

Board of Directors Meeting Minutes
March 11, 2026

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

BOARD OF DIRECTORS' ATTENDANCE:

Kenn Tuckey, Sarah Battisti, Parker Kuhns, John Murphy, James Ross, George Tyson, and Charles Wilson (via TEAMS)

OTHER ATTENDEES:

Michael Pykosh and Kevin Benton

CAEDC: Greg Welker, Alyssa Smith, and Doreen Edwards

Janet Anderson and Julie Koranda (via TEAMS)

CALL THE MEETING TO ORDER

The Chairman confirmed a quorum, and the meeting was called to order at 12:04 p.m.

SECRETARY'S REPORT

Meeting Minutes

A correction to the February 11, 2026, meeting minutes was noted and discussed.

On a motion by James Ross, seconded by John Murphy, the Board approved the February 11, 2026, meeting minutes with the noted correction. The motion passed with no objections or abstentions.

TREASURERS REPORT

Financial Statements

Kevin Benton, Accountant, presented the financial report for the period ending February 28, 2026.

- S&T Bank Account balance: \$11,400
- Mid Penn Account balance: \$79,292

Activity during February included: legal fees of \$3,528; interest income of \$0.09; and interest expense on the line of credit of \$192, for a total monthly outflow of \$3,719.

On a motion by Sarah Battisti, seconded by George Tyson, the Board accepted the financial statements for the period ending February 28, 2026. The motion passed with no objections or abstentions.

Invoices for Payment

The Board considered two invoices presented for approval:

- Hamilton & Musser – Audit Progress billing: \$6,300
- Selective Insurance – Annual premium for General Liability Insurance: \$499

On a motion by Sarah Battisti, seconded by James Ross, the Board approved the payment of invoices as follows: Hamilton & Musser (\$6,300) and Selective Insurance (\$499) Annual Premium for General Liability Insurance. The motion passed with no objections or abstentions.

The Board discussed outstanding invoices totaling \$29,535 owed to the Cumberland Area Economic Development Corporation (CAEDC) for various RACP projects. The Board reviewed available funds and anticipated expenditures before concluding that sufficient funds existed to honor the agreement with CAEDC.

On a motion by James Ross, seconded by Sarah Battisti, the Board approved the payment of outstanding conduit/admin fees to the Cumberland Area Economic Development Corporation (CAEDC). The motion passed with no objections or abstentions.

OLD BUSINESS

Active RACP Projects and Status:

Alyssa Smith updated the Board on any action that occurred during February 2026, as follows:

- Army Heritage Center: A groundbreaking ceremony was held the prior day for the Hall of the American Soldier.
- Messiah Lifeways / Tetra Tech: Scope and theory approval have been submitted to the Office of the Budget. A construction monitoring meeting will be scheduled once approved.

NEW BUSINESS

Mayapple Golf Club – Assignment of RACP Grant ME 3177

The Board reviewed a draft letter to the Office of the Budget requesting the transfer of RACP Grant ME 3177 (Mayapple Golf Club Exterior Expansion and Redevelopment Project) to South Middleton Township for their community center project.

Key points discussed:

- Mayapple Golf Club is current on all invoices and fees, including the annual \$1,000 admin fee, and is not seeking return of any funds.
- South Middleton Township has agreed to take on the additional funding and currently holds an RACP grant and LSA funds for the community center project.
- The Office of the Budget has indicated it will accept the transfer pending signatures from all three entities: Mayapple Golf Club, South Middleton Township, and the CCIDA.
- No outstanding CAEDC fees are associated with this transfer.
- South Middleton Township will be required to execute new Cooperation Agreements with the Office of the Budget.

On a motion by Sarah Battisti, seconded by John Murphy, the Board approved the RACP Grant (ME 3177) transfer of assignment from Mayapple Golf Club to South Middleton Township. The motion passed with no objections or abstentions.

Pacifica Mechanicsburg Project Update and CCIDA Fidelity Bond Insurance Adjustment

The Board reviewed two matters related to the Pacifica Mechanicsburg project:

- Updated RDA Forms: Updated Reimbursement and Disbursement Authorization (RDA) forms requiring Board approval and Chairman signature were presented for submission to the Office of the Budget. These updated forms reflect a revised budget in advance of a special conditions request.
- Fidelity Bond Insurance Adjustment: RACP program requirements mandate that grantees hold a fidelity bond or crime insurance policy with minimum coverage equal to 20% of the recipient award. The current CCIDA policy is \$300,000; however, the Pacifica RACP award is \$2,000,000, which does not meet the minimum required coverage.

Strickler Agency was contacted for pricing. A \$1,000,000 policy was quoted at a premium of \$1,339, though the agency indicated a valid justification would be required for coverage above \$500,000. Additional quotes are being sought. It was noted that the Organic Remedies RACP project, at \$3.5 million, would require coverage of approximately \$700,000–\$750,000.

Kenn Tuckey, Chairman, joined the meeting. The Vice Chair brought the Chairman up to speed on the discussion.

On a motion by Parker Kuhns, seconded by James Ross, the Board approved the Fidelity Bond Insurance increase of up to \$1,000,000 in coverage. The motion passed with no objections or abstentions.

Board Forms: Confidentiality Agreement, Code of Ethics, and Code of Conduct

The Confidentiality Agreement, Code of Ethics, and Code of Conduct, which were distributed at the prior meeting for review, were again presented to the Board for action. These forms are not a regulatory requirement but are considered good business practice. The forms were largely authored by CAEDC with revisions by Solicitor Michael Pykosh.

Discussion included how these documents relate to Directors and Officers insurance coverage and the process for disclosing potential conflicts of interest. It was agreed that such situations should be disclosed to the Board, with the affected member(s) recusing themselves from any related vote.

On a motion by James Ross, seconded by Parker Kuhns, the Board authorized that the Confidentiality Agreement, Code of Ethics, and Code of Conduct be submitted to Officers and Directors annually for signature. The motion passed with no objections or abstentions.

EXECUTIVE SESSION

There were no items to be discussed in Executive Session.

ADJOURNMENT

On a motion by Sarah Battisti, seconded by Parker Kuhns, the meeting was adjourned at 12:38 p.m.