of activity. He reported:

- Excluding the LSA grant, RCAP, and miscellaneous income items not in the original budget, adjusted revenue is \$454,000 ahead of budget
- Hotel tax revenue is performing exceptionally well at \$375,000 (11%) ahead of budget
- Expenses are tracking \$285,000 below budget
- Interest income exceeded budget by \$77,000
- Overall, CAEDC is \$816,000 better than budget, with net income of just over \$881,000
- The \$100,000 loan expense represents the recapitalization of the CSBF loan fund

### **CAEDC Motion 2025-39-FNL**

On a motion by Morgan Rector, seconded by Deb Pierson, the Board accepted the November 2025 Financial Statements.

Board Decision: The motion passed.

## **Finance Committee Update**

Harold Brandt briefed the board on the Finance Committee's recent meeting, which focused primarily on tourism grants. The Tourism Committee recommended approval of several grants totaling just over \$440,000.

- The Finance Committee approved the following grant applications:
  - \$7,000 to the America 250 sponsorship program
  - \$176,000 to Cumberland Valley Rail Trails for parking lot improvements
  - \$74,000 to Shippensburg University for the Luhr Performing Arts Center
  - \$28,260 to Shippensburg University Foundation for the on-campus fashion archives
  - \$152,000 to Destiny Dairy Barn for a permanent pavilion with shade, lighting, fans and heat, a food truck, adding a concrete entrance to the cow barn to allow better access for strollers, small children, and the elderly; picnic tables, and water permeable pavers under the tent.

- Total tourism grant commitments for 2025 are approaching \$1.1 million
- The Finance Committee recommended committing an additional \$500,000 to the tourism grant programs for 2025, to be shown as accrued/committed funds on the balance sheet

**CAEDC Motion 2025-40-TGP**

On a motion by Kelly Neiderer, seconded by Deb Pierson, the board committed an additional \$500,000 to the Tourism Grant Program.  
 Board Decision: The motion passed.

**COMMITTEE UPDATES:**

**Tourism Committee**

*Laura Delaney provided the Board with the following update:*

- 2025 Grant Awards Summary:
  - \$18,963 allocated to increase 2023 projects
  - \$14,000 in award increases to 2024 projects
  - \$1,026,572 in awards to 15 projects across all grant programs in 2025
  - Total 2025 activity: approximately \$1.1 million
- America 250 Sponsorship Program:
  - \$27,000 in sponsorships approved for 2026 projects, including the Army Heritage Center Foundation, Mount Tabor Church, Heischman's Mill, Shippensburg History Center, Williams Grove Historical Steam Engine Association, Cumberland County Historical Society, Hope Station, Shippensburg Chamber of Commerce, and New Cumberland Public Library
  - The sponsorship deadline has been extended to February 2026, with a maximum award of \$3,000 per project
- Tourism Committee Membership Changes - Janet Anderson announced two committee changes:
  - Alan Oliver, the committee chair, accepted a position requiring relocation out of state and resigned from the committee
  - Kris Becker, a CAEDC board member, has agreed to assume the chair position
  - Dee Fegan retired and is leaving the committee; discussions are ongoing regarding whether to replace her with another Airbnb representative

The Board discussed Earned Media PR Tracking, the Brand Lift Study, Mobile Ad delivery system for the visitor guide, and DATAFI Visitor Device Data. Commissioner Neiderer requested that CAEDC explore methods to quantify business travel to Cumberland County for promotional purposes.

**Partnership Program**

Janet Anderson reported on the partnership program status:

- Current collections have reached \$57,500 (an increase of \$2,500 since the board packet was prepared)
- The program continues to gain momentum with strong participation
- Thanks were extended to Carol and the engagement committee for their work in developing and launching the program

**EXECUTIVE DIRECTORS REPORT**

Janet Anderson provided a comprehensive update on multiple categories, 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.

**NEW BUSINESS**

Chairman Cox opened the floor for new business. Hearing none, he thanked all board members for their Commitment, time, and effort throughout the year, noting it had been a fantastic year with incredible accomplishments. He wished everyone and their families a Happy Holiday.

Deb Pierson thanked Chairman Cox for his leadership. John Rampulla seconded these sentiments and wished everyone a great holiday season.

**ADJOURNMENT**

On a motion by Deb Pierson, seconded by John Rampulla, the meeting adjourned at 8:19 a.m.