

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 17, 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: Taryn Walters, Marlene Palmer, Brandon Motuk, and Mycenea Worley

Board Member Absent: Matt Tuckey,

Public Attending: Tim Horstmann, Bret Shaffer, Amy Moreno, Madalyn Sanders and Dr. Amber Borreli

Attending: Solicitor Dave Baric, Cumberland County Commissioner Liaison Jean Foschi, Mikayla Kitchen, Mary Kuna, Kellie Crawford, Kira Kessler, Becky Shull, and Cindy Wise.

The Housing Authority Board Meeting was called to order at 12:00 pm by Chairperson T. Walters.

Roll call – We had a quorum.

Public Comment - None

Approval of Minutes from August 20, 2026- M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes of August 20, 2026, as presented, second by M. Worley. Motion carried.

List of Expenditures for August 2026- K. Kessler reviewed the August 2026 List of Expenditures and noted a few items of interest. Constellation Energy Efficiency was a bill received late, Lobar Associated Inc. was for windows that were replaced at Two West Penn, and Credit Bureau of York was a returned check because they have decided not to do collection services. The other operation expenses and grants are routine for the month. M. Palmer made a motion to approve the List of Expenditure for August 2026 as presented, second by B. Motuk. Motion carried.

Reports from the Treasurer – K. Kessler discussed with the Housing Authority Board members about reporting the financials one month behind, example October Board meeting she would present the financials for August and in November she would present the September financials. Doing this, finance would provide complete and accurate financial data. Currently the data is incomplete on the reports because they usually have not closed out the prior month and will

need to adjust for invoices received late. This involves the income statements and balance sheets for Public Housing. The Housing Board agreed that reporting finances one month behind will be fine.

K. Kessler reviewed the revised July income statement and a revised August income statement that showed prior and current months. The Board liked the new format of the August income statement.

Management Reports -Executive Director – M. Kuna stated that HUD’s grant for Family Self-Sufficiency is open. She is working with a grant writer to apply for the funds. M. Kuna stated that the Weatherization Assistance program covers mobile homes, which is an area we do not cover. B. Shull is advising Section 8 landlords about this program.

Section 8 Housing Choice Voucher Report – B. Shull advised the Board that we have used \$7,433,168 HAP of the \$10,607,533 HAP awarded for 2026. Clients have advised that they are receiving rent increases between \$200 to \$300 dollars. With the rents going up it will cost more awarded funds, and we may not be able to lease more vouchers due to low funds.

Housing Programs (HSN) – K. Crawford stated that there were three (3) new enrollments of Rapid Rehousing and One (1) Rapid Rehousing termination effective the end of September.

By Name List Stats

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

In Cumberland County, number of households on the By Name List as of: September 8, 2026: 424 (376).

Adults: 347 (315)

Adults and Children: 72 (57)

In Perry County, number of households on the By Name List as of: September 8, 2026; 20 (18)

Adults: 10 (9)

Adults and Children: 10 (9)

Housing Management Report – B. Shull announced that Sherritta Evans is the new Public Housing Property Manager and she will be attending the meeting next month. Chestnut Commons will be at full capacity by the end of September. Staff are working on turning vacant units around for occupancy. Goal is 30 days after the unit is vacated to have it ready for occupancy.

Maintenance Report – M. Kuna gave an update for August 2026.

- Public Housing - Total Work Orders Received: 101 Completed: 93

Staffing turnover has caused delays with turning over units for occupancy. Staff are looking into having a 3rd party inspecting units prior to our HUD inspections. The 3rd party may see things that we need to do for the inspection that may have been overlooked. B. Motuk suggested that the tenants do self-inspections for their units via video, pictures, or team meetings. B. Shull stated they did that during COVID, and it was successful.

Board Actions – There were no Board Actions for the month.

General Discussion – none

Adjournment of Housing Authority – T. Walters adjourned the Housing Authority Board meeting at 12:31 pm.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: October 15, 2026

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 17, 2026, at 219 N. Pitt Street, Carlisle, PA 17013 via Zoom - <https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWdHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Sambasiva Reddy Ellanki, Ginny Mowery, Brandon Motuk, and Taryn Walters.

Board Members Absent: Sarah Williams

Attending: Solicitor Dave Baric, Cumberland County Commissioner Liaison Jean Foschi, Mikayla Kitchen, Mary Kuna, and Cindy Wise.

Public Attending: Mycenea Worley, Tim Horstmann, Bret Shaffer, Amy Moreno, Madalyn Sanders and Dr. Amber Borreli

The Redevelopment Authority Board Meeting was called to order by Chairman S. Ellanki at 12:33 pm.

Roll Call- A quorum was present.

Public Comment – None.

Approval of Minutes from August 20, 2026 – T. Walters made a motion to approve the Redevelopment Authority Board meeting minutes from August 20, 2026, second by B. Motuk. Motion carried.

List of Expenditures for August 2026 – K. Kessler reviewed the List of Expenditures for the Redevelopment Authority for August 2026. She stated the large check to Borough of Carlisle was CDBG funds we are returning to Borough of Carlisle since they are now managing their CDBG programs. The rest of the expenses were routine operating and grant monthly expenses. B. Motuk made a motion to approve the List of Expenditures for August 2026 as presented, second by T. Walters. Motion carried.

Reports from the Treasurer – K. Kessler discussed with the Redevelopment Authority Board members about reporting the financials one month behind, example October Board meeting she would present the financials for August and in November she would present the September financials. Doing this, finance would provide complete and accurate financial data. Currently the data is incomplete on the reports because they usually have not closed out the prior month and will need to adjust for invoices received late. This involves the

income statements and balance sheets for Administration Finance. The Redevelopment Authority Board agreed that reporting finances one month behind will be fine.

K. Kessler reviewed the revised July income statement and a revised August income statement that showed prior and current months. The Board liked the new format of the August income statement.

Management Reports – Executive Director – M. Kuna advised the Redevelopment Authority Board that she will not be proposing any new staff positions. She met with the County’s Chief Clerk to review several grant programs and to discuss future opportunities. Both parties agreed they need to meet more frequently to discuss programs and opportunities in the county.

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

- *CDBG / HOME*- We are in the public comment period of our Consolidated Annual Performance and Evaluation Report (CAPER) for PY25. It will be presented to the Cumberland County Commissioners on September 23rd for acceptance.
- Staff are planning a Thank You event for our Housing Choice Voucher landlords.

Board Action

Old Business

- **Resolution – Tax Exempt Financing -Carlisle Senior Housing Association** – B. Motuk made a motion to approve the Resolution – Tax Exempt Financing – Carlisle Senior Housing Association, second by G. Mowery. Motion carried.
- **Conservatorship Resolution Wertzville Road** – This is a place holder, and we will discuss at a future date.

New Business

- **Approve Bid tab WH-043** - T. Walters made a motion to award bid tab WH-043 to Austin Bradley for \$13,100.00 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by B. Motuk. Motion carried
- **Approve Bethany House LSA Resolution** – T. Walters made a motion to approve the resolution to apply for a grant on behalf of Bethany House from Statewide Local Share Assessment grant of \$265,200 from the Commonwealth Financing Authority to be used to acquire and predevelopment of a building to house women facing homelessness, second by B. Motuk. Motion carried.
- **Consideration and Approval of Strategic Planning and Leadership Development Proposals** – the Redevelopment Authority Board agreed to table this item until 2027.

General Discussion – None

Adjournment of Redevelopment Authority – S. Ellanki adjourned the Redevelopment Authority Board meeting at 1:21 pm.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: October 15, 2026