



HOUSING & REDEVELOPMENT AUTHORITIES  
OF CUMBERLAND COUNTY

*Better Places, Better Lives*

## Board Meeting Agenda

CCHRA Cumberland Connection

219 N. Pitt Street, Carlisle, PA

Zoom -

<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>

Meeting ID: 827 8656 2907

Passcode: 877034

Thursday, September 18, 2025 – 12:00PM

### 1. Housing Authority Call to Order

#### Page Number

- a. Public Comment
- b. Approval of Board Meeting Minutes - August 21, 2025 3
- c. Approval of the List of Expenditures 6
- d. Report of the Treasurer
  - Public Housing 10
- e. Report of Management
  - I. Executive Director's None
  - II. Section 8 Housing Choice Voucher Report 15
  - III. Housing Programs (HSN) 16
  - IV. Housing Management Report
    - Public Family 18
    - Public Senior 19

#### Board Action \*

- ❖ Approve Housing Resolution 2025-3 20
- f. General Discussion
- g. Adjournment of the Housing Authority

### 2. Redevelopment Authority Call to Order

- a. Public Comment
- b. Approval of Board Meeting - August 21, 2025 21
- c. Approval of the List of Expenditures 23
- d. Report of the Treasurer
  - Administration Finances 26
- e. Report of Management
  - I. Executive Director's Report None
  - II. Community Development Report 28
  - III. Tax Credit Housing Management Report 30
  - IV. Federal Housing Verbal

**Board Action \***

❖ Approve RA Resolution 2025-5	31
❖ Award Bid Tab WH-034	32
❖ Request for Loan Extension – American House	34
❖ Award Demolition Funds for 1116 Second St.	35
f. General Discussion	
g. Adjournment of the Redevelopment Authority	

**Next Meeting – October 16, 2025**

\* All votes taken by the board during the meeting will be considered unanimous unless verbal opposition is indicated by a Board member.

\*\*This meeting will be conducted in person with a video teleconference option. Video teleconference participants are advised that unforeseen technical difficulties may occur, that would impede the ability to participate in the meeting. Procedures to submit public comments prior to the meeting please refer to the Public Meeting Policy located at [www.cchra.com](http://www.cchra.com).

## MINUTES HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

**Meeting:** August 21, 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, and Marlene Palmer,

**Board Member Absent:** Deborah Kelly and Louis Martin

**Attending:** Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mary Kuna, Mikayla Kitchen, Kellie Crawford, Kira Kessler, Becky Shull, Tawnya Brown, George Bigler, 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 July 27, 2025** – M. Palmer made a motion to approve the Board Meeting Minutes from July 27, 2025, second by T. Walters. Motion carried.

**List of Expenditures-** K. Kessler advised the Lobar Associates payment of \$511,378.60 was the final payment for the replacement of roofs at Public Housing and the rest of the expenditures were routine monthly expenses. T. Walters made a motion to approve the List of Expenditure for July 2025 as presented, second by M. Palmer. Motion carried.

**Reports of the Treasurer** – K. Kessler stated that for Public Family the revenue was below Budget, maintenance was below Budget, and total expenses were over Budget for the month of July 2025.

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

- We are closing the waiting lists for Vouchers and Public Housing effective September 1, 2025.
- Continuing training for staff, i.e.: Mandated Reporter training/CYS and Domestic Violence Training
- Roof project for public housing is completed
- Training for staff on HUD changes

**Section 8 Housing Choice Voucher Report** – B. Shull said that Section8/Voucher was holding steady. For the remainder of the year no new vouchers will be given out. There were two (2)

new enrollees for the Family Self-sufficiently program. B. Shull is looking into getting more Veteran Vouchers.

**Housing Programs (HSN)** – K. Crawford advised the Board that a client stated after ten (10) years in an efficiency at Safe Harbour, he recently began receiving Social Security Disability benefits and moved into a one-bedroom unit on Pitt Street. When shown the apartment, he became emotional and called it his “forever home.” Two additional participants began receiving Social Security Disability benefits and One participant regained his driver’s license with the support of his network.

**By Name List Stats:**

In Cumberland County, number of households on the By Name List as of August 14, 2025: 346 (280)

Adults: 267 (216)

Adults and Children: 79 (64)

In Perry County, number of households on the By Name List as of August 14, 2025: 24 (24)

Adults: 17 (16)

Adults and Children: 6 (7)

Key:

Previous month ( ): June 2025 numbers

**Housing Management Report** – T. Brown gave a brief update on Public Family and Public Senior. In the past month they collected \$40,000 in past due rent and they will be sending residences that have not paid the past due rent termination letters. There were two (2) terminations for failure to pay rent last month. Painting of future units will be changing. Now, the walls and ceiling are both white, and in the future the walls will be painted beige to try to make the units less impersonal. T. Brown has requested HUD to allow us to take several units off-line so we may rehab, i.e., new flooring, new doors for kitchen cabinets and in the efficiency units they want to build a wall to separate the bedroom for the rest of the unit. The wall will start approx. one or two feet from the ceiling to allow heat and air circulation.

### **Board Actions**

**Approve Write-off for Public Housing** – T. Walters made a motion to approve the write-off of \$42,825.38 for unpaid rent and damages as of June 30, 2025, for Public Family Housing, second by M. Plamer. Motion carried.

**Approve Write-offs for Public Senior Housing** – M. Palmer made a motion to approve the write-off of \$9207.27 for unpaid rent and damages as of June 30, 2025, for Public Senior Housing, second by T. Walters. Motion carried.

**Approve Write off for Public Housing – Security Deposit** – M. Palmer made a motion to approve the write-off of \$1 475.00 for unpaid security deposits as of June 30, 2025, for Public Housing, second by T. Walters. Motion carried.

**Approve SEMAP Certification** – T. Walters made a motion to approve the SEMAP Certification as presented, second by M. Palmer. Motion carried.

**General Discussion** – None

**Adjournment of Housing Authority** – T. Walters made a motion to adjourn the Housing Authority Board Meeting at 12:34pm, second by M. Palmer. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: September 18, 2025

**Housing  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
		<b>345 - HAOCC - Public Family Housing</b>		
8/01/2025	33386	PPL Electric Utilities, Inc.	302.22	8
8/01/2025	33387	Purchase Power	502.25	1
8/01/2025	33388	PPL Electric Utilities, Inc.	578.73	12
8/01/2025	33389	Keitha Hiatt	28.00	1
8/01/2025	33390	Tractor Supply Credit Plan	39.99	1
8/01/2025	33391	Bretz & Company	3,024.21	4
8/01/2025	33392	Cintas	1,109.64	1
8/01/2025	33393	HD Supply Facilities Maintenance	1,318.87	2
8/01/2025	33394	Northeastern Supply, Inc.	170.40	1
8/04/2025	33395	R/A Admin	10,336.27	1
8/04/2025	33396	R/A Admin	39,315.92	1
8/05/2025	33397	Karen Michael	900.00	1
8/05/2025	33398	Hilton's Lock Service Inc	390.00	1
8/05/2025	33399	PPL Electric Utilities, Inc.	29.51	1
8/05/2025	33400	Toshiba Financial Services	205.80	1
8/05/2025	33401	UGI Utilities, Inc.	245.08	23
8/06/2025	33402	Pitney Bowes Global Financial Services LLC	163.14	1
8/06/2025	33403	UGI Utilities, Inc.	165.93	8
8/06/2025	33405	PPL Electric Utilities, Inc.	1,913.00	1
8/06/2025	ACH 8/6/25	Wex Bank	269.45	1
8/06/2025	ACH 8/6/25	UGI Utilities, Inc.	200.11	1
8/07/2025	33406	R/A Admin	2,571.76	1
8/07/2025	33407	Advance Auto Parts	191.10	1
8/08/2025	ACH 8/8/25	Cintas	541.36	1
8/11/2025	33408	Pitney Bowes Inc.	297.46	1
8/11/2025	33409	PPL Electric Utilities, Inc.	26.54	1
8/11/2025	33410	R/A Admin	290.29	1
8/11/2025	33411	Shredding Solutions, Inc.	55.00	1
8/11/2025	33413	R/A Admin	26.39	1
8/11/2025	33414	UGI Utilities, Inc.	6.29	1
8/12/2025	33415	BARRY MILLS	34.30	1
8/12/2025	33416	Sherwin Williams	750.04	1
8/12/2025	33417	UGI Utilities, Inc.	28.57	1
8/13/2025	ACH 8/13/25	Waste Management	162.00	1
8/13/2025	ACH 8/13/25	Waste Management	3,485.00	1
8/13/2025	ACH 8/13/25	Waste Management	282.00	1
8/14/2025	33418	Home Depot Credit Services	980.00	1
8/14/2025	33419	Lowes Business Account	3,896.66	1
8/14/2025	33420	PPL Electric Utilities, Inc.	835.94	3
8/14/2025	33421	R/A Admin	1,829.25	1
8/15/2025	33422	R/A Admin	34,968.53	1
8/18/2025	33423	Baric Scherer LLC	633.50	1
8/18/2025	33424	HD Supply Facilities Maintenance	101.94	1
8/18/2025	33425	MRI Software, LLC	487.50	1
8/18/2025	33427	R/A Admin	1,300.22	1
8/18/2025	33428	R/A Admin	4,182.07	1
8/18/2025	33429	CTI Networks, Inc.	132.15	2
8/20/2025	33430	PPL Electric Utilities, Inc.	111.19	3
8/21/2025	33431	Gantt Services Inc	930.00	2
8/21/2025	33432	PPL Electric Utilities, Inc.	266.18	2
8/21/2025	33433	Borough of Carlisle	193.19	1
8/21/2025	33434	PPL Electric Utilities, Inc.	181.85	4
8/21/2025	33435	BARRY MILLS	24.01	1
8/21/2025	33436	R/A Admin	591.20	1
8/22/2025	33437	RATT, Inc. DBA Orkin Pest Control	20.84	1
8/26/2025	33438	Carter-Jones Companies INC DBA Carter Lumber, Holms Lumber, Kempsville Buildi	3,403.74	1
8/26/2025	33439	Bretz & Company	1,636.40	1
8/26/2025	33440	Karen Michael	648.00	1
8/26/2025	33441	RATT, Inc. DBA Orkin Pest Control	51.06	1
8/26/2025	33442	PPL Electric Utilities, Inc.	77.23	2
8/28/2025	33443	Comcast Business	364.18	1
8/28/2025	33444	PPL Electric Utilities, Inc.	559.08	9
8/28/2025	ACH 8/28/25	Primo Brands Blue Triton Brands, Inc	66.62	1
8/29/2025	33445	R/A Admin	32,234.15	1
		<b>345 - HAOCC - Public Family Housing</b>	<b>160,663.30</b>	<b>137</b>
		<b>355 - HAOCC - Housing Voucher</b>		
8/04/2025	6392	Housing Voucher	585.00	1

**Housing  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
8/04/2025	6393	R/A Admin	103,206.00	1
8/19/2025	6395	R/A Admin	9,492.00	1
		<b>355 - HAOCC - Housing Voucher</b>	<b>113,283.00</b>	<b>3</b>
		<b>356 - HAOCC - Public Senior Housing - Two West Penn</b>		
8/01/2025	12676	UGI Utilities, Inc.	535.16	2
8/01/2025	12677	Bortek Industries, Inc.	120.76	1
8/01/2025	12678	Earl Moyer Jr.	200.00	1
8/01/2025	12679	Gantt Services Inc	825.00	1
8/01/2025	12680	HD Supply Facilities Maintenance	319.66	2
8/04/2025	12681	R/A Admin	1,212.69	1
8/04/2025	12682	R/A Admin	5,546.27	1
8/05/2025	12683	PPL Electric Utilities, Inc.	57.06	2
8/05/2025	12684	Karen Michael	100.00	1
8/05/2025	ACH 8/5/25	Waste Management	22.46	5
8/06/2025	12685	One West Penn	38.32	1
8/07/2025	12686	R/A Admin	301.99	1
8/07/2025	12687	KINT Corporation	246.03	1
8/11/2025	12688	R/A Admin	26.39	1
8/15/2025	12689	MET-ED	1,209.56	10
8/15/2025	12690	PUBLIC FAMILY HOUSING	67.32	1
8/15/2025	12691	R/A Admin	147.34	1
8/15/2025	12692	RATT, Inc. DBA Orkin Pest Control	289.62	3
8/15/2025	12693	R/A Admin	6,308.85	1
8/15/2025	12694	Houck Services, Inc.	1,905.35	1
8/18/2025	12695	Baric Scherer LLC	459.25	1
8/18/2025	12696	Gantt Services Inc	8,360.00	1
8/18/2025	12697	Impact Fire Services LLC	600.00	1
8/18/2025	12698	MRI Software, LLC	175.00	1
8/18/2025	12699	R/A Admin	591.01	1
8/18/2025	12700	R/A Admin	500.49	1
8/20/2025	12701	PPL Electric Utilities, Inc.	1,742.14	1
8/20/2025	12702	PPL Electric Utilities, Inc.	441.47	5
8/21/2025	12703	Gantt Services Inc	813.75	1
8/21/2025	12704	R/A Admin	89.56	1
8/22/2025	12705	Brightspeed	0.62	1
8/22/2025	12706	Comcast Business	417.09	1
8/26/2025	12707	HD Supply Facilities Maintenance	217.99	1
8/26/2025	12708	Karen Michael	72.00	1
8/26/2025	12709	Sherwin Williams	198.93	1
8/29/2025	12710	R/A Admin	7,526.16	1
		<b>356 - HAOCC - Public Senior Housing - Two West Penn</b>	<b>41,685.29</b>	<b>58</b>
		<b>380 - HAOCC - Revolving Homeownership Funds</b>		
8/04/2025	2496	R/A Admin	10.02	1
8/12/2025	2497	PPL Electric Utilities, Inc.	16.42	1
8/18/2025	2498	R/A Admin	17.27	1
		<b>380 - HAOCC - Revolving Homeownership Funds</b>	<b>43.71</b>	<b>3</b>
		<b>579 - HAOCC - Perry County Transitional II</b>		
8/18/2025	003131	PERRY HOUSING PARTNERSHIP	31,080.00	1
		<b>579 - HAOCC - Perry County Transitional II</b>	<b>31,080.00</b>	<b>1</b>
		<b>594 - HAOCC - Rapid Rehousing - Cumb/Perry/Lebanon</b>		
8/01/2025	2072	Neidlinger Rentals, LLC	862.00	1
8/01/2025	2073	Northside Village LLC	452.00	1
8/01/2025	2074	PPL Electric Utilities, Inc.	138.00	1
8/01/2025	2075	R/A Admin	663.79	1
8/01/2025	2076	Veolia Water Pennsylvania	138.00	1
8/01/2025	2077	Northside Village LLC	1,695.00	1
8/01/2025	2078	R/A Admin	4,175.03	1
8/19/2025	2079	Carlisle Tire & Wheel 2 LP dba The Flats at Factory Square	35.00	1
8/19/2025	2080	R/A LOCAL FUND UNRESTRICTED	20.00	1
8/22/2025	2081	Normandy Lofts	35.00	1
		<b>594 - HAOCC - Rapid Rehousing - Cumb/Perry/Lebanon</b>	<b>8,213.82</b>	<b>10</b>
		<b>598-HAOCC-H/A CARLISE SUPPORTIVE HOUSING PROGRAM</b>		
8/08/2025	001593	R/A LOCAL FUND UNRESTRICTED	4,611.38	1
		<b>598-HAOCC-H/A CARLISE SUPPORTIVE HOUSING PROGRAM</b>	<b>4,611.38</b>	<b>1</b>

**Housing  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
		<b>601 - HAOCC - Perm Supp HSG Consolidated</b>		
8/01/2025	041166	60 West LLC, LaTorte Collective	738.00	1
8/01/2025	041167	Akram Habib dba Prohelikait Limited	925.00	1
8/01/2025	041168	Barto Ventures LP	739.00	1
8/01/2025	041169	BG&C Realty Associates, LLC	949.00	1
8/01/2025	041170	Bryan L Bradley	1,185.00	1
8/01/2025	041171	CARLISLE TOWNHOMES LP	1,600.00	1
8/01/2025	041172	Christopher Foltz	967.00	1
8/01/2025	041173	Clavis Property Managemant	1,075.00	1
8/01/2025	041174	Dawn Ridge LP	728.00	1
8/01/2025	041175	Deja Investments LP	1,804.00	1
8/01/2025	041176	Distinctive Rental Properties, LLC	734.00	1
8/01/2025	041177	David Hoover	1,125.00	1
8/01/2025	041178	Donald Diehl Rentals	867.00	1
8/01/2025	041179	Donna Calaman	1,380.00	1
8/01/2025	041180	ETTE Properties, LLC	948.00	1
8/01/2025	041181	GENEVA GREEN APARTMENTS -RENTAL OFFICE	814.00	1
8/01/2025	041182	i360	56.00	1
8/01/2025	041183	James E. Grandon	861.00	1
8/01/2025	041184	JTR Property Group	965.00	1
8/01/2025	041185	Liddell Realty LP	976.00	1
8/01/2025	041186	Milan Chander	1,800.00	1
8/01/2025	041187	Nadeem Khan	925.00	1
8/01/2025	041188	Neidlinger Rentals, LLC	992.00	1
8/01/2025	041189	ROTH MANOR TOWNHOMES	1,217.00	1
8/01/2025	041190	Safe Harbour, Inc	3,501.00	1
8/01/2025	041191	Stauffer's Inc c/o Doug Stauffer	782.00	1
8/01/2025	041192	BG&C Realty Associates, LLC	797.00	1
8/01/2025	041193	Christopher Foltz	1,150.00	1
8/01/2025	041194	David Hoover	1,075.00	1
8/01/2025	041195	Donald Diehl Rentals	842.00	1
8/01/2025	041196	GENEVA GREEN APARTMENTS -RENTAL OFFICE	1,003.00	1
8/01/2025	041197	Neidlinger Rentals, LLC	823.00	1
8/01/2025	041198	Donald Diehl Rentals	661.00	1
8/01/2025	041199	Neidlinger Rentals, LLC	681.00	1
8/01/2025	041200	Borough of Carlisle	231.00	1
8/01/2025	041201	David Hoover	94.50	1
8/01/2025	041202	Donna Calaman	90.00	1
8/01/2025	041203	ETTE Properties, LLC	135.00	1
8/01/2025	041204	MET-ED	232.00	1
8/01/2025	041205	Neidlinger Rentals, LLC	232.00	1
8/01/2025	041206	PA American Water	95.00	1
8/01/2025	041207	PPL Electric Utilities, Inc.	145.00	1
8/01/2025	041208	Stauffer's Inc c/o Doug Stauffer	100.00	1
8/01/2025	041209	UGI Utilities, Inc.	115.50	1
8/01/2025	041210	MET-ED	249.00	1
8/01/2025	041211	Neidlinger Rentals, LLC	123.00	1
8/01/2025	041212	PPL Electric Utilities, Inc.	115.50	1
8/01/2025	041213	UGI Utilities, Inc.	94.50	1
8/01/2025	041214	PPL Electric Utilities, Inc.	188.00	1
8/01/2025	041215	UGI Utilities, Inc.	73.00	1
8/01/2025	041216	PPL Electric Utilities, Inc.	207.00	1
8/01/2025	041217	UGI Utilities, Inc.	62.00	1
8/01/2025	041218	PPL Electric Utilities, Inc.	72.00	1
8/01/2025	041219	UGI Utilities, Inc.	69.00	1
8/01/2025	041220	PPL Electric Utilities, Inc.	158.00	1
8/01/2025	041221	UGI Utilities, Inc.	170.00	1
8/01/2025	041222	PPL Electric Utilities, Inc.	40.00	1
8/01/2025	041223	UGI Utilities, Inc.	84.00	1
8/01/2025	041224	PPL Electric Utilities, Inc.	158.00	1
8/01/2025	041225	UGI Utilities, Inc.	45.00	1
8/01/2025	041226	PPL Electric Utilities, Inc.	158.00	1
8/01/2025	041227	PPL Electric Utilities, Inc.	94.50	1
8/01/2025	041228	PPL Electric Utilities, Inc.	174.00	1
8/01/2025	041229	PPL Electric Utilities, Inc.	158.00	1
8/01/2025	041230	PPL Electric Utilities, Inc.	74.00	1
8/01/2025	041231	PPL Electric Utilities, Inc.	100.00	1
8/01/2025	041232	PPL Electric Utilities, Inc.	189.00	1



**Housing  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
8/01/2025	041233	PPL Electric Utilities, Inc.	145.00	1
8/01/2025	041234	PPL Electric Utilities, Inc.	263.00	1
8/01/2025	041235	PPL Electric Utilities, Inc.	129.00	1
8/01/2025	041236	PPL Electric Utilities, Inc.	128.00	1
8/01/2025	041237	PPL Electric Utilities, Inc.	94.50	1
8/01/2025	041238	PPL Electric Utilities, Inc.	242.00	1
8/01/2025	041239	PPL Electric Utilities, Inc.	200.00	1
8/01/2025	041240	PPL Electric Utilities, Inc.	69.00	1
8/01/2025	041241	R/A Admin	3,863.64	1
8/21/2025	041242	CE-PITT	2,243.00	1
8/21/2025	041243	R/A Admin	12,902.53	1
		<b>601 - HAOCC - Perm Supp HSG Consolidated</b>	<b>60,290.17</b>	<b>78</b>
		<b>619 - HAOCC - CCERAP 2</b>		
8/04/2025	22989	PUBLIC FAMILY HOUSING	3,212.00	1
8/14/2025	22990	PUBLIC FAMILY HOUSING	993.00	1
8/19/2025	22991	PUBLIC FAMILY HOUSING	1,114.55	1
8/22/2025	22992	PUBLIC FAMILY HOUSING	792.00	1
		<b>619 - HAOCC - CCERAP 2</b>	<b>6,111.55</b>	<b>4</b>

# Public Family Housing

## Income Statement

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Public Family Housing				Year to Date	Year to Date	
	August 2025			Actual	Budget	Variance
	Actual	Budget				
Dwelling Rental	58,815.00	62,032.00	(3,217.00)	114,875.00	124,064.00	(9,189.00)
CUP Checks	(1,913.00)	(1,600.00)	(313.00)	(3,728.00)	(3,200.00)	(528.00)
Other Operating Rcpts	23,246.79	400.00	22,846.79	26,570.83	800.00	25,770.83
Capital Fund Operations	7,235.78	12,023.00	(4,787.22)	7,235.78	24,046.00	(16,810.22)
HUD Oper Subsidy	-	66,311.00	(66,311.00)	78,924.60	132,622.00	
Laundry Income	1,407.54	2,000.00	(592.46)	1,407.54	2,000.00	(592.46)
<b>Grants - HUD</b>	<b>88,792.11</b>	<b>141,166.00</b>	<b>(52,373.89)</b>	<b>225,285.75</b>	<b>280,332.00</b>	<b>(1,348.85)</b>
Interest Income	860.24	775.00	85.24	2,325.33	1,550.00	775.33
Nondwelling Rental	-	2,500.00	(2,500.00)	-	5,000.00	(5,000.00)
Miscellaneous Income	-	-	-	-	-	-
<b>Interest Income</b>	<b>860.24</b>	<b>3,275.00</b>	<b>(2,414.76)</b>	<b>2,325.33</b>	<b>6,550.00</b>	<b>(4,224.67)</b>
<b>Revenue</b>	<b>89,652.35</b>	<b>144,441.00</b>	<b>(54,788.65)</b>	<b>227,611.08</b>	<b>286,882.00</b>	<b>(5,573.52)</b>
Salaries	26,674.63	28,118.00	1,443.37	43,362.00	46,853.00	3,491.00
Payroll Taxes	1,797.03	2,150.00	352.97	2,978.34	3,583.00	604.66
Retirement	534.13	1,125.00	590.87	774.76	1,875.00	1,100.24
Personnel Recruitment	49.38	-	(49.38)	49.38	-	(49.38)
Employee's Benefits	6,550.42	7,000.00	449.58	10,569.81	11,885.00	1,315.19
Auditing	-	-	-	-	-	-
Meetings Seminars & Training	2,203.75	20.00	(2,183.75)	2,203.75	40.00	(2,163.75)
Contracts & Agreements	7,818.29	1,365.00	(6,453.29)	12,036.68	2,980.00	(9,056.68)
Professional Fee	1,787.72	360.00	(1,427.72)	1,787.72	720.00	(1,067.72)
Administrative Expenses	197.91	50.00	(147.91)	460.67	100.00	(360.67)
Office Supplies	420.48	290.00	(130.48)	737.10	580.00	(157.10)
Legal Notices	(667.25)	-	667.25	(667.25)	-	667.25
Postage	-	-	-	502.25	-	(502.25)
Phone/Internet	1,177.40	591.00	(586.40)	1,586.29	1,182.00	(404.29)
Legal Expenses	633.50	800.00	166.50	633.50	1,600.00	966.50
Travel	222.32	360.00	137.68	832.66	720.00	(112.66)
<b>Administration</b>	<b>49,399.71</b>	<b>42,229.00</b>	<b>(7,170.71)</b>	<b>77,847.66</b>	<b>72,118.00</b>	<b>(5,729.66)</b>
Water	10,182.83	19,725.00	9,542.17	10,182.83	19,725.00	9,542.17
Electric	2,168.94	1,300.00	(868.94)	3,188.99	2,600.00	(588.99)
Gas	565.58	930.00	364.42	565.58	1,860.00	1,294.42
Stormwater Utility Fee	798.00	660.00	(138.00)	798.00	1,320.00	522.00
Trash Removal	3,929.00	5,475.00	1,546.00	8,105.00	10,950.00	2,845.00
<b>Utilities</b>	<b>17,644.35</b>	<b>28,090.00</b>	<b>10,445.65</b>	<b>22,840.40</b>	<b>36,455.00</b>	<b>13,614.60</b>
Labor	48,288.51	55,575.00	7,286.49	80,280.38	92,433.00	12,152.62
Manager's Salaries	6,997.11	7,047.00	49.89	11,682.96	11,745.00	62.04
Salaries - Supportive Services	-	1,056.00	1,056.00	-	1,760.00	1,760.00
Employee Benefits	14,602.19	17,060.00	2,457.81	26,764.08	28,795.00	2,030.92
<b>Labor</b>	<b>69,887.81</b>	<b>80,738.00</b>	<b>10,850.19</b>	<b>118,727.42</b>	<b>134,733.00</b>	<b>16,005.58</b>
Materials	-	3,310.00	3,310.00	-	6,620.00	6,620.00
Repairs & Maintenance	11,292.75	9,500.00	(1,792.75)	23,990.76	19,000.00	(4,990.76)
Repairs & Maintenance - Vehicle	540.50	900.00		855.50	1,800.00	944.50
Repairs & Maintenance - Uniforms	483.12	350.00		916.68	700.00	(216.68)
Repaid & Maintenance - Exterminating	7,393.02	2,100.00		7,413.86	4,200.00	(3,213.86)
Repairs & Maintenance - Annual or Quarterly I	-	-	-	-	523.00	523.00
Repairs & Maintenance - HVAC	5,590.61	1,050.00	(4,540.61)	7,806.26	2,100.00	(5,706.26)



# Public Family Housing

## Income Statement

11

Public Family Housing				Year to Date	Year to Date	
August 2025				Actual	Budget	Variance
Maintenance	25,300.00	17,210.00	(3,023.36)	40,983.06	34,943.00	(6,040.06)
Insurance Expense	14,875.42	5,584.00	(9,291.42)	49,831.23	11,168.00	(38,663.23)
Payment in Lieu of Tax	4,127.83	2,150.58	(1,977.25)	8,255.66	4,301.16	(3,954.50)
<b>Tax, Insurance, &amp; Security</b>	<b>19,003.25</b>	<b>7,734.58</b>	<b>(11,268.67)</b>	<b>58,086.89</b>	<b>15,469.16</b>	<b>(42,617.73)</b>
Interest Expense	332.42	332.42	-	758.50	711.74	(46.76)
<b>Other expenses</b>	<b>332.42</b>	<b>332.42</b>	<b>-</b>	<b>758.50</b>	<b>711.74</b>	<b>(46.76)</b>
<b>Expense</b>	<b>181,567.54</b>	<b>176,334.00</b>	<b>(166.90)</b>	<b>319,243.93</b>	<b>294,429.90</b>	<b>(24,814.03)</b>
<b>Profit / (Loss)</b>	<b>(91,915.19)</b>	<b>(31,893.00)</b>	<b>(54,621.75)</b>	<b>(91,632.85)</b>	<b>(7,547.90)</b>	<b>19,240.51</b>
Depreciation Expense	48,880.50	47,460.00	(1,420.50)	96,340.50	94,920.00	(1,420.50)
<b>Profit / (Loss) after Depreciation</b>	<b>(140,795.69)</b>	<b>(79,353.00)</b>	<b>(61,442.69)</b>	<b>(187,973.35)</b>	<b>(102,467.90)</b>	<b>20,661.01</b>

# Public Family Housing

Balance Sheet  
June 2025

12

Public Family Housing	YTD Balance
Cash - Operating Checking	78,495.72
Cash - Savings - Operating	434,917.56
Cash - Security Deposit	46,677.22
TARs Allowance	(19,274.20)
<b>Cash</b>	<b>540,816.30</b>
A/R - Tenants (TARs)	161,460.55
<b>A/R - Tenants (TARs)</b>	<b>161,460.55</b>
Debt Insurance Costs	-
Accumulated Amort	-
Prepaid Expenses	-
Prepaid Insurance	45,391.60
Accrued Income	-
Inventory	-
<b>Prepaid</b>	<b>45,391.60</b>
Accounts Receivable	-
Adv Rec - Admin	-
Adv Rec - One West Penn Apartments	-
Adv Rec - Public Senior Housing	-
Adv Rec - American House	-
Adv Rec - Brethren House Apartments	-
Adv Rec - Supportive Living	-
Adv Rec - Enola Chapel Apartments	-
Adv Rec - Newport Square Apartments	-
Adv Rec - Newport Hotel Apartments	-
Adv Rec - Capital Fund	-
<b>Adv Rec</b>	<b>-</b>
Land	533,644.23
Buildings	16,692,211.65
Furn, Equip & Mach	214,819.90
Non-Dwelling-60 W. Penn	201,925.00
Accumulated Depr	(15,547,486.79)
Construction In Progress	189,334.00
<b>Fixed Assets</b>	<b>2,284,447.99</b>
<b>Asset</b>	<b>3,032,116.44</b>
Accounts Payable	18,383.37
Adv Pay - Admin	-
Adv Pay-Other	-
<b>Payables</b>	<b>18,383.37</b>
Accrued Comp Abs LT	56,561.87
Payment in Lieu of Tax	23,309.72
<b>Accrued Comp</b>	<b>79,871.59</b>
Security Deposits	50,038.45
Tenants Prepaid Rents	11,572.99
Master Lease Agrmt	(30,015.56)
Current Portion of Lease Agreement	118,689.20
<b>Adv Pay-Other</b>	<b>150,285.08</b>
Net Contributed Capital	2,548,595.07
<b>Net Contributed Capital</b>	<b>2,548,595.07</b>
<b>Liability</b>	<b>2,797,135.11</b>
Retained Earnings	234,981.33
<b>Retained Earnings</b>	<b>234,981.33</b>
<b>Equity</b>	<b>234,981.33</b>



# Public Senior Housing

Income Statement

13

Public Senior Housing	August 2024			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Dwelling Rental	16,310.00	17,500.00	(1,190.00)	34,328.00	35,000.00	(672.00)
Other Operating Rcpts	5,327.00	150.00	5,177.00	4,530.00	300.00	4,230.00
HUD Oper Subsidy	-	11,634.00	(11,634.00)	7,678.40	23,268.00	(15,589.60)
<b>Grants - HUD</b>	<b>21,637.00</b>	<b>29,284.00</b>	<b>(7,647.00)</b>	<b>46,536.40</b>	<b>58,568.00</b>	<b>(12,031.60)</b>
Interest Income	45.39	50.00	(4.61)	61.67	100.00	(38.33)
<b>Interest Income</b>	<b>45.39</b>	<b>50.00</b>	<b>(4.61)</b>	<b>61.67</b>	<b>100.00</b>	<b>(38.33)</b>
<b>Revenue</b>	<b>21,682.39</b>	<b>29,334.00</b>	<b>(7,651.61)</b>	<b>46,598.07</b>	<b>58,668.00</b>	<b>(12,069.93)</b>
Salaries	4,299.14	2,073.00	(2,226.14)	6,252.43	3,455.00	(2,797.43)
Payroll Taxes	294.48	225.00	(69.48)	437.70	375.00	(62.70)
Retirement	134.58	377.00	242.42	169.77	627.00	457.23
Employee's Benefits	877.32	892.00	14.68	1,520.63	1,487.00	(33.63)
Auditing	-	-	-	-	-	-
Telephone	26.39	27.00	0.61	52.93	54.00	1.07
Meetings Seminars & Training	-	-	-	-	-	-
Contracts & Agreements	566.82	475.00	(91.82)	936.03	950.00	13.97
Professional Fee	766.01	100.00	(666.01)	766.01	200.00	(566.01)
Administrative Expenses	-	100.00	100.00	(86.13)	200.00	286.13
Office Supplies	-	20.00	20.00	-	40.00	40.00
Postage	-	-	-	-	-	-
Phone/Internet	417.71	475.00	57.29	935.29	950.00	14.71
Legal Expenses	459.25	350.00	(109.25)	459.25	700.00	240.75
Travel	107.03	25.00	(82.03)	194.67	50.00	(144.67)
Bank Fees	-	-	-	15.00	-	(15.00)
<b>Administration</b>	<b>7,948.73</b>	<b>5,139.00</b>	<b>(2,809.73)</b>	<b>11,653.58</b>	<b>9,088.00</b>	<b>(2,565.58)</b>
Water	-	950.00	950.00	-	950.00	950.00
Electric	3,476.76	2,520.00	(956.76)	4,791.88	5,040.00	248.12
Gas	-	575.00	575.00	1,253.72	1,150.00	(103.72)
Trash Removal	(889.25)	500.00	1,389.25	(889.25)	752.00	1,641.25
Stormwater Utility Fee	-	252.00	252.00	1,540.00	752.00	(788.00)
<b>Utilities</b>	<b>2,587.51</b>	<b>4,797.00</b>	<b>2,209.49</b>	<b>6,696.35</b>	<b>8,644.00</b>	<b>1,947.65</b>
Labor	6,580.79	5,050.00	(1,530.79)	9,240.44	8,417.00	(823.44)
Manager's Salary	3,363.91	2,502.00	-	4,608.34	4,170.60	-
Salaries - Supportive Services	518.54	150.00	(368.54)	774.64	250.00	(524.64)
Employee Benefits	3,047.57	945.00	(2,102.57)	4,146.55	1,575.00	(2,571.55)
<b>Labor</b>	<b>13,510.81</b>	<b>8,647.00</b>	<b>(4,001.90)</b>	<b>18,769.97</b>	<b>14,412.60</b>	<b>(3,919.63)</b>
Materials	-	550.00	550.00	-	1,100.00	1,100.00
Repairs & Maintenance	2,225.15	5,650.00	3,424.85	4,398.81	11,300.00	6,901.19
Repairs & Maintenance - Vehicle	38.32	275.00	236.68	38.32	550.00	511.68
Repairs & Maintenance - Uniforms	-	55.00	55.00	65.03	110.00	44.97
Repaid & Maintenance - Extermina	289.62	2,200.00	-	475.86	4,400.00	3,924.14
Repairs & Maintenance - Annual or	246.03	330.00	246.03	246.03	330.00	83.97
Repairs & Maintenance - HVAC	9,998.75	2,150.00	9,998.75	9,998.75	4,300.00	(5,698.75)
<b>Repairs &amp; Maintenance</b>	<b>12,797.87</b>	<b>11,210.00</b>	<b>4,266.53</b>	<b>15,222.80</b>	<b>22,090.00</b>	<b>6,867.20</b>
Insurance Expense	1,928.82	716.00	(1,212.82)	6,213.54	1,432.00	(4,781.54)
Safety and Security	-	75.00	75.00	-	150.00	150.00
Payment in Lieu of Tax	921.68	921.68	-	1,843.36	1,843.36	-
<b>Tax, Insurance, &amp; Security</b>	<b>2,850.50</b>	<b>1,712.68</b>	<b>(1,137.82)</b>	<b>8,056.90</b>	<b>3,425.36</b>	<b>(4,631.54)</b>
<b>Expense</b>	<b>39,695.42</b>	<b>31,505.68</b>	<b>8,189.74</b>	<b>61,456.02</b>	<b>70,369.96</b>	<b>(8,913.94)</b>
<b>Profit / ( Loss )</b>	<b>(18,013.03)</b>	<b>(2,171.68)</b>	<b>15,841.35</b>	<b>(14,857.95)</b>	<b>(11,701.96)</b>	<b>3,155.99</b>
Depreciation Expense	6,355.00	6,355.00	-	12,710.00	12,710.00	-
<b>Other Expenses</b>	<b>6,355.00</b>	<b>6,355.00</b>	<b>-</b>	<b>12,710.00</b>	<b>12,710.00</b>	<b>-</b>
<b>Profit / ( Loss )</b>	<b>(24,368.03)</b>	<b>(8,526.68)</b>	<b>15,841.35</b>	<b>(27,567.95)</b>	<b>(24,411.96)</b>	<b>3,155.99</b>

# Public Senior Housing

## Balance Sheet

14

Public Senior Housing	Year To Date
Cash - Operating Checking	18,534.23
Cash - Savings - Operating	-
Cash - Security Deposit	22,720.34
A/R - Tenants (TARs)	17,119.38
TARs Allowance	(1,256.21)
<b>Cash</b>	<b>57,117.74</b>
Adv Rec - PFH	-
Accounts Rec - Tenants	-
<b>Receivables</b>	<b>-</b>
Prepaid Expenses	-
Prepaid Insurance	5,729.07
<b>Prepaid</b>	<b>5,729.07</b>
Land	63,821.33
Buildings	2,958,089.68
Furn, Equip & Mach	163,939.03
Accumulated Depr	(2,439,303.32)
<b>Fixed Assets</b>	<b>746,546.72</b>
<b>Asset</b>	<b>809,393.53</b>
Accounts Payable	(2,826.99)
<b>Payables</b>	<b>(2,826.99)</b>
Payment in Lieu of Tax	7,373.41
<b>Accrued Comp</b>	<b>7,373.41</b>
Adv Pay - Admin	-
<b>Adv Pay - Admin</b>	<b>-</b>
Accrued Comp Abs	-
Security Deposits	20,578.00
Tenants Prepaid Rents	5,576.54
Accts Pay-Unclaimed Prop	-
<b>Adv Pay-Other</b>	<b>26,154.54</b>
Net Contributed Capital	1,854,795.00
	<b>1,854,795.00</b>
<b>Liability</b>	<b>1,885,495.96</b>
Retained Earnings	(1,076,102.43)
<b>Retained Earnings</b>	<b>(1,076,102.43)</b>
<b>Equity</b>	<b>(1,076,102.43)</b>



**Section 8 Housing Choice Voucher Report**  
**Month: September 2025**

Program	# of Units Allocated	Units Leased Cumberland and	Total Leased	New Leases	Re-Evals	Interims	Moves	Waiting List (In County/Out-of-County/Non-Elderly)
Housing Choice Voucher	1331	1,096	1,250	<b>10</b>	85	25	3	1,153/1,448/552 3,153
Perry County		154		<b>1</b>	11	1	2	98/709/128 935

Administered Vouchers	# Leased
Vouchers from other counties who live in Cumberland/Perry County	25(-1)

Homeownership Vouchers	# Leased
Cumberland County	1 (no change)
Perry County	1 (no change)

Housing Choice Voucher FSS	# Enrolled	Receiving Escrow	#FSS Completed
Cumberland County	4(no change)	3(+2)	37 (no change)
Perry County	0 (no change)	0 (no change)	12 (no change)

HAP Amount Expended	HAP Amount Received	Percentage Expended
\$863,066.27	\$828,427	104%

There were 15 terminations this month for Cumb Co. HCV and 3 in Perry. Below is a breakdown of the terminations.

Deceased: 2

Voluntary: 6

Moved to Nursing Home/Other Subsidized Housing: 2

Failed to fulfill Family Obligations: 2

Porting voucher to another county: 1

Out looking on a voucher: 4

0 HAP Expired (achieved self-sufficiency): 0

Housing Authority Absorbed Voucher: 1

Respectfully Submitted,  
 Becky Shull Housing  
 Choice Voucher Director



*Kellie Crawford*  
Housing Programs Director

## Homeless and Special Needs Division Board Report Month: August 2025

Building	# Units Allocated	# Vacant Units
PSHC: (CPHI) Carlisle SHP (Pitt Street)	3	1 (move in 09.01.2025)
PSHC: Project Based Shelter + Care - Safe Harbour	6	0
PSHC: (CPHI) Supportive Living – New Bloomfield	3	0
PSHC: (CPHI) Supportive Living – Lemoyne	2	0

### PSHC (CoC Grant)/Non-Site Based Programs

Project	# Units Allocated	# Units Provided	PUSH from BNL (By Name List)- New Intake
Rapid Rehousing (RRH) Cumberland/Perry/Lebanon – Cumberland Co.	5	2	Actively engaging with new household #3, not enrolled, coming up on 60 days deadline
Permanent Supportive Housing Consolidated (PSHC)	32	32	0

**Reason:**

Deceased: 0

Voluntary: 1 (moved to Maryland end of August)

Switched Programs: 0

Moved to Nursing Home: 0

Transitioned to Housing Choice Voucher Program (HCV) through Move on Strategies: 0

Transition (internal) within program/unit change: 1



Non-Compliance: 0

New Enrollments: RRH-still actively engaging with #3 household, 2 enrolled in program

Termination: 1

**TOTAL # Households served as of September 11, 2025: 45**

### **Updates:**

As of September 1, 2025, Safe Harbour will have two vacant units, which will be filled through two PUSHES from the Coordinated Entry system. Two active pushes were requested and engagement with one currently and working through attempts per CoC guidelines.

One participant after being enrolled in PSH since 2012, has had social security income, but is now employed part time with a busing company for his community school district.

### **By Name List Stats:**

In Cumberland County, number of households on the By Name List as of September 11, 2025: 397 (346)

In Cumberland County, number of households on the By Name List breakdown by Adults and Adults and Children households as of September 11, 2025 :

Adults: 307 (267)

Adults and Children: 90 (79)

In Perry County, number of households on the By Name List as of September 11, 2025: 24 (24)

In Perry County, number of households on the By Name List breakdown by Adults only and Adults and Children as of September 11, 2025:

Adults: 17 (17)

Adults and Children: 6 (6)

Key:

Previous month (): July 2025 numbers

Respectfully Submitted,

Kellie G. Crawford  
Housing Programs Director

**Public Family Housing Occupancy Report for Month Ending: August 2025**

Waiting List:	# of Units:	Units Leased this month:	Total Units Leased:
0BR: <u>0</u>	0BR: <u>0</u>	0BR: <u>0</u>	0BR: <u>0</u>
1BR: <u>559</u>	1BR: <u>11</u>	1BR: <u>0</u>	1BR: <u>10</u>
2BR: <u>499</u>	2BR: <u>65</u>	2BR: <u>1</u>	2BR: <u>59</u>
3BR: <u>377</u>	3BR: <u>64</u>	3BR: <u>1</u>	3BR: <u>56</u>
4BR: <u>141</u>	4BR: <u>9</u>	4BR: <u>0</u>	4BR: <u>9</u>
Total: <u>1582</u>	Total: <u>149</u>	Total: <u>0</u>	Total: <u>134</u>

Total Number of Vacancies: **15 (8 available)**

Total Number of Units Offline: **7 (requested)**

Total Number of Leases Pending: **3 (2 for september, 1 for October)**

Percentage of Units Occupied for month: **90% (w/o offline) 95%(with offline)**

Uncollected rents for month: **\$108,427.02**

Completed by: tawnya Brown

*This report is due to the Housing Management Director no later than the 3<sup>rd</sup> working day of the month (example: March 31, 2012 report due by close of business April 4, 2012).*



HOUSING & REDEVELOPMENT AUTHORITIES  
OF CUMBERLAND COUNTY

*Better Places, Better Lives*

**Dallas Wertz**  
*Property Manager*

## Public Senior Housing Occupancy Report for Month Ending: **August 2025**

Waiting List:	# of Units:	Units Leased this month:	Total Units Leased:
0BR: 0	0BR: <b>11</b>	0BR: <b>0</b>	0BR: <b>9</b>
1BR: <b>430</b>	1BR: <b>48</b>	1BR: <b>1</b>	1BR: <b>47</b>
2BR: <b>16</b>	2 BR: <b>0</b>	2BR: <b>0</b>	2BR: <b>0</b>
3BR: <b>0</b>	3BR: <b>0</b>	3BR: <b>0</b>	3BR: <b>0</b>
4BR: <b>0</b>	4 BR: <b>0</b>	4BR: <b>0</b>	4BR: <b>0</b>
Total: <b>446</b>	Total: 59	Total: <b>1</b>	Total: <b>56</b>

Total Number of Vacancies: 5

Total Number of Offline Units: 2

Total Number of Leases Pending: 2

Total Number in Eviction/Litigation: 1

Percentage of Units Occupied for month: **96%**

Number of Turnovers: 1

Total number of re-certifications for month: 6

Total number of interim changes for month: 0

Informal Hearings: 0

Formal Hearings: 0

Completed by: Dallas Wertz

**better places, better lives**

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**CUMBERLAND COUNTY HOUSING AUTHORITY**

P 717-249-1315 or 1-866-683-5907 X 120 F 717-249-5988



**RESOLUTION 2025-3**  
**AUTHORIZING APPROVAL OF SMALL PURCHASES UNDER \$10,000**

WHEREAS, the Housing Authority of the County of Cumberland (the “Authority”) is required to make purchases and enter into contracts from time to time to carry out its programs and operations; and

WHEREAS, the Authority has determined that establishing clear authorization for routine small purchases will increase efficiency while maintaining appropriate fiscal oversight; and

WHEREAS, the Authority has a procurement policy which permits small purchases under \$10,000 to be made without formal competitive bidding; and

WHEREAS, the Board of Directors finds it to be in the best interest of the Authority to delegate approval of such small purchases to the Executive Director, to require Board approval for larger purchases, and to provide limited authority to designated Directors to execute documents on behalf of the Authority with the Executive Director’s approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Redevelopment Authority of the County of Cumberland, as follows:

- The Executive Director is hereby authorized to approve and execute purchases, contracts, or agreements with a total value not to exceed **Ten Thousand Dollars (\$10,000)** per transaction.
- All purchases, contracts, or agreements with a total value **greater than Ten Thousand Dollars (\$10,000)** shall require prior approval of the Board of Directors of the Housing Authority of the County of Cumberland.
- The Executive Director is further authorized, at their discretion, to designate Directors of the Authority to execute documents on behalf of the Authority, provided such delegation is expressly approved in writing by the Executive Director for each instance.
- This Resolution shall take effect immediately upon adoption.

Resolved by the Authority this 18th day of September 2025.

ATTEST: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_  
 Mark Bishop

## MINUTES REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

**Meeting:** August 21, 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, and Taryn Walters

**Board Members Absent:** Deborah Kelly and Louis Martin

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

The Redevelopment Authority Board Meeting was called to order by Vice -Chairman M. Bishop at 12:34 pm.

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

**Public Comment** – None

**Approval of Minutes from July 17, 2025** – T. Walters made a motion to approve the Board Meeting minutes from July 17, 2025, second by G. Mowery. Motion carried.

**List of Expenditures for July 2025** – K. Kessler advised the Board that the operating expenses were routine monthly except for the entries for Affordable Housing Trust Fund. Those entries were due to moving funds to a new bank account. G. Mowery made a motion to approve the List of Expenditure for July 2025 as presented, second by T. Walters. Motion carried.

**Report of Treasurer** – K. Kessler stated that the Admin. financials were routine monthly expenses and income and that both were down for the month of July 2025.

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

- Started planning the IT transition slated for 2026
- Closed out on two (2) conservatorships and working on six (6) more
- Applied for LSA grant so we may fix up the old finance area on the second floor of 114
- Working with New Cumberland Borough on redevelopment and reinvestment efforts

**Community Development Report** – M. Kitchen gave an overview of projects.

- Two properties went before the Cumberland County Planning Commission on Thursday, August 21<sup>st</sup> for County concurrence with blighted conditions.
- We are putting together our municipal resource boxes with brochures and flyers on homeowner, commercial, and first-time homebuyer programs.
- We will participate in the 5<sup>th</sup> Annual Better Together Festival in Shippensburg.

**Tax Credit Housing Management Report** – B. Shull stated that the commercial portion of Newport Square is still vacant. Staff is working to fill the vacant units at American House, Enola Chapel and Newport Square.

**Federal Senior Housing** – B. Shall said the staff is working hard to keep the units filled and taking care of some housekeeping, i.e.: outside benches, lobby furniture.

### **Board Action**

**Award Bid Tab – WH-031** - T. Walters made a motion to award Bid Tab WH-031 to Austin Bradley for \$123,800 and to grant the homeowner up to but not to exceed \$24,940.00, second by G. Mowery. Motion carried.

**Award Bid Tab WH030A** - T. Walters made a motion to award Bid Tab WH-030A to Bryan A. Bradley for \$14,920.00 and to grant the homeowner up to but not to exceed \$24,940.00, second by G. Mowery. Motion carried

**Staff Recommendation for Medical Insurance, CCHRA Medical Cigna Quote and Employee Contribution 2025 vs 2026** – G. Mowery made a motion to approve the staff's recommendation of renewing with CIGNA at a 11.5% increase for 2026, keeping the 2026-year deductible at \$750.00, and an increase to the employee contribution, second by T. Walters. Motion carried.

**General Discussion** – None

**Adjournment of Redevelopment Authorities** – T. Walters made a motion to adjourn the Redevelopment Authority Board Meeting at 12:55 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: September 18, 2025

**Redevelopment  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
		<b>343 - RAOCC - Admin Project Account</b>		
8/01/2025	31138	Louther Place Limited Partnership dba Stevens Affordable Housing	517.00	1
8/01/2025	31139	Louther Place Limited Partnership dba Stevens Affordable Housing	665.00	1
8/01/2025	31150	Comcast Business	272.28	1
8/01/2025	31151	THE NELROD COMPANY	249.00	1
8/04/2025	31152	Brennan Courtney	225.00	1
8/04/2025	31153	DRS Printing Services, Inc	440.00	1
8/04/2025	31154	Guernsey Office Products	970.49	1
8/04/2025	31155	Russell Taylor	706.91	1
8/04/2025	31156	Stephen B. Janiec dba Janiec Associates	710.00	1
8/04/2025	31157	Stephen B. Janiec dba Janiec Associates	427.00	1
8/04/2025	31158	Stephen B. Janiec dba Janiec Associates	427.00	1
8/04/2025	31159	Stephen B. Janiec dba Janiec Associates	427.00	1
8/04/2025	31160	Baric Scherer LLC	450.00	1
8/04/2025	31161	Building Fund	7,500.00	1
8/04/2025	ACH 8/4/25	VOYA	5,445.36	1
8/05/2025	31162	Column Software PBC	93.68	1
8/05/2025	31163	PURE WATER TECHNOLOGY OF CENTRAL PA INC	109.90	1
8/05/2025	ACH 8/5/25	Alera Group dba AIA American	25,145.00	1
8/05/2025	ACH 8/5/25	Alera Group dba AIA American	2,965.80	1
8/06/2025	31164	T-Mobile	1,057.54	1
8/06/2025	31165	Sidney B Culbertson	561.00	1
8/06/2025	31166	Sidney B Culbertson	850.00	1
8/07/2025	31167	R/A LOCAL FUND UNRESTRICTED	8,760.71	1
8/11/2025	31168	Brennan Courtney	225.00	1
8/11/2025	31169	PUBLIC FAMILY HOUSING	24.80	1
8/12/2025	31170	Infradapt	6,497.71	1
8/12/2025	31171	Shredding Solutions, Inc.	33.00	1
8/12/2025	31172	STAPLES	114.24	1
8/12/2025	31173	STAPLES	257.08	1
8/12/2025	ACH 8/12/25	Corporate Payment Systems	10,283.71	1
8/12/2025	ACH 8/12/25 Adjus	Corporate Payment Systems	0.20	1
8/14/2025	31174	Bridget Burnhisel, Tax Collector	1,345.10	1
8/14/2025	31175	Debbie Lupold, Treasurer	446.19	1
8/14/2025	31176	MRI Software, LLC	11,820.21	1
8/14/2025	31177	MRI Software, LLC	34.10	1
8/14/2025	31178	MRI Software, LLC	9.00	1
8/14/2025	31179	Pillar Aught LLC	100.00	1
8/14/2025	31180	Serratelli, Schiffman, Goldberg & Brown, PC d/b/a Serratelli Schiffman	725.00	1
8/15/2025	31181	Baric Scherer LLC	1,780.50	8
8/15/2025	ACH 8/15/25	Stock Garber and Associates, Inc	2,100.00	1
8/18/2025	31182	Purchase Power	244.37	1
8/18/2025	31183	STAPLES	265.34	1
8/18/2025	31184	United Concordia Insurance Co.	1,415.14	1
8/18/2025	31185	HOT FROG PRINT & MEDIA INC	811.68	1
8/18/2025	ACH 8/18/25	VOYA	5,008.68	1
8/20/2025	31186	Leaf	825.00	1
8/20/2025	31187	THE NELROD COMPANY	249.00	1
8/20/2025	ACH 8/20/25	Cigna Healthcare	56,310.15	1
8/21/2025	31188	Brightspeed	156.40	1
8/21/2025	31189	US Postal Service	2,000.00	1
8/25/2025	31190	Glo Fiber	180.00	1
8/25/2025	31191	THE NELROD COMPANY	2,739.00	1
8/25/2025	31192	Capital Blue Cross	156.84	1
8/26/2025	31193	Carlisle Area Chamber of Commerce	120.00	1
8/27/2025	31198	Column Software PBC	177.09	1
8/27/2025	31199	Mutual of Omaha	2,415.95	1
8/28/2025	31200	Comcast Business	275.12	1
8/29/2025	31201	Community Development	100.00	1
8/29/2025	31202	Demolition Fund	8,120.35	1
		<b>343 - RAOCC - Admin Project Account</b>	<b>176,341.62</b>	<b>67</b>
		<b>346 - RAOCC - Building Fund</b>		
8/04/2025	4255	PPL Electric Utilities, Inc.	168.59	1
8/05/2025	4256	WASTE CONNECTIONS OF PENNSYLVANIA	290.27	1

**Redevelopment  
Check Register  
August 2025**

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Check Date	Check#	Name	Check Amount	# Invoices Paid
8/13/2025	AUTOPAY 8/13/25	PPL Electric Utilities, Inc.	70.51	1
8/13/2025	AUTOPAY 8/13/25	PPL Electric Utilities, Inc.	204.32	1
8/25/2025	4257	RATT, Inc. DBA Orkin Pest Control	48.63	1
8/28/2025	AUTOPAY 8/28/25	PPL Electric Utilities, Inc.	664.72	1
8/28/2025	AUTOPAY 8/28/25	PPL Electric Utilities, Inc.	113.21	1
8/28/2025	AUTOPAY 8/28/25	PPL Electric Utilities, Inc.	34.04	1
8/28/2025	AUTOPAY 8/28/25	PPL Electric Utilities, Inc.	30.94	1
		<b>346 - RAOCC - Building Fund</b>	<b>1,625.23</b>	<b>9</b>
		<b>424 - RAOCC - Carlisle CDBG Funds</b>		
8/04/2025	15627	R/A Admin	2,197.73	1
8/04/2025	15628	R/A Admin	16.25	1
8/19/2025	15629	R/A Admin	323.39	1
8/19/2025	15630	R/A Admin	38.11	1
8/21/2025	15631	Hope Station Opportunity Area Neighborhood Council	5,576.10	1
		<b>424 - RAOCC - Carlisle CDBG Funds</b>	<b>8,151.58</b>	<b>5</b>
		<b>424 - RAOCC - Urban County CDBG</b>		
8/04/2025	34807	R/A Admin	13,064.45	1
8/04/2025	34808	R/A Admin	135.37	1
8/11/2025	34809	CT Land Services Company	3,000.00	1
8/14/2025	34810	Mount Holly Springs Borough	710.00	1
8/14/2025	34811	Mount Holly Springs Borough	904.74	1
8/14/2025	34812	Mount Holly Springs Borough	2,130.00	1
8/14/2025	34813	Mount Holly Springs Borough	355.00	1
8/14/2025	34814	Mount Holly Springs Borough	106.50	1
8/14/2025	34815	Mount Holly Springs Borough	177.50	1
8/19/2025	34816	R/A Admin	158.63	1
8/19/2025	34817	Baric Scherer LLC	136.50	1
8/19/2025	34818	R/A Admin	1,346.10	1
8/21/2025	34819	SMALL BUSINESS LENDING PROGRAM	70,000.00	1
8/21/2025	34820	LEMOYNE BOROUGH	2,867.71	1
8/21/2025	34821	LEMOYNE BOROUGH	4,378.41	1
		<b>424 - RAOCC - Urban County CDBG</b>	<b>99,470.91</b>	<b>15</b>
		<b>424 - RAOCC - Urban Cty Home</b>		
8/04/2025	2109	R/A Admin	2,690.88	1
8/04/2025	2110	R/A Admin	6.04	1
8/14/2025	2111	Tri-County Housing	24,569.59	1
8/19/2025	2112	R/A Admin	146.87	1
8/19/2025	2113	R/A Admin	17.31	1
8/19/2025	2114	Baric Scherer LLC	1,462.50	1
		<b>424 - RAOCC - Urban Cty Home</b>	<b>28,893.19</b>	<b>6</b>
		<b>424 - RAOCC - Urban Cty Home -ARP</b>		
8/04/2025	0387	R/A Admin	708.80	1
8/04/2025	0388	R/A Admin	10.41	1
8/19/2025	0389	R/A Admin	76.30	1
8/19/2025	0390	R/A Admin	8.99	1
		<b>424 - RAOCC - Urban Cty Home -ARP</b>	<b>804.50</b>	<b>4</b>
		<b>640 RAOCC-WHOLE HOMES REPAIRS</b>		
8/04/2025	1069	Bryan A. Bradley	11,300.00	1
8/04/2025	1070	Bryan A. Bradley	660.00	1
8/04/2025	1071	R/A Admin	1,218.50	1
8/07/2025	1072	Bryan A. Bradley	8,080.00	1
8/19/2025	1073	R/A Admin	564.26	1
8/19/2025	1074	R/A Admin	62.96	1
8/19/2025	1075	Column Software PBC	128.03	1
8/19/2025	1076	Baric Scherer LLC	117.00	1
8/21/2025	1077	Bryan A. Bradley	2,260.00	1
8/31/2025	1078	R/A Admin	1,185.40	1
		<b>640 RAOCC-WHOLE HOMES REPAIRS</b>	<b>25,576.15</b>	<b>10</b>
		<b>648-ESC EPA</b>		



Redevelopment  
Check Register  
August 2025

25

Check Date	Check#	Name	Check Amount	# Invoices Paid
8/13/2025	1003	EMPLOYMENT SKILL CENTER	6,650.00	1
8/13/2025	1004	R/A Admin	298.45	1
		<b>648-ESC EPA</b>	<b>6,948.45</b>	<b>2</b>

# Administration Income Statement

## RA Admin Income Statement and Budget

	August 2024			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
70100 Management Fee	184,593.21	192,206.25	(7,613.04)	356,206.18	383,412.50	(27,206.32)
70362 SUPP SERV'S FEES-THE FLATS @ FS	-	-	-	1,449.08	-	1,449.08
70366 Supportive Services-Riverton Woods	1,195.58	1,195.58	-	2,391.16	2,391.16	-
70368 Supportive Services-Shepherd's Crossing	852.09	854.17	(2.08)	1,568.46	1,708.34	(139.88)
70377 Supportive Services - Sporting Hill	393.99	675.00	(281.01)	1,217.13	1,350.00	(132.87)
71596 Coordinated Entry	9,169.13	5,071.67	4,097.46	9,169.13	10,143.34	(974.21)
70400 Other Operating Rcpts	4,191.00	833.33	3,357.67	7,441.00	1,666.66	5,774.34
70510 Conservatorship Income	35,255.74	-	35,255.74	35,255.74	-	35,255.74
70675 OTHER INCOME	633.39	-	633.39	633.39	-	633.39
70900 Grant Income	-	4,598.75	(4,598.75)	-	9,197.50	(9,197.50)
<b>70 Income</b>	<b>236,284.13</b>	<b>205,434.75</b>	<b>30,849.38</b>	<b>415,331.27</b>	<b>409,869.50</b>	<b>5,461.77</b>
71100 Interest Income	1,383.88	90.00	1,293.88	3,172.56	180.00	2,992.56
71510 Miscellaneous Income	-	-	-	3,289.00	-	3,289.00
71516 Application/Recording Fee Income	385.80	350.00	35.80	863.10	700.00	163.10
<b>71 Other Income</b>	<b>1,769.68</b>	<b>440.00</b>	<b>1,329.68</b>	<b>7,324.66</b>	<b>880.00</b>	<b>6,444.66</b>
<b>Revenue</b>	<b>238,053.81</b>	<b>205,874.75</b>	<b>32,179.06</b>	<b>422,655.93</b>	<b>410,749.50</b>	<b>11,906.43</b>
91000 Administrative Expense	1,791.29	-	(1,791.29)	3,045.57	-	(3,045.57)
91100 Salaries	97,223.13	109,804.46	12,581.33	166,005.09	200,030.77	34,025.68
91101 Payroll Taxes	6,995.81	14,034.92	7,039.11	15,190.38	23,391.54	8,201.16
91102 Health & Other Insurance	25,461.88	48,818.19	23,356.31	42,820.14	81,363.65	38,543.51
91103 Retirement	2,129.44	4,038.46	1,909.02	3,323.59	6,730.77	3,407.18
91104 Personnel Recruitment	504.43	416.67	(87.76)	1,211.32	833.34	(377.98)
91105 Staff Recognition	-	416.67	416.67	-	833.34	833.34
91119 Accounting Fees	-	-	-	-	-	-
91200 Auditing	-	-	-	105.00	-	(105.00)
91201 Website Design & Maintenance	-	-	-	-	-	-
91205 Legal Notices & Advertising	384.08	500.00	115.92	615.61	1,000.00	384.39
91207 Miscellaneous Shredding	33.00	125.00	92.00	33.00	250.00	217.00
91209 Printing	-	12.50	12.50	-	25.00	25.00
91210 Public Relations & Marketing	1,013.53	175.00	(838.53)	1,324.84	350.00	(974.84)
91211 Telephone	1,398.01	1,208.33	(189.68)	2,608.79	2,416.66	(192.13)
91212 Travel/Mileage	794.40	1,133.33	338.93	1,368.89	2,266.66	897.77
91213 Meetings Seminars & Training	835.86	1,083.33	247.47	2,199.60	2,166.66	(32.94)
91214 Occupancy	7,500.00	7,500.00	-	15,000.00	15,000.00	-
91216 Contracts & Agreements	22,611.79	17,033.00	(5,578.79)	30,632.01	35,391.00	4,758.99
91250 Professional Fee	43.10	395.83	352.73	43.10	791.66	748.56
91620 Administrative Expenses	896.00	574.00	(322.00)	1,781.00	1,148.00	(633.00)
91625 Office Supplies	2,990.27	2,083.33	(906.94)	3,982.88	4,166.66	183.78
91645 Postage	2,244.37	1,375.00	(869.37)	2,244.37	2,750.00	505.63
91655 Dues & Subscriptions	-	125.00	125.00	-	250.00	250.00
91700 Legal Expenses	3,055.50	2,917.00	(138.50)	4,630.50	5,834.00	1,203.50
91773 Janitorial Supplies	-	41.67	41.67	-	83.34	83.34
91962 Bank Fees	-	208.33	208.33	-	416.66	416.66
95602 Repairs & Maintenance - Uniforms	24.80	-	-	24.80	-	(24.80)
96110 Insurance Expense	13,674.90	8,750.00	(4,924.90)	51,542.75	17,500.00	(34,042.75)
96600 Grant Expenses	3,173.00	-	(3,173.00)	4,355.00	-	(4,355.00)
96601 IDD Bridge Funding Expense	1,411.00	-	-	1,411.00	-	(1,411.00)
97125 House Counseling Expense	-	41.67	41.67	-	83.34	83.34
<b>Expense</b>	<b>196,189.59</b>	<b>222,811.69</b>	<b>26,622.10</b>	<b>355,499.23</b>	<b>405,073.05</b>	<b>49,573.82</b>
<b>Net Income / ( Loss)</b>	<b>41,864.22</b>	<b>(16,936.94)</b>	<b>58,801.16</b>	<b>67,156.70</b>	<b>5,676.45</b>	<b>61,480.25</b>

# Administration

## Balance Sheet

Admin Balance Sheet		Year to Date July 2025
11100	Cash - Operating Checking	510,662.96
11120	Cash - Savings - Operating	92,725.01
<b>11</b>	<b>Cash</b>	<b>603,387.97</b>
12100	Accounts Receivable - Interfunds	290,520.08
<b>12</b>	<b>Receivables</b>	<b>290,520.08</b>
13101	CD Account	-
<b>13</b>	<b>Investment Accounts</b>	<b>-</b>
14210	Prepaid Insurance	10.00
<b>14</b>	<b>Prepaid</b>	<b>10.00</b>
17154	L/R - Citrus Grove	190,994.62
<b>15</b>	<b>Adv Rec</b>	<b>190,994.62</b>
<b>Asset</b>		<b>1,084,912.67</b>
31200	Accounts Payable	1,500.77
31220	Accounts Pay-Audit	-
<b>31</b>	<b>Payables</b>	<b>1,500.77</b>
35400	Accrued Comp Abs LT	160,515.30
<b>32</b>	<b>Accrued Expenses</b>	<b>160,515.30</b>
34507	PR WH - Life/LTD/STD INS	(444.11)
34509	PR W/H 457 Plan	4,975.76
34511	Accrued Payroll Taxes	-
34514	PR WH - FSA	164.91
34515	PR WH - Dental Insurance	945.99
34516	PR WH - Vision Insurance	169.76
34517	PR W/H Health Insurance	23,974.07
<b>34</b>	<b>Other Liabilities</b>	<b>29,786.38</b>
<b>Liability</b>		<b>191,802.45</b>
50810	Retained Earnings	893,110.22
<b>50</b>	<b>Retained Earnings</b>	<b>893,110.22</b>
<b>Equity</b>		<b>893,110.22</b>



**Mikayla Kitchen**  
*Assistant Director of the  
 Redevelopment Authority*

## **CDBG / HOME**

- We held a CDBG Open House on Thursday, August 28<sup>th</sup>. Another Open House is planned for October 15<sup>th</sup>.
- Hope House has applied for a HOME grant to renovate a former business into transitional housing for women escaping domestic violence.
- We are exploring the possibility of using remaining HOME funding for rehabilitation of blighted properties into single-family First-Time Homebuyer opportunities.

## **Demolition Fund**

- A bid tab for 1116 Second Street, Enola, PA, 17025 is included in Board Action.

## **Blighted Property Reinvestment Board**

- Five municipalities are currently participating with six properties in the blight process.
- I'll be meeting with South Middleton Township on the 25<sup>th</sup> to discuss how they can get involved.

## **Whole Home Repairs Program**

- Since the program's beginning, we have completed 26 home repair projects and have eight currently in progress.
- Three homeowners have applied for a secondary grant and 30 remain on the waiting list.

## **Streetview Grant and Loan Program**

- I am working with Art of Pie Café in Shippensburg to finalize a grant application.

## **Down Payment Closing Cost Assistance Program**

- 16 cases in 2025; 15 completed and one awaiting closing on the 29<sup>th</sup>.

## **Emergency Repairs Program**

- One Emergency Repair project was submitted for and completed so far in 2025.

**Emergency Solutions Grant**

- Final cost expenditures have been submitted from our offices; we are awaiting approval and award.

**Other**

- An LSA Grant was submitted for \$93,862.44. Announcements are anticipated next September.
- We sold out of our initial 125-ticket allowance for our conference on September 23<sup>rd</sup> and have bumped the attendance to 160. We now have 15 tickets remaining before selling out again.



Better Places, Better Lives

## PUBLIC FAMILY HOUSING

Dallas Wertz  
Property Manager

### REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND Housing Management Division

Month Ending: August 2025

#### Tax Credit Division

Building	# of Units	Vacancies	Waiting List /PBV
American House	16	3	219
Brethren House	5	0	36
Enola Chapel	6	1	4
Newport Hotel Senior	13	0	72
Newport Square	11	3	145

#### Buildings w/Commercial Spaces

Building	Commercial Space Leased by:
Newport Hotel	Newport Senior Center
Newport Hotel	Humble Stitch
Newport Square	Commercial Property (Vacant July1, 2024)
Newport Square	Perry County Council of the Arts

\*\*\*\*\*

Respectfully Submitted,  
Dallas Wertz  
Property Manager

**RESOLUTION 2025-5**  
**AUTHORIZING APPROVAL OF SMALL PURCHASES UNDER \$10,000**

WHEREAS, the Redevelopment Authority of the County of Cumberland (the “Authority”) is required to make purchases and enter into contracts from time to time to carry out its programs and operations; and

WHEREAS, the Authority has determined that establishing clear authorization for routine small purchases will increase efficiency while maintaining appropriate fiscal oversight; and

WHEREAS, the Authority has a procurement policy which permits small purchases under \$10,000 to be made without formal competitive bidding; and

WHEREAS, the Board of Directors finds it to be in the best interest of the Authority to delegate approval of such small purchases to the Executive Director, to require Board approval for larger purchases, and to provide limited authority to designated Directors to execute documents on behalf of the Authority with the Executive Director’s approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Redevelopment Authority of the County of Cumberland, as follows:

- The Executive Director is hereby authorized to approve and execute purchases, contracts, or agreements with a total value not to exceed **Ten Thousand Dollars (\$10,000)** per transaction.
- All purchases, contracts, or agreements with a total value **greater than Ten Thousand Dollars (\$10,000)** shall require prior approval of the Board of Directors of the Redevelopment Authority of the County of Cumberland.
- The Executive Director is further authorized, at their discretion, to designate Directors of the Authority to execute documents on behalf of the Authority, provided such delegation is expressly approved in writing by the Executive Director for each instance.
- This Resolution shall take effect immediately upon adoption.

Resolved by the Authority this 18th day of September 2025.

ATTEST: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_  
 Louis R Martin

BID TABULATION SHEET

Date: 9/10/25  
Time: 10am

Contract: WH-034

Owner: Lucinda Snowberger  
Address: 189 Faith Circle  
Carlisle, PA 17013

Bidders	Bid Amount	Grant Amount
Austin Bradley 141 Farm Rd. Newville, PA 17241	\$21,000.00	
Harvey Landis 3815 Sullivan St. Mechanicsburg, PA 17050	No bid	
Reliable Maintenance 601 Mountain Rd. Marysville, PA 17053	No bid	
GRD Pro Contractors PO Box 212 Mechanicsburg, PA 17055	\$21,000.00	\$24,950.00
Paul Davis 621 Lowther Rd. Lewisberry, PA 17339	No bid	
The Handy Worx 521 N. 2nd St. Wormleysburg, PA 17043	No bid	
Kemar, Inc. P.O. Box 7477 Steelton, PA 17113	No bid	
SJ Remodeling Co. 5060 Ritter Rd. Ste. A1 Mechanicsburg, PA 17055	No bid	

Work Items: Roof leak repair, install walk-in shower, repair electrical issues in bathroom, install new flooring in bathroom, move washer and dryer from basement to first floor, and add baseboard heat to first floor rear room.



\*\*\*Both contractors are well qualified to perform work on the project and both have done several projects for the Authority. The homeowner was presented with the bid results and chose to have GRD Pro perform the work.

In House Cost Estimate: \$23,000.00



201 North Front St, 1st Floor  
Harrisburg, PA 17101  
Office : 717.231.3604  
Fax : 717.412.7349  
September 10, 2025

Board of Directors  
Redevelopment Authority of the County of Cumberland  
114 North Hanover Street  
Carlisle, PA 17013

**Re: Request for Loan Extensions – American House**

Dear Members of the Board:

On behalf of Tri-County Housing Development Corporation, which owns American House, I am writing to respectfully request five-year extensions on both loans currently held with the Redevelopment Authority of the County of Cumberland.

As of the 2024 audit, American House will receive a “Going Concern” notation due to liabilities exceeding current assets. Without extension, the financial condition of the property could be jeopardized and impact continued service to the community.

The loan details are as follows:

- **Second lien on the property – \$171,900**  
Principal payments of \$3,440 were scheduled to begin October 1, 2011, with the remaining principal balance due October 1, 2026.  
**Requested extension: New maturity date October 1, 2031, with principal balance due, no payments until principal due.**
- **Third lien on the property – \$161,023**  
Monthly principal payments were scheduled to begin October 1, 2026, or when the PHFA mortgages are paid in full (which has not yet occurred). The remaining balance is due October 1, 2041.  
**Requested extension: New maturity date October 1, 2046, with principal balance due, no payments until principal due.**

We respectfully request that the Authority approve these five-year extensions. This additional time is critical to allow Tri-County Housing Development Corporation to finalize a long-term financial plan for American House.

We greatly value our longstanding partnership with the Redevelopment Authority and appreciate your consideration of this request.

Sincerely,

Gary Lenker, Executive Director  
Tri-County Housing Development Corporation

**TriCoHousing.com**



*Better Places, Better Lives*

**Mikayla Kitchen**  
Assistant Director of the  
Redevelopment Authority

We are seeking approval and award of a Demolition Fund contract to A.L.O. Lawn Design, Inc. for the demolition of all structures at 1116 Second Street, Enola, PA 17025.

Bidder Name	<b>A.L.O. Lawn Design, Inc.</b>	<b>Weber Trucking and Excavating</b>
Total Project Cost	\$18,800.00	\$19,500.00
Total Award (total less 25% match)	\$14,100.00	\$14,625.00

Scope: Remove completely all structures on the property identified as 1116 Second St. Enola, PA 17025, including a blighted residential structure and a shed.