

*Officers:* Chairman, Jon Cox, Vice-Chair, Carol Kilko, Secretary, John Rampulla, Treasurer, Harold Brandt, Delegate Member, Kelly Neiderer  
*Directors:* Todd Campbell, Patrick Dennis, Lutricia Eberly, Lorelee Isbell, Lauren Isch, Don Kibler, Kyle Miller, Deb Pierson, and Morgan Rector

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230 S SPORTING HILL ROAD, SUITE 100, MECHANICSBURG, PA 17050

**BOARD OF DIRECTORS MEETING MINUTES**  
**April 28, 2026 @ 8:00 a.m.**

**ATTENDANCE:**

**Board of Directors**

Kristine Becker, Harold Brandt, Todd Campbell, Jon Cox, Patrick Dennis, Lorelee Isbell, Lauren Isch, Don Kibler, Carol Kilko, Kyle Miller, Kelly Neiderer, Deb Pierson, John Rampulla, and Morgan Rector

**Excused:** Lutricia Eberly

**CAEDC Staff and Other Attendees**

Commissioner Gary Eichelberger, Wendy Kipe, Janet Anderson, Laura Delaney, Greg Welker, Julie Koranda, and Doreen Edwards

**CALL TO ORDER**

Chair Jon Cox called the meeting to order at 8:01 a.m., noting that a quorum was present.

**PUBLIC COMMENT**

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

**LIAISON UPDATES**

Wendy Kipe updated the Board on upcoming Shippensburg area events, including the Cinco de Mayo Mixer (April 30), Wisdom Wednesday featuring Holistic Pet Mentor (May 27), the Power Hour Networking Lunch at Rice and Pho (May 19), the EMS 20th Anniversary Mixer (June 11), and a Touch-a-Truck free community event downtown (May 30). Wendy also noted the success of the sixth annual Chainsaw Carving Festival.

Commissioner Neiderer updated the Board on Cumberland County matters, including the May 19 Primary Election with mail-in ballots already distributed, the upcoming Human Services budget meetings which set the tone for the broader county budget process beginning in August, the Law Enforcement Memorial service (May 15), the Ag Extension Annual Plant Sale (May 16), and the County's ongoing work to finalize a long-overdue strategic plan. Kelly also highlighted the April 29 Data Center Webinar, noting it would be streamed on YouTube with over 350 virtual registrants, and provided an update on the Middlesex Township development plan meeting, which ran from 7:00–11:00 p.m. the prior evening.

Jon Cox provided the REC Liaison Update in the absence of Andrew and David, covering key milestones on the Frog Switch Project, including the anticipated PA Sites loan closing this Friday, receipt of the first \$126,000 Commonwealth reimbursement, progress toward a demolition permit, selection of abatement and demolition contractors, the Request for Qualifications issued to over 20 developers, approval of an additional \$750,000 EPA Brownfields Revolving Loan Fund, and a significant reduction in monthly electrical costs following the PPL disconnect.

**SECRETARY'S REPORT**

John Rampulla updated the Board on key notes from prior meetings. As part of the Reorg meeting, approval of 2026 slate of officers; discussion regarding the formation of two subcommittees (Ad Hoc Outdoor Task Force and a Destination Sales subcommittee).

On a motion by Deb Pierson, seconded by Morgan Rector, the February 24, 2026, meeting minutes were approved. The motion passed.

The special meeting centered on the 2025 audit conducted by SEK. CAEDC received the highest audit opinion, an unmodified opinion.

On a motion by Harold Brandt, seconded by Deb Pierson, the minutes of the Special March 24, 2026, meeting were approved. The motion passed.

## **CONSENT AGENDA**

Jon Cox explained that, as a new addition to the agenda structure informed by solicitor guidance on Sunshine Act compliance, a consent agenda has been introduced for non-controversial items and items requiring board-level approval under the organization's signature authorization policy (contracts/items in excess of \$250,000). A letter from CAEDC's solicitor was provided to board members detailing Sunshine Act and Right-to-Know compliance protocols.

Board members were advised that any item could be pulled from the consent agenda for individual discussion. No items were pulled.

The Consent Agenda for this meeting included the following Tourism Promotion Development (TPD) grant requests:

- Carlisle YMCA — full amount recommended: Funds are primarily designated for improvements to the former Keystone facility, which is anticipated to significantly enhance the organization's ability to attract swimming-related events and tournaments.
- Sports Emporium — partial recommendation: Recommended funding two-thirds of the project

On a motion by Jon Cox, seconded by Kelly Neiderer, the Consent Agenda was approved. The motion passed.

## **TREASURERS REPORT**

Harold Brandt updated the Board on CAEDC's May Financial Statements, including net income, budget variance, revenue and expenses.

On a motion by Deb Pierson, seconded by Carol Kilko, the Board accepted the Financial Statements for the period ending May 31, 2026. The motion passed.

## **COMMITTEE UPDATES**

### *Finance Committee:*

Harold Brandt reported the following actions taken since the last board meeting:

- Approved a TPD grant recommendation for the Northern York County Historical Society.
- Approved a TPD grant for the Carlisle Regional Performing Arts.
- The maturing Certificate of Deposit was not renewed; proceeds were moved into the money market fund to increase liquidity and cash availability for program use.

### *Organizational Development Committee:*

Lauren Isch reported that the Organizational Development Committee met in April. She provided the following key topics.

- *Staffing and Internships*
- *Cybersecurity and AI:* Discussion regarding safe use of artificial intelligence tools by CAEDC staff. A license was procured for staff use of AI in a secure manner.
- *Cybersecurity Insurance:* A cybersecurity insurance policy has been obtained, an industry standard to protect against potential data leakage or breaches involving personal information.

## **EXECUTIVE DIRECTOR'S REPORT**

Janet presented her report, noting a strong start to 2026. She highlighted both Tourism and Economic Development accomplishments and outlined the organization's focus for 2026 on converting awareness into measurable outcomes. Discussion also included strategies for engaging lenders and how grant and loan programs can be coordinated.

## **NEW BUSINESS**

### *Qualified Environmental Professional*

The Board reviewed a summary for the Qualified Environmental Professional (QEP) to support the EPA Brownfields Assessment Grant. A committee was appointed and has recommended moving forward with Montrose Environmental.

On a motion by Kelly Neiderer, seconded by Carol Kilko, the Board approved the engagement of Montrose Environmental as the Qualified Environmental Professional. The motion passed.

### *Internal Controls Language Change*

Janet updated the Board regarding a minor modification to the organization's internal controls policy, reflecting current actual practice regarding payroll.

On a motion by Deb Pierson, seconded by Kelly Neiderer, the Board approved the Internal Control Policy language change. The motion passed.

#### *Tourism Grant Increase*

The Board reviewed a request to formally commit an additional \$2 million from CAEDC's fund balance to the TPD grant program and destination sales. CAEDC has conservatively budgeted over many years, accumulating additional annual net income. With increased grant award maximums, a robust pipeline of pending grant applications (approximately \$1.7-\$2 million in requests are anticipated for May), and with a current budget surplus ahead of projections, staff is recommending committing these funds to support the upcoming grant cycle. The Finance Committee reviews the organization's cash position monthly.

On a motion by Kelly Neiderer, seconded by Carol Kilko, the Board approved committing an additional \$2 million from the Fund Balance to the TPD Grant Program and Destination Sales. The motion passed.

#### *Sunshine Act Compliance*

The Board discussed the solicitor's guidance on Sunshine Act and Right-to-Know compliance protocols, provided via letter dated April 9, 2026. No board action is required; this was for informational purposes. CAEDC will begin advertising and conducting committee meetings in accordance with the Sunshine Act while ensuring the confidentiality of loan and grant applicant information.

#### **ADJOURNMENT**

On a motion by Deb Pierson, seconded by Carol Kilko, the meeting was adjourned at 8:52 a.m.