

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 15, 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, Deb Kelly, and Lou Martin

Board Member Absent: Penny Palmer

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

Guest Speakers: Chad Porter from Smith Marion
Heather Maneval and Mary Studzinski from Spur & Sprout

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:00 pm.

Chairman Bishop stated there was a Housing Authority Executive Session held on April 17, 2025, directly after the regular Board Meeting. The session lasted about 30 minutes regarding real estate. No Board action was taken.

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

Public Comment - None

Chad Porter from Smith Marion presented the Housing Authority Audit Report to the Board Members.

Heather Maneval and Mary Studzinski from Spur and Sprout presented the CCHRA Strategic Plan to the Board Members.

Approval of Minutes from April 17, 2025 - D. Kelly made a motion to approve the Board Meeting Minutes from April 17, 2025, second by L. Martin. Motion carried.

List of Expenditures- K. Kessler stated many of the expenses and grants on the List of Expenditures for April 2025 were routine, except for a few items. The \$51,027.53 to L. B. Smith Ford was for a new truck and two payments to Public Family for \$1,559.92 and \$15,598.00 were for past due rents. L. Martin made a motion to approve the List of Expenditure for April 2025 as presented, second by D. Kelly. Motion carried.

Acceptance of Year End 06/30/2024 HA Audit – D. Kelly made a motion to approve the Year End 6/30/24 Housing Authority Audit, second by L. Martin. Motion carried.

Reports of the Treasurer – K. Kessler gave an overview of finance for Public Housing. She stated that the \$19,274.20 is for debt caused by uncollected rent in Public Family. K. Kessler hopes to have a write-off document for the Board for the June meeting. Dwelling rental is over Budget due to past due rents we have been able to collect. Salaries and benefits are higher than budgeted. This is due to extra maintenance staff and office staff assisting at Public Family. Public Senior has decent cash on hand. K. Kessler would like to combine the financials for Public Family and Public Senior.

Management Reports -Executive Director – M. Kuna gave a brief report on activities and projects. Our focus is on Public Housing and the upcoming HUD inspections. As of December 31, 2025, we will no longer be managing Tri County's three (3) properties: American House, Newport Hotel Senior and Newport Square.

Kellie Crawford received the 2025 Possinger Award on May 6, 2025, at the DCED Community Development & Housing Practitioners' Conference.

Staff are taking mandatory Mental Health First Aide classes on May 22 and June 12, this training was suggested by our Safety Committee.

Staff also made food for the Domestic Violence Shelter on Wednesday, May 14, 2025.

An emergency button that goes to the Police Station was installed at the Public Housing office.

Section 8 Housing Choice Voucher Report – B. Shull stated that Housing Voucher is holding steady. In a month or two, B. Shull plans to touch base with HUD to see if we can start to pull names from the waiting list. There were nine (9) new leases due to 11 terminations in Cumberland County, which made the vouchers available.

Housing Programs (HSN) – K. Crawford gave a brief update. They are holding steady, one (1) client passed away and another one (1) was terminated.

In Cumberland County, number of households on the By Name List as of May 8, 2025: 278 (252)

Adults: 215 (201)

Adults and Children: 63 (51)

In Perry County, number of households on the By Name List as of May 8, 2025: 21 (23)

Adults: 16 (17)

Adults and Children: 5 (6)

Key:

Previous month (): March 2025 numbers

Housing Management Report – T. Smith gave an update. Public Family have eleven (11) vacancies, three (3) units are still being processed. Staff are actively pulling names from the

waiting list to fill the vacancies. Public Senior Housing has five (5) vacancies and no units to process. Staff are actively pulling names from the waiting list for this property.

Board Actions

- **Approval of the 2025 CCHRA Strategic Plan** – L. Martin made a motion to approve the 2025 CCHRA Strategic Plan, second by D. Kelly. Motion carried.
- **Upgrade/Replace All Old Security Cameras:** Grandview Court, 200 North Pitt, 300 North Pitt, North Bedford, Big Lincoln, Little Lincoln, 100 West Penn, Spring Garden, Cherry Court, and Two West Penn. L. Martin made a motion to approve the upgrade/replace of all old security cameras at public housing properties and pay out of Capital Funds, second by D. Kelly. Motion carried.
- **Cares Lease 2025 4.28.25 Revision-** D. Kelly made a motion to approve the one-year lease for Cares, second by T. Walters. Motion carried.

General Discussion – None

Adjournment of Housing Authority – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 1:20pm, second by L. Martin. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: June 26, 2025

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 15, 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, Taryn Walters, and Deb Kelly

Board Members Absent: None

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

Guest Speakers: Chad Porter from Smith Marion
Heather Maneval and Mary Studzinski from Spur & Sprout

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 1:20 pm.

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

Public Comment – None

Chad Porter from Smith Marion presented the Redevelopment Authority Audit Report to the Board Members.

Heather Maneval and Mary Studzinski from Spur and Sprout presented the CCHRA Strategic Plan to the Board Members.

Approval of Minutes from April 17, 2025 – D. Kelly made a motion to approve the Board Meeting minutes from April 17, 2025, second by M. Bishop. Motion carried.

List of Expenditures for April 2025 – K. Kessler stated that the List of Expenditure for April 2025 were routine. G. Mowery made a motion to approve the List of Expenditures for April 2025 as presented, second by D. Kelly. Motion carried.

Acceptance of Year End 06/30/2024 RA Audit – D. Kelly made a motion to approve the Year End 6/30/2024 Redevelopment Authority Audit, second by M. Bishop. Motion carried.

Report of Treasurer – K. Kessler stated that Management Fee Income was changed mid-year which is why it is under budget. We are below Budget in expenses year-to-date.

Management Reports – Executive Director – M. Kuhn stated her report is the same as the one given for Housing Authority.

Community Development Report – M. Kitchen reported the following:

CDBG / HOME Investment Partnerships Program (HOME)- Allocations from HUD are expected the week of May 12-16th, at which time we will be able to make final funding decisions. We will begin offering application feedback sessions for those who want one.

Other Updates

- The party on Pitt was a success! We had a steady stream of attendees and at last check, completed 25-30 applications for Public Housing.
- On June 4th, at 9 AM, we will hold a ribbon cutting ceremony to celebrate the opening of our new public meeting space, Cumberland Connection.

Tax Credit Housing Management Report – T. Smith gave an update on tax credit properties. The vacancy at Enola Chapel has a pending application, American House has two (2) vacancies and there is one (1) pending application. The commercial area in Newport Square is still vacant.

Federal Senior Housing – T. Smith stated that in one (1) day all the units in the building were inspected. Each of the units has a smoke detector in them with either a 10-year battery or they are hardwired to the electric.

Board Action

- **Acceptance of the 2025 CCHRA Strategic Plan** – M. Bishop made a motion to approve the 2025 CCHRA Strategic Plan, second by T. Walters. Motion carried.
- **91 Beaver Avenue, Sale to David J. & Judy K. Neumayer, \$25,000** – G. Mowery made a motion to approve the sale of 91 Beaver Avenue to David J. & Judy K. Neumayer for \$25,000 subject to court approval, second by D. Kelly. Motion carried.
- **830 Doubling Gap Road, Sale to Todd Barrick, \$16,500** – G. Mowery made a motion to approve the sale of 830 Doubling Gap Road to Todd Barrick for \$16,500 subject to court approval, second by T. Walters. Motion carried
- **Revised, Approval for Demolition Fund Applications for 200, 208, 212 S. York St & 333 W Simpson St., Mechanicsburg Volunteer Fire Department** – D. Kelly made a motion to approve the revised application for demolition from Patriot Wrecking for the Mechanicsburg Volunteer Fire Department project, second by G. Mowery. Motion carried.
- **Carlisle Town Homes Assignment of Interest** - This item has already been approved.
- **Personnel Policy – Tenant/Public Interaction & Incident Response Policy** - G Mowery made a motion to approve the addition of the Tenant/Public Interaction & incident response Policy to the CCHRA Personnel Policy, second by T. Walters. Motion carried.

- **Approve Bid Tab WH-030A** – D. Kelly made a motion to award Bid Tab WH-030A to Bryan A. Bradley for \$22,600.00 and to award a grant to the homeowner up to but not to exceed \$24,950.00, second by G. Mowery. Motion carried.
- **Loan Subordination Policy Revised** – T. Walters made a motion to approve the Revised Loan Subordination Policy, second by G. Mowery. Motion carried.
- **Ratify Loan 36 West LLC repayment terms to begin September 2025 instead of May 2025**
– D. Kelly made a motion to Ratify the Loan 356 West LLC repayment terms to begin September 2025 instead of May 2025. Second by G. Mowery. Motion carried.
- **The agreement with Michael Baker** - M. Kuna, advised the Board that she wished to table this item.

General Discussion - none

Adjournment of Redevelopment Authorities – G. Mowery made a motion to adjourn the Redevelopment Authority Board Meeting at 1:45 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: June 26, 2025