

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: March 19, 2026, 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: Marlene Palmer, Matt Tuckey, Brandon Motuk, Mycenea Worley, and Taryn Walters

Board Member Absent: none

Public Attending: Mark Bishop

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

The Housing Authority Board Meeting was called to order by M. Kuna at 12:03 pm.

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

M. Kuna introduced the newest Housing Authority Board Member, Mycenea Worley. M. Worley spoke a few moments regarding her work history. M. Kuna advised the Board that we needed to elect a Chairman, Vice-Chairman and a Treasurer. She asked if any Board Member would like to self-nominate for any of the positions. M. Worley volunteered to be Chairman, T. Walters volunteered to be Vice-Chairman and B. Motuk said he would be Treasurer. M. Palmer made a motion to approve M. Worley as Chairman, T. Walters as Vice-Chairman and B. Motuk as Treasurer, second by B. Motuk. Motion carried

Public Comment - None

Approval of Minutes from February 19, 2026- M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes from February 19, 2026, second by M. Tuckey. Motion carried.

List of Expenditures for February 2026- K. Kessler advised the Housing Authority Board that the List of Expenditures for February 2026 were routine operation and grant expenses. M. Palmer made a motion to approve the List of Expenditures for February 2026 as presented, second by T. Walters. Motion carried.

Reports from the Treasurer – K. Kessler reviewed several items on the Public Housing Income Statement for February 2026. Dwelling Rental was below Budget in February but above Budget year-to-date. Administration was over Budget in February and year-to-date due to Contracts and Agreements. Payments to our old IT company and to the new IT company were made in

February. Utilities were under Budget in February and year-to-date. K. Kessler stated she may pull from Capital Fund to cover some projects.

Management Reports -Executive Director –M. Kuna briefed the Board on projects and activities for February 2026. Working on upgrading equipment for staff with our IT company, doing training with staff every other month and upper-level management quarterly meetings, and moving Public Housing staff to the 114 Hanover Street location in April.

Section 8 Housing Choice Voucher Report – B. Shull stated that they pulled 84 names from the waiting list and received 40 responses. Staff are in the process of doing intake with the applicants who responded. She stated that there has been more interest in the FSS (Family Self-Sufficiency) Program. Currently there are four (4) families enrolled in the program.

Housing Programs (HSN) – K. Crawford gave a brief updated. She stated the HSN staff is currently serving forty (40) households.

One household has provided notice to both the program and the landlord of the intent to move out in March 2026 to provide care for an elderly family member. The household will also be inheriting the home, which will offer long-term stable housing for the household. They have been in our program since 2019.

By Name List Stats

Key: **Previous month (): (February 2026 numbers)**

In Cumberland County, number of households on the By Name List as of **March 12, 2026:** 247 **(288)**

Adults: 206 **(236)**

Adults and Children: 40 **(52)**

In Perry County, number of households on the By Name List as of **March 12, 2026:** 15 **(22)**

Adults: 8 **(16)**

Adults and Children: 7**(6)**

Housing Management Report – T. Brown gave an update on Public Housing. There are 1,637 on the waiting list for Public Family Housing and 451 for Public Senior. They plan to re-open the waiting list in the future. HUD has approved eleven (11) units to be offline for extensive remodeling, and she is requesting an additional four (4) units to go offline for remodeling. There are three (3) pending lease signings for March.

Maintenance Report – G. Bigler gave a brief report on maintenance at the properties.

- Public Housing - Year to Date –Total Work Orders Received: 267
- OWP - Year to Date – Total Work Orders Received: 85
- Tax Credit- Year to Date – Total Work Orders Received: 1
- There was no preventive maintenance performed in February.
- Waiting to hear from contractors regarding the windows for Two West Penn and the Public Family Housing playgrounds.

Board Actions

- ❖ **Approve the 2026 Annual PHA Plan** – T. Walters made a motion to approve the 2026 Annual PHA Plan as presented, second by B. Motuk. Motion carried.
- ❖ **Approve Insurance Renewal: Automobile, Property & General Liability** – M. Plamer made a motion to approve the Property and General Liability coverage with Terrorism and Automobile for 2026 to 2027 for a total amount of \$117,179, second by T. Walters. Motion carried.
- ❖ **Award the Legal Service Contract** - M. Kuna reviewed the RFP process for the Legal Service Contract and put forth the staff's recommendation to approve the award of a five (5) year contract of legal services to Baric Shearer LLC. B. Motuk made a motion to award the Legal Service Contract to Baric Shearer LLC for five years, second by M. Palmer. Motion carried.
- ❖ **Discussion & Possible motion – Community Cares Lease Renewal** - M. Kuna said we are going to table this item.

General Discussion – None

Adjournment of Housing Authority – The Housing Authority Board Meeting was adjourned at 12:41pm by Chairman M. Worley.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: April 16, 2025

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: March 19, 2026, 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, Brandon Motuk,

Board Members Absent: Louis Martin and Ginny Mowery

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

Public Attending: Marlene Palmer and Matt Tuckey

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:41 pm.

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

Public Comment – None

Approval of Minutes from February 19, 2026 – B. Motuk made a motion to approve the Redevelopment Authority Board Meeting minutes from February 19, 2026, second by T. Walters. Motion carried.

List of Expenditures for February 2026 – K. Kessler advised the Redevelopment Authority Board the List of Expenditures for February 2026 were routine operation and grant expenses. T. Walters made a motion to approve the List of Expenditures for February 2026 as presented, second by B. Motuk. Motion carried.

Report of Treasurer – K. Kessler reviewed the income statement for February 2026. She stated that the revenue for February and year-to-date were below Budget and the expenses for February and year-to-date were below Budget.

Management Reports – Executive Director –M. Kuna gave an update to the Board on actives and projects. M. Kuna has been working on the by-laws for the CCHRA Boards and the AHTF Board, talking with New Cumberland Borough on how we can assist them, and researching how to handle the loans for the tax credit properties.

Community Development Report – M. Kitchen reviewed current projects being handled by Community Development.

- CDBG applications under review; we received 22 this year. We will be offering individualized feedback sessions to any applicant who wants one.

- Working through two HOME applications to get approved by Commissioners – Hope House and Mountain Creek.
- Whole Home Repairs Program - we have completed 33 home repair projects and have eight currently in progress.
- Owner Occupied Rehabilitation (OOR) - Working with Newville Borough and EDA to offer OOR to residents. At the end of the year, the remaining applicants on the waiting list from Whole Home Repair Program will be moved to the OOR program.
- Demolition Fund – One (1) new application
- Blighted Property Reinvestment Board – One (1) new referral located on Timber Road.
- Down Payment Closing Cost Assistance Program - Three (3) cases are going to closing/settlement in March.
- Events & Outreach -Continuing with our Housing Choice Voucher Happy Hours in late March, planning another Party on Pitt this summer, and have reached our sponsorship goal for the Housing Forum on May 19; general registration is now open.

Board Action

- ❖ **Window replacement for 114 Hanover Street** – T. Walters made a motion to approve the window replacement for 114 Hanover Street and to have M. Kuna execute all the documents, second by B. Motuk. Motion carried.
- ❖ **Approve Bid Tab WH-039A** – B. Motuk made a motion to award Bid Tab WH-039A to Austin Bradley for \$24,450.00 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by T. Walters. Motion carried.
- ❖ **Approve Insurance Renewal: Automobile, Property & General Liability** – T. Walters made a motion to approve the Property and General Liability coverage with Terrorism and Automobile for 2026 to 2027 for a total amount of \$117,179, second by B. Motuk. Motion carried.
- ❖ **Award the Legal Service Contract** - M. Kuna reviewed the RFP process for the Legal Service Contract and put forth the staff’s recommendation to approve the award of a five (5) year contract of legal services to Baric Shearer LLC. B. Motuk made a motion to award the Legal Service Contract to Baric Shearer LLC for five years, second by T. Walters. Motion carried.
- ❖ **Approve Cooperation Agreement Newport Senior Apartments LP & Redevelopment Authority** – T. Walters made a motion to approve the Cooperation Agreement Newport Senior Apartments LP & Redevelopment Authority as presented, second by B. Motuk. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authority – The Redevelopment Authority Board was adjourned at 1:05 pm by Vice-Chairman M. Bishop.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: April 16, 2026