

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 20 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, Matt Tuckey, Deborah Kelly, Marlene Palmer and Taryn Walters

Board Member Absent: none

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

Public Attending: Louis Martin, Donna Wharton and Antasia Snively

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 October 16, 2025- M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes from October 16, 2025, second by D. Kelly. Motion carried.

List of Expenditures for October 2025- K. Kessler advised that the List of Expenditures for October 2025 was mostly routine operation and grant expenses except of Hilton's Lock Services and Nolt's Power Equipment. T. Walters made a motion to approve the List of Expenditures for October 2025 as presented, second by M. Palmer. Motion carried.

Reports from the Treasurer – K. Kessler stated that Revenue for Public Family was under Budget for October but over Budget year-to-date. She stated the year-to-date there is a \$110,000 loss. Repairs and Maintenance is over Budget due to purchasing new ranges, refrigerators, new P-tac units, repairs to AC units, truck maintenance, drain jetting and some new equipment. Public Senior Revenue for October is over Budget and year-to-date the Revenue is over Budget. Repairs and Maintenance is over Budget due to work on the elevator, new flooring in unit 301 and new showers installed in two (2) units. K. Kessler stated that in 2026 Public Family and Senior will be consolidated into one report.

Management Reports -Executive Director –M. Kuna briefed the Board on projects and activities for October. PHFA training was held for staff on the new system. With this system all

staff for Housing Voucher section 8, Public Housing and Federal Housing will all be on the same platform. Started working on installing the new IT system (Kibtech) for 2026, submitted Operating Fund to HUD for Public Housing in October, addressing a lot of deferred maintenance at properties and working to be pro-active on maintenance instead of re-active. Starting to look at long range plans for Public Housing.

Section 8 Housing Choice Voucher Report – B. Shull stated Section 8 Housing Choice Voucher Program is still holding steady. The waiting list has been closed, and we are not accepting any new applications. There are three (3) new individuals interested in the Family Self-Sufficiency Program, and we are going to absorb some of the vouchers from other counties of individuals who live in Cumberland and Perry County.

Housing Programs (HSN) – K. Crawford gave a brief updated. One (1) person transitioned out of program, one (1) New Enrollment from a PUSH for RRH on November 4, 2025, and one (1) termination, which was appealed and we are waiting on hearing date.

Success Highlights:

- One (1) PSH participant successfully transitioned from our PSH program after 5 years to Susquehanna View Apartments with an ongoing permanent subsidy.

Rapid Re-Housing (RRH) Success Highlights

- One (1) Rapid Re-Housing participant secured a temp-to-hire position at Ross that will sustain ongoing housing and recently reached over 60 days of sobriety.
- A Rapid RE-Housing participant chose to re-engage with housing after securing an apartment with a supportive property manager and is pursuing part-time work within walking distance of her new home.

Key: **Previous month (): October 2025 numbers)**

In Cumberland County, number of households on the By Name List as of November 13, 2025: 258 **(225)**

Adults: 216 **(181)**

Adults and Children: 42 **(44)**

In Perry County, number of households on the By Name List as of November 13, 2025: 9 **(6)**

Adults: 7 **(5)**

Adults and Children: 2 **(5)**

Housing Management Report – T. Brown gave a brief update on Public Housing. Staff at Public Family are working diligently to fill six (6) available units. There were two (2) evictions for failure to pay rent and 17 re-certifications in October. T. Brown stated that they are going to have an event for Christmas for Public Family residents and that they will be holding housekeeping classes for both Public Family and Senior residents and that for new residents it will be mandatory for them to view a video on housekeeping. Staff did a pull for Senior Public Housing to fill the vacancies. On December 19, 2025, they will be having a Christmas dinner at Two West Penn in

the newly updated Community Room. The Salvation Army did a turkey and gift card give away for residents who were income qualified.

Maintenance Report – G. Bigler said that he plans to move One West Penn and Two West Penn to the maintenance workorder software they use for Public Family. He is waiting on a start date from Lobar Construction on when the new windows will be installed at Two West Penn. Carlisle Borough has requested permission to mount one (1) camera on the corner of Two West Penn's building overlooking the traffic circle. M. Kuna and T. Naylor will work with the Borough on reaching an agreement and putting a contract together.

Board Actions

- ❖ **Upgrade Public Housing Playground George Ely Proposal \$64,858** – D. Kelly made a motion to approve the upgrades to the Public Housing playground as presented and to have M. Kuna execute the contract, second by M. Palmer. Motion carried.
- ❖ **Window Replacement – Two West Penn - Gordian – Lobar Associated \$8,475.37-** T. Walters made a motion to approve the additional cost to replacing the windows at Two West Penn and that the money will come out of capital funds, 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 12:56 pm. Second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: December 18, 2025

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 20, 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, George Bigler, and Cindy Wise.

Public Attending: Marlene Palmer

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:56 pm.

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

Public Comment – None

Approval of Minutes from October 16, 2025 – M. Bishop made a motion to approve the Redevelopment Authority Board Meeting Minutes from October 16, 2025, second by D. Kelly. Motion carried.

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

Report of Treasurer – K. Kessler pointed out a few items on the Administration Income statement for the Board. The Authority received proceeds of \$30,000 from the sale of the Townhomes in October and that our income was higher in October than Budgeted. K. Kessler advised the Board that she would like to take \$500,000 in cash and put it in a three-month CD.

Management Reports – Executive Director –M. Kuna gave a verbal update to the Board on actives and projects. Some of the highlights are staff are digging into policy and procedures at every level; working on getting the 114 Hanover front windows replaced and façade updated; throwing out trash (old/broken equipment, desks, file cabinets etc.) at 114 Hanover location; and trying to absorb/dissolve some of the entities on our books.

Community Development Report – M. Kitchen reviewed current projects being handled by Community Development. CDBG / HOME PY26 CDBG applications opened November 1st and

received another application for HOME from Mountain Creek Affordable Housing in the amount of \$750,000.

The Whole Home Repairs Program has completed 33 home repair projects and four (4) currently in progress.

Streetview Grant and Loan Program received one (1) new application for a property in Mechanicsburg.

Down Payment Closing Cost Assistance Program has assisted 17 applicants with grant money at settlement and three (3) are now awaiting settlement.

Tax Credit Housing Management Report – B. Shull gave a brief update. Staff are actively pulling names from the waiting list to fill vacancies. The waiting list is open for the Tax credit properties.

Federal Senior Housing – B. Shull reported that this property has a healthy waiting list and staff is pulling names to fill vacancies. In 2025 a rent increase was approved, which is why rent collected from tenants is higher.

Board Action

- ❖ **Ratify Bid Tab WH-021** – D. Kelly made a motion to ratify Bid Tab WH-021 to HB Home Services for \$9,866.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by T. Walters. Motion carried.
- ❖ **Ratify Bid Tab WH-026B** – M. Bishop made a motion to ratify Bid Tab WH-026B to Harvey Landis Home Building and Remodeling for \$23,600.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried
- ❖ **Approve Bid Tab WH-033** – T. Walters made a motion to approve Bid Tab WH-033 to GRD Pro Contractors for \$22,900.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by M. Bishop. Motion carried

General Discussion – None

Adjournment of Redevelopment Authority – M. Bishop made a motion for the Redevelopment Authority Board meeting to adjourn at 1:23 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: December 18, 2025