

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

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Meeting: July 17, 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, Marlene Palmer, Deborah Kelly, and Louis Martin

Board Member Absent: none

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Kelly Neiderer, Mary Kuna, Mikayla Kitchen, 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

Nomination of Officers – D. Kelly made a motion to approve the nomination of officers listed below, second by T. Walters. Motion carried.

- Chairman – Mark Bishop
- Vice-Chairman – Louis Martin
- Treasurer – Deborah J. Kelly
- Assistant Secretary – Marlene Palmer
- Secretary – Mary Kuna

Election of Officers – D. Kelly made a motion to elect the nominated officers, second by T. Walters. Motion carried.

Approval of Minutes from June 26, 2025 – L. Martin made a motion to approve the Board Meeting Minutes from June 26, 2025, second by M. Palmer. Motion carried.

List of Expenditures- K. Kessler advised the Board that the List of Expenditures for June 2025 were routine expenses except for \$6,785.21 for Zachary Lee Seibert DBA Zach Customer Construction. This is the first installment payment for the fence at the Community Garden. M. Plamer made a motion to approve the List of Expenditures for June 2025 as presented, second by L. Martin. Motion carried.

Reports of the Treasurer – K. Kessler stated that the financials for Public Family and Public Senior are preliminary year end figures since our books close the end of June. They will be

making some adjustments in the next week. K. Kessler said she would be happy to send the Board the revised numbers after the adjustments were made.

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

- Staff will be volunteering at the Better Together Festival in Shippensburg.
- More emphasis on training: Domestic Violence Services of Cumberland and Perry Counties will be doing training for staff on the nuances of the DV system and working with DV survivors.
- Applying for HARIE Safety Grant to conduct Caseworker Safety Training.
- Looking into streamlining unit turns and other potential reorganization.
- Working on initial due diligence for Shared Foundations program: utilizing blighted and tax delinquent properties to increase homeownership through lease to own.

Section 8 Housing Choice Voucher Report – B. Shull said they are holding steady and waiting for HUD to advise when it is ok to start new leases/vouchers. B. Shull is looking into other vouchers to handle, i.e. foster and veterans.

Housing Programs (HSN) – K. Crawford advised the Board that there was one (1) client that died, One 1 (RRH) and actively engaging with #2 household and one (1) termination for breach of contract.

In Cumberland County, number of households on the By Name List as of July 10, 2025: 280 (243)

Adults: 216 (190)

Adults and Children: 64 (52)

In Perry County, number of households on the By Name List as of July 10, 2025: 24 (25)

Adults: 16 (18)

Adults and Children: 7 (6)

Key:

Previous month ():

Housing Management Report – T. Brown gave a brief update on Public Housing. Public Family has 14 vacancies. Three (3) of the vacancies have scheduled move-in dates in August/September. Staff are going to be pulling more names off the waiting list to see if they can't get the rest of the units occupied. Staff sent out 64 notices to tenants that they have rent that is past due. Seventeen responded to the notices, with ten (10) people paying the back rent to make their accounts current.

Public Senior has five (5) vacancies and one (1) move-in scheduled for August. Seventeen notices were sent about past due rent, and ten (10) responses were received. Four (4) tenants paid the past due money, and their accounts are now current. We are going to see if ERAP can assist some of the tenants with paying their back rent.

Board Actions

Annual Meeting of the Members of Multi-Family Inc. Housing Opportunities

Annual Meeting of the Members – Call to Order – L. Martin called the Annual Meeting of the Members of Multi-Family Inc. Housing Opportunities to order at 12:17 pm.

Nomination of Board of Directors: T. Walters made a motion to approve the list of nominations below, second by D. Kelly. Motion carried.

- Louis Martin
- Mark Bishop
- Deborah J. Kelly
- Marlene Palmer
- Taryn Walters

Election of Board of Directors – T. Walters made a motion to approve the nominated Board of Directors for the Multi-Family Housing Opportunities Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by D. Kelly. Motion carried.

Annual Report – Working to finalize paperwork with PIRHL Properties on the sale of the Townhouses.

Adjournment of the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. – L. Martin made a motion to adjourn the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. at 12:19 pm second by M. Palmer. Motion carried.

Resolution 2025-2 PH Operating Fund - D. Kelly made a motion to approve the Resolution 2025-2 PH Operating Fund, second by L. Martin. Motion carried.

Agreement for Professional Services – BDO- 2025 to 2026 - D. Kelly made a motion to approve the Agreement for Professional Services – BDO 2025-2026, which is to renew their service contract, second by T. Walters. Motion carried.

General Discussion – None

Adjournment of Housing Authority – M. Plamer made a motion to adjourn the Housing Authority Board Meeting at 12:33pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: August 21, 2025

REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 17, 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, Louis Martin, and Taryn Walters

Board Members Absent: Ginny Mowery

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

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:24 pm.

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

Public Comment – None

Nomination of Officers – T. Walters made a motion to approve the nomination of officers listed below, second by M. Bishop. Motion carried.

- Chairman – Louis Martin
- Vice-Chairman – Mark Bishop
- Treasurer – Deborah J. Kelly
- Assistant Secretary - Ginny Mowery
- Secretary -Mary Kuna

Election of Officers – T. Walters made a motion to elect the nominated officers, second by M. Bishop. Motion carried.

Approval of Minutes from June 26, 2025 – M. Bishop made a motion to approve the Board Meeting minutes from June 26, 2025, second by T. Walters. Motion carried.

List of Expenditures for June 2025 – K. Kessler advised the Board that the List of Expenditures for June 2025 were routine expenses and grant expenses. D. Kelly made a motion to Approve the List of Expenditure for June 2025 as presented, second by T. Walters. Motion carried.

Report of Treasurer – K. Kessler stated that the Admin. financials are preliminary year end and need a few adjustments before they are finalized.

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

- Working with New Cumberland on potential redevelopment projects.

- Meeting with elected officials to discuss funding for Rehabilitation of 114's Community Development space and Housing Counseling offices.
- Working with FHLBank Sponsor to submit application to complete 149 N Pitt rehab.

Community Development Report – M. Kitchens went over some of the programs.

CDBG Grant / HOME- The final 2025 Annual Action Plan will be submitted to HUD on July 23rd. We will be holding mandatory training courses for new subrecipients and open houses, for this year's funding, are planned for August 20th and October 15th.

Blighted Property Reinvestment Board - Four (4) new properties are scheduled to be referred, for action, to the Redevelopment Authority.

General registration for the upcoming conference has opened, and a few sponsorship spots remain.

Tax Credit Housing Management Report – B. Shull stated that there are two (2) vacancies at American House and one (1) unit has extensive damage due to the last tenant. Enola Chapel had an applicant scheduled to move-in, but the applicant went into a nursing home instead.

Federal Senior Housing – The application for One West Penn is now on-line for easier access. Letters were sent to the tenants regarding past due rent. Many of the tenants are paying their back rent. Staff are working diligently to fill the vacant units.

Board Action

Annual Meeting of the Members of Cumberland Development Initiatives Inc.

Annual Meeting of the Members – Call to Order - L. Martin called the Annual Meeting of the Members of Cumberland Development Initiatives Inc. to order 12:32 pm.

Nomination of Board of Directors – T. Walters made a motion to approve the list of nominations below, second by D. Kelly. Motion carried.

- Louis Martin
- Mark Bishop
- Taryn Walters
- Deborah J. Kelly
- Ginny Mowery

Election of the Board of Directors – T. Walters made a motion to approve the nominated Board of Directors for the Cumberland Development Initiatives Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by D. Kelly. Motion Carried.

Annual Report – Working to finalize paperwork with PIRHL Properties on the sale of the Townhouses.

Adjournment of the Annual Meeting of the Members Cumberland Development Initiatives

Inc. – D. Kelly made a motion to adjourn the Cumberland Development Initiatives Inc., second by M. Bishop at 12:34 pm. Motion carried.

Agreement for Professional Services – BDO- 2025 to 2026 – M. Bishop made a motion to approve the Agreement for Professional Services – BDO 2025-2026, which is to renew their service contract, second by D. Kelly. Motion carried.

Approve Bid Tab WH-032 – T. Walters made a motion to award Bid Tab WH-032 to GRD Pro Contractors for \$21,500 and to grant the homeowner up to by not to exceed \$24,940.00, second by D. Kelly. Motion carried.

HARIE 2025 Safety Grant Application in the amount \$8,950 for two (2) field worker training classes – M. Bishop made a motion to approve M. Kuna requesting a grant from HARIE 2025 Safety Grant Application in the amount of \$8,950 for CPR training and Fieldworker training for staff, second by T. Walter. Motion carried.

KIRBTECH IT Services Contract – M. Bishop made a motion to approve KIRBTECH IT services as our future IT Company in 2026 contingent on solicitor review and to have Mary Kuna execute the contract on behalf of the Redevelopment Authority, second by T. Walters. Motion carried.

Resolution 2025-4 LSA Authorized Official Resolution – D. Kelly made a motion to approve Resolution 2025-4 LSA Authorized Official Resolution as presented, second by T. Walters. Motion carried.

K. Kessler requested to amend the Agenda under Board Actions to include approval of RA Admin. Budget for 2025-2026 – T. Walters made a motion to approve the amendment to the agenda to include the 2025-2026 RA Admin. Budget, second by D. Kelly. Motion carried.

Approval of RA Admin. Budget for 2025-2026 – M. Bishop made a motion to approve the RA Admin. Budget for 2025-2026 as presented and salary increase to be effective July 1, 2025, second by T. Walters. Motion carried.

General Discussion – K. Kessler discussed the upcoming audit and how her staff are preparing for it.

Adjournment of Redevelopment Authorities – M. Bishop made a motion to adjourn the Redevelopment Authority Board Meeting at 12:53 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: August 21, 2025