

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 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, Marlene Palmer and Taryn Walters

Board Member Absent: Matt Tuckey

Public Attending: Louis Martin and Charlie Thompson

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Liaison Jean Foschi, Mikayla Kitchen, Mary Kuna, Kellie Crawford, Kira Kessler, Becky Shull, Tawnya Brown, 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 November 20, 2025- M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes from November 20, 2025, second by D. Kelly. Motion carried.

List of Expenditures for November 2025- K. Kessler advised that the List of Expenditures for November 2025 was routine operation and grant expenses. D. Kelly made a motion to approve the List of Expenditures for November 2025 as presented, second by T. Walters. Motion carried.

Reports from the Treasurer – K. Kessler stated that the Audit is completed for Public Housing and that there were no findings. She will forward the Audit to the Board once she receives it. K. Kessler also advised the Board that the Public Family and Public Senior finances will now be combined into one report. Public Family income statement shows that Revenue is over Budget for November 2025 and year-to-date. Under Expenses there are a few categories that are over Budget. Contracts & Agreement is over budget due to BDO Contract and Kirbtech Contract payments, Water is over budget which is due to timing of invoices received. Finally, Maintenance is over Budget due to purchasing of a new snowplow and ordering a large quantity of supplies and materials. In Public Senior we had a write-off of Bad Debt, which was for tenants' unpaid rents.

Management Reports -Executive Director –M. Kuna briefed the Board on projects and activities for November 2025. Staff were trained in November on the new PFHA System, and

the changeover is going very well. A goal for 2026 is to go paperless so we will be purchasing scanners for each employee. Looking to retrofit tablets we have so we can use them for digital signatures out in the field. We will be hosting a Housing Forum in May of 2026 in Carlisle.

Section 8 Housing Choice Voucher Report – B. Shull stated Section 8 Housing Choice Voucher staff was in training several weeks in November on the new PFHA System. We absorbed 23 vouchers from other counties and in January 2026 we will start to pull names from the waiting list.

Housing Programs (HSN) – K. Crawford gave a brief update. There were two (2) new enrollments and two (2) terminations. One (1) termination happens on December 31, 2025, with no appeal received and one (1) appeal hearing for termination is scheduled in January 2026.

Rapid Re-Housing (RRH) Success Highlights:

- We have successfully enrolled and are actively utilizing five (5) Rapid Re-Housing units for the first time since 2023. All households are fully enrolled in the program, engaged with their case manager, and actively working toward their stability goals through this short-term rental assistance program.
- One of our newest participants was promoted a month after starting his new job and is now serving in the Sous Chef position.

Key: **Previous month (>): November 2025 numbers**

In Cumberland County, number of households on the By Name List as of December 10, 2025: 302 **(258)**

Adults: 253 **(216)**

Adults and Children: 49 **(42)**

In Perry County, number of households on the By Name List as of December 10, 2025: 13 **(9)**

Adults: 10 **(7)**

Adults and Children: 3 **(2)**

Housing Management Report – T. Brown gave a brief update on Public Housing. T. Brown stated that Public Housing will also be in one report going forward. At Public Family they have two (2) leases pending for January 2026. Past due rent in the amount of \$13,016.38 has been collected and they are working with some tenants to get them on payment plans. They will be pulling more names from the waiting list at Two West Penn to try to fill the six (6) vacancies.

Maintenance Report – M. Kuna gave an update on maintenance. Two West Penn's community room was painted, they will get new windows in the spring, and the hallways will be upgraded. Waiting on time frame for playground equipment to be delivered. Maintenance is now working to replace water heaters at Grandview and Cherry Court. All the buildings are being pressure-washed.

Board Actions

- **Six-month Contract Extension- Baric Scherer** – T. Walters made a motion to approve a six-month contract extension for Baric Scherer, second by M. Palmer. Motion carried.

General Discussion – None

Adjournment of Housing Authority – M. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:28 pm, second by T. Walters. Motion carried.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: January 15, 2026

MEETING MINUTES

REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 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, Taryn Walters, and Louis Martin

Board Members Absent: Ginny Mowery

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

Public Attending: Marlene Palmer

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:30 pm.

Chairman Martin stated there was an Executive Board Meeting on December 18, 2025, at 11:00 am for 30 minutes to discuss pending legal action. No action was taken.

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

Public Comment – None

Approval of Minutes from November 20, 2025 – T. Walters made a motion to approve the Redevelopment Authority Board Meeting minutes from November 20, 2025, second by D. Kelly. Motion carried.

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

Report of Treasurer – K. Kessler advised the Board that the Audit was finish and she will share the results of the Audit as soon as she receives them. She pointed out a few items on the Administration Income Statement for the Board. Administration Income Statement shows income is under Budget for November and year-to-date for 2025 and expenses were below Budget for the same period which gives us a profit.

Management Reports – Executive Director –M. Kuna gave a verbal update to the Board on actives and projects. In 2026 we will be working on interdepartmental relations by having lunch meetings every other month and staff will share what their department does and how it interacts with other departments. Working on having a Whole Home contractor meeting in

hopes of getting more contractors involved. We are also investing in the 114 N. Hanover Street location by getting new lighting and new windows.

Community Development Report – M. Kitchen reviewed current projects being handled by Community Development.

- CDBG / HOME -Hope House's HOME activity has been approved by the Cumberland County Board of Commissioners.
- Demolition Fund- Work on 1116 Second Street is completed and being inspected for final payout.
- Whole Home Repairs Program- Four (4) projects are currently in progress.
- Down Payment Closing Cost Assistance Program – Has one (1) grant awaiting settlement.

Tax Credit Housing Management Report – B. Shull gave a brief update. We are pulling names to try to fill the vacancies at tax credit. At the end of December 2025, we will no longer manage American House, Newport Hotel Senior and Newport Square.

Federal Senior Housing – M. Kuna reported that this property will be doing some major upgrades in 2026, they are building their waiting list and that their change to PFHA's new system went very well.

Board Action

- **Approve Proposed Personnel Policy edits/Enhancement/Clarifications** – T. Walters made a motion to approve the Proposed Personnel Policy edits, Enhancement and Clarifications as presented to the Board, second by M. Bishop. Motion carried.
- **Organizational Chart** – D. Kelly made a motion to approve the Organizational Chart as presented to the Board for 2026, second by M. Bishop. Motion carried.
- **Ratify Downpayment and Closing Cost Grants** – T. Walters made a motion to ratify the Downpayment and Closing Cost Grants presented to the Board, second by M. Bishop. Motion carried.
- **Award Streetview Grant**- D. Kelly made a motion to award the Streetview Grant to BBEC Electrical Contractors for \$10,154.80, which is the total less 25% match, for the property at 41 W. Main Street, Mechanicsburg, PA, second by T. Walters. Motion carried.
- **Award Bid Tab WH-035A-1** – T. Walters made a motion to award Bid Tab WH-0035A-1 to Prime HVAC for \$14,536.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by M. Bishop. Motion carried
- **Approve Change Order for WH-014** - M. Bishop made a motion to approve the Change Order for Bid Tab WH-014, second by D. Kelly. Motion carried.
- **Six-month Contract extension Baric Scherer** - T. Walters made a motion to approve a six-month contract extension for Baric Scherer, second by M. Bishop. Motion carried.

- **Approve Cooperation Agreement** – T. Walters made a motion to approve the Cooperation Agreement between Butz House Associates L.P and the Redevelopment Authority of the County of Cumberland and to have M. Kuna execute, second by D. Kelly. Motion carried.
- **Contract for Professional Services-** M. Bishop made a motion to approve the Contract for Profession Services and to have M. Kuna execute, second by D. Kelly. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authority –M. Bishop made a motion for the Redevelopment Authority Board meeting to adjourn at 12:56 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 15, 2026