

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 26, 2025, at 219 N. Hanover 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, Penny Palmer, and Lou Martin

Board Member Absent: Deb Kelly

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, 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

Approval of Minutes from May 15, 2025 – L. Martin made a motion to approve the Board Meeting Minutes from May 15, 2025, second by P. Palmer. Motion carried.

List of Expenditures- K. Kessler stated that most of the expenditures for May 2025 were for routine operations and grant expenses except for a payment of \$15,134.10 to Disaster Restoration Systems, LLC. This expense was for cleaning up a tenant unit that was damaged badly due to smoking. P. Plamer made a motion to approve the List of Expenditures for May 2025, second by L. Martin. Motion carried.

Reports of the Treasurer – K. Kessler said that the dwelling rental for Public Family Housing is above Budget and interest income is over budget due to the CD designated for Roof replacements, which has not been renewed. The roof project is coming to an end and payment will be due. Repairs and maintenance are over budget due to a unit needing extensive cleaning. Insurance Expense is over Budget because the payment was made for the whole year. Dwelling rental for Public Senior Housing is under Budget.

Management Reports -Executive Director – M. Kuna gave an update on activities and programs.

Operations/Assets/Contracts - Investigating options for IT and Health Insurance

Staff Training/Volunteering - We have staff signed up for United Way's Fill the Bus event July 18th. Met with HACC to develop internal and external communication training set to begin in

late summer. 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 and PA Human Relations Commission will be coming on site to do training on Harassment.

Community Development Conference - 2nd Annual Community Development Conference: **Leading Locally: Real Estate, Land Use, and Funding Solutions** September 23rd, 2025, AHEC, website up and seeking sponsorships, currently working on finalizing speakers.

Housing Authority - Working with Carlisle Borough, PD and CARES. There have been some significant issues in the past few weeks. We are working to be more proactive and engage our partners in maintaining a safe atmosphere and neighborhood. Met with Congressman McCormick's office in Harrisburg, discussed the Authority and any ways we can be of assistance to his constituents.

Section 8 Housing Choice Voucher Report – B. Shull stated we are holding steady. She talked with other Authorities at the PAHRA Conference this past week and they are all said they were holding steady since HUD doesn't think there will be any shortfall money. There were thirteen (13) new leases due to thirteen (13) terminations and the vouchers were re-allocated.

Housing Programs (HSN) – K. Crawford gave a brief update.

J. Claggett earned her HUD Certification for Housing Counseling on May 14, 2025. She is actively working to launch First-time Homebuyer Workshops at the new Cumberland Connections space. J. Claggett will also offer one-on-one housing counseling to both community members and current CCHRA housing program participants.

In Cumberland County, number of households on the By Name List as of June 17, 2025: 243 (278)

Adults: 190 (215)

Adults and Children: 52 (63)

In Perry County, number of households on the By Name List as of June 17, 2025: 25 (21)

Adults: 18 (16)

Adults and Children: 6 (5)

Housing Management Report – T. Brown stated of the fourteen (14) vacant units at Public Family Housing, two (2) units will be leased next month. Staff are actively pulling names and contacting applicants trying to fill the remaining units. They are working diligently to collect current and back rent from the tenants. There are five (5) vacant units at Public Senior Housing and currently they have two (2) possible applicants for move-in in July.

Board Actions

Ratify 2025 Capital Fund - P. Plamer made a motion to Ratify 2025 Capital Fund in the amount of \$599,611.00, second by L. Martin. Motion carried.

Letter of Support Capital Area Transit - P. Palmer made a motion to approve the Letter of Support Capital Area Transit, second by L. Martin. Motion carried.

Approve the proposed 2025-2026 Budget for Public Family and Public Senior – P. Palmer made a motion to approve the propose 2025-2026 Budget for Public Family and Public Senior as presented by K. Kessler, second by L. Martin. Motion carried.

General Discussion – P. Palmer brought several items to the attention of the Board regarding the public housing location on N. Pitt Street.

- Public are parking in the parking lot while they go to the park. Can signs be put up at the entrance to the parking lot stating Tenant Parking Only or Private Property. Staff will work on getting signs.
- Tenants living on the bottom floor of the complex are putting their yard items, i.e. grills, bikes, lawn furniture on the front lawn when they have a back yard. Question was asked if anything can be done regarding this issue.
- Tenants are getting frustrated when they contact the Public Family office on issues and are told to contact the Police and the Police state they can't help because it is private property. It was decided to hold a community meeting with the tenants and police to discuss the issues.

Adjournment of Housing Authority – P. Plamer made a motion to adjourn the Housing Authority Board Meeting at 12:30pm, second by L. Martin. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: July 17, 2025

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 26, 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, Lou Martin, and Taryn Walters

Board Members Absent: Deb Kelly

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, 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 12:30 pm.

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

There was an Executive Session held June 11, 2025, for 56 minutes to discuss potential litigation and real estate acquisition

Public Comment – None

Approval of Minutes from May 15, 2025 – M. Bishop made a motion to approve the Board Meeting minutes from May 15, 2025, second by G. Mowery. Motion carried.

List of Expenditures for May 2025 – K. Kessler said the expenses for May 2025 were routine operational and grant expenses. G. Mowery made a motion to approve the List of Expenditures for May 2025 as presented, second by M. Bishop. Motion carried.

Report of Treasurer – K. Kessler stated that the Administration expenses were routine for May 2025 with no unusual activities.

Management Reports – Executive Director – M. Kuhn gave an update on activities and programs.

- Working with New Cumberland on potential redevelopment projects.
- Working through potential projects to increase affordable housing in Cumberland County utilizing mobile homes.
- Working to close out OWP Supportive Services Grant, consolidate/revise bylaws of CPHI and address related issues to former property management contracts.

Community Development Report – M. Kitchen reported the following: Our Annual Action Plan is currently in its 30-day comment period with a date to present to the Commissioners our recommended activities on July 3rd.

Our next Housing Choice Happy Hour event is scheduled for July 9th at University Grille in Shippensburg.

Tax Credit Housing Management Report – B. Shull advised the Board that the commercial property at Newport Square is still vacant. There are two (2) vacancies at American House and one (1) vacancy at Enola Chapel.

Federal Senior Housing – There was a HUD Inspire Inspection in June 2025, and we did very well. The One West Penn Housing application is now online and hopefully we can build a waiting list for this location.

Board Action

- **Letter of Support Capital Area Transit** – M. Bishop made a motion to approve the Letter of Support Capital Area Transit, second by G. Mowery. Motion carried.
- **HOME Manual Revised May 2025** - T. Walters made a motion to approve the revised May 2025 HOME Manual, second by M. Bishop. Motion carried.
- **Ratify MOU United Way of Pennsylvania**- M. Bishop made a motion to Ratify MOU United way of Pennsylvania second by G. Mowery. Motion carried.
- **Resolution Open signing Temporary Authority 2025-3** – G. Mowery made a motion to approve the Resolution Open signing Temporary Authority 2025-3, second by T. Walters. Motion carried.
- **Creation and Appointment of Members to Redevelopment Authority Finance Committee** – G. Mowery made a motion to form a Redevelopment Authority Finance Committee with the following people. M. Bishop and D. Kelly from the Board and K. Kessler and M. Kuna from the staff second by, T. Walters. Motion carried.
- **Loan Extension Requests – Cumberland Senior Housing Associates – Properties Roundhouse View, and two (2) for Valley Ridge** – T. Walters made a motion to approve the five (5) year loan extension request, second by M. Bishop. Motion carried.
- **Personnel Policy Enhancements: Social Media Policy Revision, Business Conduct Policy, Enhanced Safety Policy, Employee Training & Development Policy, and Leadership Playbook** - G. Mowery made a motion to approve the presented personnel policy enhancements, second by M. Bishop. Motion carried.
- **Approve Bid Tab WH-027B** – M. Bishop made a motion to award Bid Tab WH-027B to Austin Bradley for \$20,200.00 and to grant the homeowner up to but not to exceed \$24,950.00, second by G. Mowery. Motion carried.

- **Approve Bid Tab WH-028** – G. Mowery made a motion to award Bid Tab WH-028 to GRD Pro Contractors for \$16,900.00 and to grant the homeowner up to but not the exceed \$24,950.00, second by M. Bishop. Motin carried.

General Discussion - none

Adjournment of Redevelopment Authorities – M. Bishop made a motion to adjourn the Redevelopment Authority Board Meeting at 1:00 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: July 17, 2025