

**MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND**

Meeting: September 18, 2025 at 219 N. Pitt Street, Carlisle, PA 17013, via Zoom - <https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Mark Bishop, Taryn Walters, Deborah Kelly and Marlene Palmer,

Board Member Absent: Louis Martin

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mikayla Kitchen, Kellie Crawford, Kira Kessler, Becky Shull, Tawnya Brown, George Bigler, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Treasurer D. Kelly at 12:04 pm.

Roll call – Roll call was taken, and we had a quorum.

Public Comment - None

T. Walters made a motion for Modification to the agenda action items for Maintenance & Equipment for Housing Authority, second by M. Palmer. Motion carried.

Approval of Minutes from August 21, 2025 – M. Palmer made a motion to approve the Board Meeting Minutes from August 21, 2025, second by T. Walters. Motion carried.

List of Expenditures- K. Kessler advised that the List of Expenditures for August 2025 were routine expenses for operations and grants. T. Walters made a motion to approve the List of Expenditure for August 2025 as presented, second by M. Palmer. Motion carried.

Reports of the Treasurer – K. Kessler stated that revenue was under Budget and expenses were over Budget for both Public Family and Public Senior. For Public Family, K. Kessler did draw some Capital Funds. She also said she didn't draw down any operating funds from HUD in August, but our consultants advised her to do a draw down in September.

Management Reports -Executive Director – None, due to M. Kuna on Maternity Leave

Section 8 Housing Choice Voucher Report – B. Shull stated that the Section 8 Housing Choice Voucher program was holding steady. She stated that we have four (4) enrolled in FSS and three (3) of them have received escrows.

Housing Programs (HSN) – K. Crawford gave an updated for August 2025. PSHC: (CPHI) Carlisle SHP (Pitt Street) has one (1) move in on September 1, 2025. Rapid Rehousing (RRH) Cumberland/Perry/Lebanon – Cumberland Co. actively engaging with a new household not

enrolled, coming up on 60 days deadline. There was one (1) voluntary term, they moved to Maryland, one (1) transition internally within the program, unit change, and one (1) termination due to fraud

One participant after being enrolled in PSH since 2012, has had social security income, but is now employed part time with a busing company for his community school district.

K. Crawford stated that the homeless population in Cumberland County has increased by 34%.

By Name List Stats:

In Cumberland County, number of households on the By Name List as of September 11, 2025: 397 (346)

Adults: 307 (267)

Adults and Children: 90 (79)

In Perry County, number of households on the By Name List as of September 11, 2025: 24 (24)

Adults: 17 (17)

Adults and Children: 6 (6)

Key:

Previous month (): July 2025 numbers

Housing Management Report – T. Brown gave an overview of Public Family for August 2025. There were four (4) move-ins, two (2) on September 15, One (1) on October 1, and one (1) on October 15. Two (2) eviction hearings were scheduled for September 18th in the afternoon. Four (4) notices to quit were sent out due to unpaid rents for a total amount of \$53,000. A request was made to HUD to allow us to take seven (7) units offline so we may do a complete rehab. Nine (9) tenants have requested payment plans so they can pay their back rent. Public Senior has two (2) move-ins scheduled for October 1, one (1) lease was termed and there are two (2) units offline for total rehab.

Board Actions

Approve Housing Resolution 2025-3 – M. Palmer made a motion to approve Housing Resolution 2025-3 as presented, second by T. Walters. Motion carried.

Approve Lobar to replace front windows and tower door at Two West Penn for \$102,471.46 – M. Plamer made a motion to approve replacing the front windows and tower door at Two West Penn for \$102,471.46 with work starting in November 2025, second by T. Walters. Motion carried.

Approve Nolt's Power Equipment with snowplow for 59,010.32 for Public Housing - M. Palmer made a motion to approve the purchase of a Nolt's Power equipment; Advant 735 GT Cab Wheel Loader with 4 in 1 bucket, pallet forks and snowblade for \$59,010.32, to trade in the Kioti tractor for \$15,00.00 and to approve George Bigler as signer and to execute the contract for this agreement, second by T. Walters. Motion carried.

Approve Hilton Electronic Security to install FOB at Public Housing and Cumberland Connections for \$14,650.00 – T. Walters made a motion to approve the installation of FOB at Public Housing and Cumberland Connections for \$14,650.00 and to approve George Bigler as signer and to execute the contract for this agreement, second by M. Palmer. Motion carried.

Approve Hilton Electronics Security to install two (2) cameras with active deterrence alarm at Cumberland Connections for \$ 5,009.00 – M. Palmer made a motion to approve the purchase of two (2) cameras with active deterrence alarm for Cumberland Connection for \$5,009.00 and to approve George Bigler as signer and to execute the contract for the agreement, second by T. Walters. Motion carried.

General Discussion – None

Adjournment of Housing Authority – M. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:30 pm, second by T. Walters. Motion carried.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: October 16, 2025

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 18, 2025 at 219 N. Pitt Street, Carlisle, PA 17013 via Zoom - <https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Mark Bishop, Deborah Kelly and Taryn Walters

Board Members Absent: Ginny Mowery, and Louis Martin

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Kellie Crawford, Mikayla Kitchen, Kira Kessler, Becky Shull, Tawnya Brown, Geroge Bigler, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Treasurer D. Kelly at 12:30 pm.

Roll Call- Roll call was taken, and a quorum was present.

Public Comment – None

Approval of Minutes from August 21, 2025 – T. Walters made a motion to approve the Board Meeting minutes from August 21, 2025, second by M. Bishop. Motion carried.

List of Expenditures for August 2025 – K. Kessler advised that the List of Expenditures of August 2025 were routine operation and grant expense. T. Walters made a motion to approve the List of Expenditures for August 2025 as presented, second by M. Bishop. Motion carried.

Report of Treasurer – K. Kessler stated that revenue for the month of August and year-to-date were over Budget. Expenses for the month of August and year-to-date are under Budget.

Management Reports – Executive Director – None, due to M. Kuna on Maternity leave.

Community Development Report – M. Kitchen gave an update on programs and activities. A CDBG Open House was held on Thursday, August 28th. Another Open House is planned for October 15th. Hope House has applied for a HOME grant to renovate a former business into transitional housing for women escaping domestic violence. M. Kitchen is meeting with South Middleton Township on September 25th to discuss how they can get involved in the Blighted program.

Since the beginning of the Whole Home Repairs Program, we have completed 26 home repair projects and there are eight (8) currently in progress.

Streetview Grant and Loan Program, we are working with Art of Pie Café in Shippensburg to finalize a grant application.

Down Payment Closing Cost Assistance Program, in 2025 we have 15 completed DPCCs and one (1) client is awaiting closing on the 29th.

Emergency Repairs Program – One (1) Emergency Repair project was submitted for and completed to date.

An LSA Grant was submitted for \$93,862.44 and announcements are anticipated next Summer/Fall.

Tax Credit Housing Management Report – B. Shull said staff is working on getting the vacancies filled.

Federal Senior Housing – B. Shull advised the Board that all vacancies are filled, and the waiting list is healthy. A spaghetti dinner was held last week for the residents, and the function was well attended.

Board Action

Approve RA Resolution 2025-5 - T. Walters made a motion to approve the RA Resolution 2025-5, second by M. Bishop. Motion was carried.

Award Bid Tab WH-034 - T. Walters made a motion to award bid tab WH-034 to GRD Pro Contractors for \$24,00.00 and to grant the homeowner up to be not to exceed \$24,950.00, second by M. Bishop. Motion carried.

Request for Loan Extension – American House - T. Walters made a motion to extend American House's two loans for five (5) more years, second by M. Bishop. Motion carried.

Award Demolition Funds for 1116 Second St - T. Walters made a motion to approve demolition funds of \$14,100 to A.L. O. Lawn Design, Inc. for their project at 1116 Second Street, Enola, PA, second by M. Bishop. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authorities – T. Walters made a motion to adjourn the Redevelopment Authority Board Meeting at 12:55 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: September 18, 2025