

**MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND**

Meeting: October 16, 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, Louis Martin, Deborah Kelly and Marlene Palmer,

Board Member Absent: Taryn Walters

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

Public Attending: Ginny Mowery

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.

Chairman Bishop stated that a Housing Authority Executive session was held on October 16, 2025, at 11:30 am to 11:55 am to discuss potential legal action. No action was taken.

Public Comment - None

Approval of Minutes from September 18, 2025 – M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes from September 18, 2025, second by D. Kelly. Motion carried.

List of Expenditures for September 2025- K. Kessler advised that the monthly List of Expenditures for September 2025 were routine monthly expenses except for the expense of \$33,959.68 for Fluss Flooring which was for the replacement of floors in units that are vacant. D. Kelly made a motion to approve the List of Expenditures for September 2025 as presented, second by M. Palmer. Motion carried.

Reports of the Treasurer – K. Kessler reviewed some notable expenses for Public Family. Under Contracts and Agreements expense for the new IT Company, Kirbtech, contract, Repairs & Maintenance expense for new flooring for units, a piece of new equipment and work on HCVAC in a tenant unit. The Bad Debt is write-off for past due rents which were approved last month by the Board. Public Senior Housing had a higher dwelling rental income due to staff collecting late/past due rents, Contracts & Agreements show expense for the new IT contract, Bad Debt is write-off for past due rents which were approved last month by the Board, Tenant services show the expense of purchasing shopping carts, and Repairs & Maintenance has expense for flooring in units.

Management Reports -Executive Director – None, due to M. Kuna on Maternity Leave.

Section 8 Housing Choice Voucher Report – B. Shull stated Section 8 Housing Choice Voucher is holding steady. She advised the Board we were informed that HAP for November and December has been loaded, and we can draw it down.

Housing Programs (HSN) – K. Crawford gave a brief updated: Total # Households served as of October 9, 2025:

PSHC (CPHI): 42 clients

Supportive Living (case management only) with HCV: 5

Rapid Rehousing 2 housed and enrolled; 3 enrolled in program and actively searching for housing

By Name List Stats:

In Cumberland County, number of households on the By Name List as of October 9, 2025: 225 (397)

Adults: 181 (307)

Adults and Children: 44 (90)

In Perry County, number of households on the By Name List as of October 9, 2025: 6 (24)

Adults: 5 (17)

Adults and Children: 5 (1)

Key:

Previous month (): September 2025 numbers

Housing Management Report – T. Brown gave a brief updated on Public Family Housing as of the end of September 2025. There were three (3) evictions in September due to failure to pay rent, three (3) pending leases, and in October there were four (4) move-ins. They will be pulling additional names off the waiting list for move-ins for November. In Public Senior Housing they have 8 vacancies with 2 move-ins in October, and they will be pulling names from the waiting list to fill those vacancies.

Board Actions

None

General Discussion – None

Adjournment of Housing Authority – M. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:16 pm. Second by L. Martin. Motion carried.

Respectfully submitted,

Cindy Wise

Executive Assistant

Next Meeting: November 20, 2025

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: October 16, 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, Ginny Mowery, and Louis Martin

Board Members Absent: Taryn Walters

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 12:16 pm.

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

Public Comment – None

Approval of Minutes from September 18, 2025 – M. Bishop made a motion to approve the Redevelopment Authority Board Meeting Minutes from September 18, 2025, second by D. Kelly. Motion carried.

List of Expenditures for September 2025 – K. Kessler advised the Board that the List of Expenditures for September 2025 were routine operating expenses except for the \$12,249.80 for Kirbtech, which is our new IT company for 2026. D. Kelly made a motion to approve the September 2025 List of Expenditures as presented, second by M. Bishop. Motion carried.

Report of Treasurer – K. Kessler reviewed the Administration Income Statement for September 2025 with the Board. Overall, we show a net income over Budget for September 2025 and year-to-date 2025.

Management Reports – Executive Director – None, due to M. Kuna on Maternity leave.

Community Development Report – M. Kitchen stated they held a second CDBG Open House on October 15th. Staff are working with Hope House to finalize their HOME loan for \$500,000.

Blighted Property Reinvestment Board - Property at 1245 Harrisburg Pike will complete the blight process on October 16 at the Cumberland County Planning Commission meeting to approve and refer to the Redevelopment Authority for action.

Whole Home Repairs Program – Staff have completed 26 home repair projects and have nine currently in progress.

Staff sent out Municipal redevelopment toolkits to each municipality in Cumberland County.

Tax Credit Housing Management Report – B. Shull said staff was pulling from the waiting list to try to fill the vacancies at American House, Enola Chapel and Newport Square. We are still advertising for businesses to rent the commercial space at Newport Square.

Federal Senior Housing – B. Shall gave a brief update on the property. There were three (3) terminations in September, one (1) move-in, four (4) new leases. Staff are currently working to increase the number of applicants on their waiting list.

Board Action

- **Approve Demolition funds for 1500 Lambs Gap Rd** – G. Mowery made a motion to approve demolition funds of \$18,749.99 to Arney Bros. Inc for their project at 1500 Lambs Gap Road, Mechanicsburg, PA, second by D. Kelly. Motion carried.
- **Organizational charts** – M. Kuna discussed the current Organizational Chart and positions she would like to fill in 2026 depending on funding. M. Bishop made a motion to approve the 2026 Organizational Chart as presented by M. Kuna, second by G. Mowery. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authority – D. Kelly made a motion for the Redevelopment Authority Board meeting to adjourn at 12:30 pm, second by M. Bishop. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: November 20, 2025