CUMBERLAND COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY

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170 Stover Drive
Carlisle, PA 17015

# Board of Directors Meeting Minutes

**April 8, 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
Nicholas Shearer, Auditor, Hamilton & Musser
***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 12:07 p.m.

## CCIDA 2025 ANNUAL AUDIT PRESENTATION

Nicholas Shearer presented the financial statements for the Cumberland County Industrial Development Authority for the fiscal year ended December 31, 2025.

***Audit Opinion:***

The authority received an unmodified (clean) audit opinion. The audit was conducted in accordance with auditing standards generally accepted in the United States of America. The IDA is designated as a component unit of Cumberland County and is included in the County's audit. A correction was noted related to grant funding.

Nicholas reviewed the Statement of Net Position (Balance Sheet) – December 31, 2025. Notable receivables include amounts from the Summerdale Developer (notes, interest, and grant receivable). Nicholas also reviewed the Statement of Revenues, Expenses & Changes in Net Position (Income Statement), Statement of Cash Flows, which included $20,000+ from operating activities, interest paid on the Mid Penn Bank Line of Credit, and interest income received, resulting in a $24,000+ cash increase.

Nicholas discussed key notes (3, 4, 5, 7, and 9) to the Financial Statements. A concern was raised that the IDA's fiscal responsibility for the Pennsylvania Ballet Association project begins and ends with the RACP funds themselves and questioned whether the contractor's 2022 construction costs should have been recorded by the IDA. Nicholas stated that because the IDA charges an annual administrative fee for grant oversight, GAAP accounting standards classify the IDA as more than a mere conduit, thereby creating an obligation to record these transactions within its financial statements.

Michael raised the question of whether the IDA is properly classified as a component unit of the County. It has traditionally been understood that the IDA is a separate entity, shielding the County from any IDA liabilities. Nicholas clarified that the County's auditors have evaluated this under GASB standards and determined the IDA meets the component unit definition. It was agreed that if the IDA wishes to challenge this classification, the avenue would be through the County's auditors.

Nicholas noted that a management letter was issued to the Board regarding internal control observations, consistent with prior years.
*Key points:*

- Policies were created by the Board following last year's audit; these address the design of controls.
- However, operational deficiencies were identified, meaning controls were not always functioning as designed.
- The Chair noted a goal of convening a working group to review and address outstanding deficiencies.

Nicholas stated that Capital Hotel Investment Group was written off in 2025. Nicholas clarified that, based on audit field work discussions, the 1% fee was written off as uncollectible via audit adjustment, while actual costs incurred may still be pursued.

Nicholas thanked Janet, Julie, Doreen, and Kevin for their cooperation in preparing records for the audit and their responsiveness throughout the engagement.

On a motion by Charles Wilson, seconded by Parker Kuhns, the Board accepted the Draft 2025 CCIDA Audit as presented by Nicholas Shearer, Hamilton & Musser. The motion passed with no objections or abstentions.

**SECRETARY'S REPORT**

***Meeting Minutes***

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

**TREASURERS REPORT**

***Financial Statements***

Kevin Benton, Accountant, presented the Treasurer's Report, including the following cash balances and March activity.

- S&T Bank Account balance: $11,132
- Mid Penn Account balance: $42,784

Activity during March included a partial payment for the 2025 Audit and Selective – General Liability Insurance, for a total of $6,972.

On a motion by Parker Kuhns, seconded by Sarah Battisti, the Board accepted the financial statements for the period ending March 31, 2026. The motion passed with no objections or abstentions.

***Invoices for Payment***

The Board considered two invoices presented for approval:

- Dethlefs-Pykosh Law Group (DPLG)
- Cumberland Area Economic Development Corporation-Quarterly Admin Fee
- Insurance Adjustment – Crime Bond Policy

On a motion by James Ross, seconded by John Murphy, the Board approved the payment of invoices totaling $5,357. The motion passed with no objections or abstentions. Note: One invoice for $13,333 was not released for payment from the prior month.

**OLD BUSINESS**

**Summerdale Update**

A grant reimbursement was received for Summerdale infrastructure. A check is to be issued to Summerdale as reimbursement. The state requires that grant funds be turned around within 10 days of receipt. The board confirmed no additional motion was needed, as this reimbursement had been previously approved.

Michael, through a discussion with Andy Giorgione, provided the following update:

- Three offers received on Lot 8 (residential lot); the developer expected to select the best offer by the end of the week.
- Three additional entities expressed interest in other lots, but no offers were received on those.
- Summerdale is in the process of refinancing its existing loan with 1st Commonwealth Bank.

The board discussed possible avenues to recover a portion of the outstanding balance owed. No formal action

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

Alyssa updated the Board on any action that occurred during the month of March 2026. Projects discussed were Carlisle Regional Arts Center, Mayapple Project, Lemoyne Middle School Project, Organic Remedies, and Jones Digestion Project.

James raised a general question about whether there is a policy governing how long the IDA should allow a project to remain on the active list with no activity or response. Greg clarified the relevant statutory timeframes:

- Grant Agreement Completion: Once a grant agreement is executed, the grantee has 3 years to complete the project and draw down funds.
- Itemization Shelf Life: Budget itemizations have a 10-year shelf life from approval. Unused funds revert after 10 years.

**NEW BUSINESS**

Kenn reminded board members to complete the required annual forms if they haven't. Kenn also requested an administration update on the Trust. Municap was hired to monitor and collect taxes applicable to the TIF.

**EXECUTIVE SESSION**

There were no items to be discussed in Executive Session.

**ADJOURNMENT**

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