

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

**Meeting:** August 21, 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, and Marlene Palmer,

**Board Member Absent:** Deborah Kelly and Louis Martin

**Attending:** Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mary Kuna, 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 Chairman M. Bishop at 12:00 pm.

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

**Public Comment** - None

**Approval of Minutes from July 27, 2025** – M. Palmer made a motion to approve the Board Meeting Minutes from July 27, 2025, second by T. Walters. Motion carried.

**List of Expenditures-** K. Kessler advised the Lobar Associates payment of \$511,378.60 was the final payment for the replacement of roofs at Public Housing and the rest of the expenditures were routine monthly expenses. T. Walters made a motion to approve the List of Expenditure for July 2025 as presented, second by M. Palmer. Motion carried.

**Reports of the Treasurer** – K. Kessler stated that for Public Family the revenue was below Budget, maintenance was below Budget, and total expenses were over Budget for the month of July 2025.

**Management Reports -Executive Director** – M. Kune gave the Board a summary of activities.

- We are closing the waiting lists for Vouchers and Public Housing effective September 1, 2025.
- Continuing training for staff, i.e.: Mandated Reporter training/CYS and Domestic Violence Training
- Roof project for public housing is completed
- Training for staff on HUD changes

**Section 8 Housing Choice Voucher Report** – B. Shull said that Section8/Voucher was holding steady. For the remainder of the year no new vouchers will be given out. There were two (2)

new enrollees for the Family Self-sufficiently program. B. Shull is looking into getting more Veteran Vouchers.

**Housing Programs (HSN)** – K. Crawford advised the Board that a client stated after ten (10) years in an efficiency at Safe Harbour, he recently began receiving Social Security Disability benefits and moved into a one-bedroom unit on Pitt Street. When shown the apartment, he became emotional and called it his “forever home.” Two additional participants began receiving Social Security Disability benefits and One participant regained his driver’s license with the support of his network.

**By Name List Stats:**

In Cumberland County, number of households on the By Name List as of August 14, 2025: 346 (280)

Adults: 267 (216)

Adults and Children: 79 (64)

In Perry County, number of households on the By Name List as of August 14, 2025: 24 (24)

Adults: 17 (16)

Adults and Children: 6 (7)

Key:

Previous month ( ): June 2025 numbers

**Housing Management Report** – T. Brown gave a brief update on Public Family and Public Senior. In the past month they collected \$40,000 in past due rent and they will be sending residences that have not paid the past due rent termination letters. There were two (2) terminations for failure to pay rent last month. Painting of future units will be changing. Now, the walls and ceiling are both white, and in the future the walls will be painted beige to try to make the units less impersonal. T. Brown has requested HUD to allow us to take several units off-line so we may rehab, i.e., new flooring, new doors for kitchen cabinets and in the efficiency units they want to build a wall to separate the bedroom for the rest of the unit. The wall will start approx. one or two feet from the ceiling to allow heat and air circulation.

**Board Actions**

**Approve Write-off for Public Housing** – T. Walters made a motion to approve the write-off of \$42,825.38 for unpaid rent and damages as of June 30, 2025, for Public Family Housing, second by M. Plamer. Motion carried.

**Approve Write-offs for Public Senior Housing** – M. Palmer made a motion to approve the write-off of \$9207.27 for unpaid rent and damages as of June 30, 2025, for Public Senior Housing, second by T. Walters. Motion carried.

**Approve Write off for Public Housing – Security Deposit** – M. Palmer made a motion to approve the write-off of \$1 475.00 for unpaid security deposits as of June 30, 2025, for Public Housing, second by T. Walters. Motion carried.

**Approve SEMAP Certification** – T. Walters made a motion to approve the SEMAP Certification as presented, second by M. Palmer. Motion carried.

**General Discussion** – None

**Adjournment of Housing Authority** – T. Walters made a motion to adjourn the Housing Authority Board Meeting at 12:34pm, second by M. Palmer. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: September 18, 2025

**MINUTES**  
**REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND**

**Meeting:** August 21, 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, Ginny Mowery, and Taryn Walters

**Board Members Absent:** Deborah Kelly and Louis Martin

**Attending:** Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mary Kuna, 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 Vice -Chairman M. Bishop at 12:34 pm.

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

**Public Comment –** None

**Approval of Minutes from July 17, 2025 –** T. Walters made a motion to approve the Board Meeting minutes from July 17, 2025, second by G. Mowery. Motion carried.

**List of Expenditures for July 2025 –** K. Kessler advised the Board that the operating expenses were routine monthly except for the entries for Affordable Housing Trust Fund. Those entries were due to moving funds to a new bank account. G. Mowery made a motion to approve the List of Expenditure for July 2025 as presented, second by T. Walters. Motion carried.

**Report of Treasurer –** K. Kessler stated that the Admin. financials were routine monthly expenses and income and that both were down for the month of July 2025.

**Management Reports – Executive Director –** M. Kuna gave the Board a report on activities and programs.

- Started planning the IT transition slated for 2026
- Closed out on two (2) conservatorships and working on six (6) more
- Applied for LSA grant so we may fix up the old finance area on the second floor of 114
- Working with New Cumberland Borough on redevelopment and reinvestment efforts

**Community Development Report –** M. Kitchen gave an overview of projects.

- Two properties went before the Cumberland County Planning Commission on Thursday, August 21<sup>st</sup> for County concurrence with blighted conditions.
- We are putting together our municipal resource boxes with brochures and flyers on homeowner, commercial, and first-time homebuyer programs.
- We will participate in the 5<sup>th</sup> Annual Better Together Festival in Shippensburg.

**Tax Credit Housing Management Report** – B. Shull stated that the commercial portion of Newport Square is still vacant. Staff is working to fill the vacant units at American House, Enola Chapel and Newport Square.

**Federal Senior Housing** – B. Shall said the staff is working hard to keep the units filled and taking care of some housekeeping, i.e.: outside benches, lobby furniture.

#### **Board Action**

**Award Bid Tab – WH-031** - T. Walters made a motion to award Bid Tab WH-031 to Austin Bradley for \$123,800 and to grant the homeowner up to but not to exceed \$24,940.00, second by G. Mowery. Motion carried.

**Award Bid Tab WH030A** - T. Walters made a motion to award Bid Tab WH-030A to Bryan A. Bradley for \$14,920.00 and to grant the homeowner up to but not to exceed \$24,940.00, second by G. Mowery. Motion carried

**Staff Recommendation for Medical Insurance, CCHRA Medical Cigna Quote and Employee Contribution 2025 vs 2026** – G. Mowery made a motion to approve the staff's recommendation of renewing with CIGNA at a 11.5% increase for 2026, keeping the 2026-year deductible at \$750.00, and an increase to the employee contribution, second by T. Walters. 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