

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

Meeting: April 16, 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: Matt Tuckey, Brandon Motuk, and Taryn Walters

Board Member Absent: Marlene Palmer and Mycenea Worley,

Public Attending: Louis Martin

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

The Housing Authority Board Meeting was called to order by Vice-Chairman T. Walter at 12:01 pm.

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

Public Comment - None

Chad Porter from Smith Marion reviewed the 2025 Housing and Redevelopment Authorities Audit. He said the Housing Authority Audit was completed in January 2026 and the Redevelopment Authority was completed in the beginning of March 2026. The goal is to have both audits completed in December this year. For the Housing Authority, starting with the 2026 Audit, any interest earned on Government money needs to be returned to HUD each year. This rule has been in the books for a long time but was never enforced. HUD just sent a letter out after our Audit was complete, saying that they were starting to enforce this rule. There were no issues discovered during the audits and he stated that the finance staff did a great job.

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

List of Expenditures for March 2026- K. Kessler advised the Housing Authority Board that the List of Expenditures for March 2026 was routine operation and grant expenses. M. Tuckey made a motion to approve the List of Expenditures for March 2026 as presented, second by B. Motuk. Motion carried.

Reports from the Treasurer – K. Kessler reviewed the Income Statement for Public Housing. Dwelling Rental for March was on Budget but the total Revenue for March was under Budget but year-to-date Revenue is over Budget. Under Expenses, the following were all over Budget, Utilities, Maintenance, Tax, Insurance & Security. For March and year-to-date we had a loss.

Management Reports -Executive Director –M. Kuna briefed the Board on projects and activities for March 2026. Public Housing staff are at 114 N. Hanover office now and everything is going smoothly. Working on gathering and putting together housekeeping kits for Public Housing clients. We will be giving housekeeping classes and handing out the kits to new tenants. No chemicals will be in the kits. Had a Lunch and Learn for staff in March and our Homeless and Special Needs staff did a presentation.

Section 8 Housing Choice Voucher Report – B. Shull stated that they have been doing small pulls of names from the waiting list to fill open vouchers due to tenant attrition. This is due to termination from clients passing away, voluntarily leaving the program, moving to a nursing facility and porting out to another county. We will be receiving five (5) additional HUD - VASH vouchers (HUD-Veterans Affairs Supportive Housing).

Housing Programs (HSN) – K. Crawford gave a brief update. She stated the HSN staff is currently serving the following households: PSHC: 37; Supportive Living (case management only) with HCV: 5; RRH: 4 (PUSH Referrals in process for one bedroom unit in Cumberland and 3 one bedrooms for either Cumberland or Perry Counties.)

PSH Success Highlights:

- One (1) participant has remained stably housed through our program since 2019, demonstrating a significant reduction in hospital visits while maintaining consistent engagement with essential mental health services through case management. These combined efforts have effectively prevented a return to homelessness and promoted long-term stability.

By Name List Stats

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

In Cumberland County, number of households on the By Name List as of **April 13, 2026: 240 (247)**

Adults: 205 (206)

Adults and Children: 33 (40)

In Perry County, number of households on the By Name List as of **April 13, 2026: 18 (15)**

Adults: 10 (8)

Adults and Children: 8 (7)

Housing Management Report – T. Brown gave an update on Public Housing. At the end of the week, several names will be pulled off the waiting list and contacted. In May the waiting list will be opened. Of the 26 units offline, 14 units will be available for leasing between May 1, and June 1, 2026. HUD approved the four (4) additional units we want to take offline for rehab. Three leases are pending and move in will begin in May and June.

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

- Public Housing - Total Work Orders Received for March: 131; Completed 123
- OWP - Total Work Orders Received for March: 69; Completed 68
- Tax Credit- Total Work Orders Received for March: 4; Completed 3

- There was no preventive maintenance performed in March due to working on rehab of the off-line units in Public Housing.
- The Public Family Housing playgrounds will be completed by the end of this week.
- Replacement windows for Two West Penn will start on May 18, 2026

Board Actions

- **Approve the 2025 Housing Authority Audit Results** – B. Motuk made a motion to approve the 2025 Audit report for the Housing Authority as presented by C. Porter, second by M. Tuckey. Motion carried.
- **Approve the Revisions 3.12.22 to the Housing Authority Bylaws** – M. Tuckey made a motion to approve the Revision 3.12.26 to the Housing Authority Bylaws as presented, second by B. Motuk. Motion carried.
- **Approve Revised Access to Public Records Policy** – B. Motuk made a motion to approve the revised Access to Public Records Policy for the Housing Authority as presented, second by, M. Tuckey. Motion carried.
- **Approve Capital Fund Program Amendment 2026** - M. Tuckey made a motion to approve the Capital Fund of \$617,412, second by B. Motuk. Motion carried.
- **Approve Public Housing Write-Offs through March 2026** – M. Tuckey made a motion to approve the Public Housing write offs through March 2026 for \$71,386.32 and to turn them over to a collection agency, second by B. Motuk. Motion carried.
- **Carlisle C.A.R.E.S. Lease** - M. Tuckey made a motion to approve ten (10) year lease with Carlisle C.A.R.E.S. as presented, second by B. Motuk. Motion carried.
- **219 N. Pitt Connections Space Agreement with Central PA Family Support Services** – B. Motuk made a motion to approve a license for one (1) year with Central PA Family Support Services to use 219 N. Pitt Street for one-on-one counseling at nights, weekends, or during the day, but CCHRA meetings will be first priority, second by M. Tuckey. Motion carried.

General Discussion – A Board Member asked if the interest on HUD money is always very high like in 2025. K. Kessler said no, that in 2025 money was set aside in a CD for a roofing project in Public Family Housing and it incurred a large sum of interest. Going forward, they will not put HUD money in any interest yielding account, and it will be marked on the financial statements as HUD interest liability, so we can return it to HUD at the end of the year.

Adjournment of Housing Authority – B. Motuk made a motion to adjourn The Housing Authority Board Meeting at 12:54 pm by second by M. Tuckey. Motion carried.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: May 21, 2026

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 16, 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, Brandon Motuk, Louis Martin and Ginny Mowery

Board Members Absent: None

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

Public Attending: none

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:54 pm.

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

Public Comment – None

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

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

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

Management Reports – Executive Director –M. Kuna gave an update to the Board on activities and projects. Volunteer staff will be manning a table at the Domestic Violence Services' Healing Through Art event as part of Child Abuse Awareness Month. We reached our sponsorship goal for the Housing Forum on May 19; general registration is now open. Met with our 457 Plan consultant and were advised the Plan is doing very well. The consultant will talk to staff at a May 27th meeting. M. Kuna is going to review our procurement policy and then set up a separate Procurement policy for Housing Authority and Redevelopment Authority since they have different needs for procurement. She is also working on more training for the staff.

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

CDBG / HOME - Cumberland County received \$1,246,048 in CDBG funds and \$551,846.93 in HOME funds for the 2026 program year. CDBG applications are now under review to make recommendations for approval/denial to the Commissioners.

Working through three (3) HOME applications to get approved by Commissioners. Working on completing a \$500,000 HOME application to DCED for Perry County owner-occupied rehabilitation projects.

Whole Home Repairs Program – We have completed 33 home repair projects and have nine (9) currently in progress. Program closing at the end of 2026.

Owner Occupied Rehabilitation will re-open in 2027. We will be taking/offering the remaining waiting list from Whole Home Repairs Program the OOR first.

Streetview Grant and Loan Program- One (1) new applications; to bring before the Board next month.

Down Payment Closing Cost Assistance Program (DPCC) - One (1) DPCC going to settlement/closing April 16th. And there are three (3) new applications to process.

Board Action

- **Approve the 2025 Redevelopment Authority Audit Results** - B. Motuk made a motion to approve the 2025 Audit report for the Redevelopment Authority as presented by C. Porter, second by T. Walters. Motion carried.
- **Approve the Revision 3.12.22 to the Redevelopment Authority Bylaws** – T. Walters made a motion to approve the Revision 3.12.26 to the Redevelopment Authority Bylaws as presented, second by G. Mowery. Motion carried.
- **Ratify Termination Agreement with the Borough of Carlisle CDBG** – T. Walters made a motion to ratify Termination Agreement with the Borough of Carlisle CDBG effective June 30, 2026, second by G. Mowery. Motion carried.
- **Approve Revised Access to Public Records Policy** - B. Motuk made a motion to approve the revised Access to Public Records Policy for the Redevelopment Authority as presented, second by, T. Walters. Motion carried.
- **Approve Bid tab WH-038A** – T. Walters made a motion to award Bid Tab WH-038A to Austin Bradley for \$24,950.00 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by B. Motuk. Motion carried.
- **Ratify Change Order WH-033** - G. Mowery made a motion to approve the change order for WH-033 for \$22,900 to make the new contract amount \$24,100, second by T. Walters. Motion carried.

- **Ratify March 2026 Downpayment and Closing Cost** – B. Motuk made a motion to ratify the Downpayment and Closing Cost Grants for March 2026 as presented to the Board, second by T. Walters. Motion carried.
- **7 Adams Street LLC loan for \$200,000** – T. Walters made a motion to approve a 5-year non-interest loan using re-purposed COVID money from the County for affordable housing and the for-profit LLC will make 59 monthly repayments of \$1,100 and one (1) balloon payment of 135,100, second by G. Mowery. Motion carried.
- **Resolution 2026-1 Conservatorship Carlisle** – B. Motuk made a motion to approve as presented Resolution 2026-1 Conservatorship of 156 S. West Street, Carlisle, second by G. Mowery. Motion carried.
- **Resolution 2026-2 Conservatorship Lemoyne** – T. Walters made a motion to approve as presented Resolution 2026-2 Conservatorship of 240 Clark Street, Lemoyne, second by B. Motuk. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authority – The Redevelopment Authority Board was adjourned at 1:13 pm by Chairman L. Martin.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: May 21, 2026