

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 20, 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 and Bret Shaffer

Attending: Solicitor Dave Baric, Cumberland County Commissioner Liaison Jean Foschi, Mikayla Kitchen, Mary Kuna, George Bigler, Kellie Crawford, 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 July 16, 2026- M. Palmer made a motion to approve the Housing Authority Board Meeting minutes from July 16, 2026, as presented, second by B. Motuk. Motion carried.

List of Expenditures for July 2026- M. Kuna advised the Board that during the month of July, the List of Expenditures for July 2026, were routine operating and grant expenses. B. Motuk made a motion to approve the List of Expenditures for July 2026 as presented, second by M. Palmer. Motion carried.

Reports from the Treasurer – M. Kuna shared the following information regarding Public Housing.

- Subsidy draw was the max HUD would allow.
- Salaries were low as we billed actual and budget was an estimate.
- Contracts & Agreements- overage was due to the Microsoft licenses which were missing in the budget and the new call center cost which was included in the maintenance & repair budget, we will adjust moving forward.
- Trash Budget was based on our new contract, but we were billed incorrectly. The trash company will be giving us credit for what we were overcharged.
- Maintenance Salaries - Have 100% of Maintenance staff at 40 hours – shortfall is due to working at other properties and/or fewer than 40 hours worked.

- Bad debt – approved by the Board in June and written off in July.
- Net Loss \$73,771 ,without depreciation the cash loss is \$17,746.

Management Reports -Executive Director – M. Kuna advised the Board about HUD’s Work & Dignity Coalition and Proposed Work Requirement/Term Limit Flexibilities Program. The Board said they would like Cumberland County Housing Authority to join HUD’s Work & Dignity Coalition and participate in ongoing discussion and educational opportunities.

Section 8 Housing Choice Voucher Report – B. Shull advised the Board that two (2) clients achieved self-sufficiency. She also stated they were taking smaller pulls off the waiting list to keep up with the monthly terminations for various reasons.

Housing Programs (HSN) – K. Crawford stated there was zero (0) terminations, one (1) in the process with Housing /choice Voucher, and zero (0) new client enrollments.

By Name List Stats

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

In Cumberland County, number of households on the By Name List as of August 12, 2026: 376 (359)

Adults: 315 (300)

Adults and Children: 57 (55)

In Perry County, number of households on the By Name List as of August 12, 2026: 18 (13)

Adults: 9 (7)

Adults and Children: 9 (6)

Housing Management Report – B. Shull stated that 13 intakes are scheduled for August and nine (9) have been completed as of this meeting. Staff of Public Housing and Maintenance meet once a week to discuss what units are being worked on and what units are ready for occupancy. The public housing wait time on the waiting list is about 1 ½ years.

Maintenance Report – G. Bigler gave an update for July 2026.

- Public Housing - Total Work Orders Received 148, Completed 139
- There were 23 Emergency calls due to air conditioners leaking into the apartments. They needed a coil with a switch that will turn the A/C off when the coil freezes up.
- Preventive maintenance performed – Will be doing A/C PM’s and plumbing checks due to high water bills.

Board Actions

- **Approve SEMAP Resolution 2026** - M. Palmer made a motion to approve the SEMAP Resolution 2026 as presented by B. Shull, second by B. Motuk. Motion carried.
- **Approve Public Housing Write Off-** B. Motuk made a motion to approve the Public Housing Write-off for \$18,436.07 as presented by B. Shull, second by M. Palmer. Motion carried.

- **Approve RFP-PH-003-26 Final Evaluation** – G. Bigler presented RFP-PH-003-26 to the Board and explained the process of selecting the contractor(s). G. Bigler recommended the contract to be awarded as follows: Primary Contractor - Allen Rose Customer Work LLC and Secondary Contractor - Bradley & Sons Building & Remodeling. B. Motuk made a motion to approve the two (2) recommended contractors, second by M. Plamer. Motion carried.
- **Approve MH26-0002 HA MOU 8.11.26; MH26-0092 HA PHP MOU 8.11.26; MH26-0002 HA 8.1.26; ID26-0170 HA 8.11.26, and MH IDD Uniform Terms 2026-2027** – M. Kuna explained the agreements to the Board and B. Motuk made a motion to approve all the agreements as presented second by M. Palmer. Motion carried.

General Discussion – M. Palmer asked if HSN takes donations of furniture and other items for their people when they get an apartment. K. Crawford said they have organizations that help with supplying the apartment with furniture and other supplies but if M. Palmer knows of items or people who wish to donate, to please speak with her after the meeting.

Adjournment of Housing Authority – B. Motuk made a motion to adjourn the Housing Authority Board Meeting at 12:46 pm, second by M. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: September 17, 2026

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 20, 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: Sarah Williams, Brandon Motuk, and Taryn Walters.

Board Members Absent: Sambasiva Reddy Ellanki, and Ginny Mowery.

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

Public Attending: Marlene Palmer, Tim Horstmann, and Bret Shaffer

The Redevelopment Authority Board Meeting was called to order by B. Motuk, Treasurer, at 12:50pm.

Roll Call- A quorum was present.

Public Comment – None.

Approval of Minutes from July 16, 2026 – T. Walters made a motion to approve the Redevelopment Authority Board Meeting minutes from July 16, 2026, as presented, second by S. Williams. Motion carried.

List of Expenditures for July 2026 – M. Kuna advised the Board that during the month of July 2026 the List of Expenditures were routine operating and grant expenses. T. Walters made a motion to approve the List of Expenditures of July 2026 as presented, second by S. Williams. Motion carried.

Report of Treasurer – M. Kuna reviewed the Administrative Finances and noted the following:

- Management fees are slightly higher than budget since we bill actual.
- Will be reviewing admin fee income estimates and perhaps make a budget revision since we were so far off.
- Miscellaneous income, we were anticipating a workers' comp dividend at this time have not received it, but we may still get the dividend.
- Revenue was below budget for admin finance by \$15,662.
- Salaries came in less than budget.
- Need to dig deeper to see why the health & other insurances are so far off budget. May need an amendment for this item.
- Contact and Agreements - HR Resolutions and Penn Live were not budgeted. There were additional adobe licenses and a zoom charge also unbudgeted.
- Postage – We purchased \$1000 more than budget.

- Insurances – Still updating the prepaid schedules, and this will be added.
- Loss is \$44,653 which is \$5k more than budgeted.

M. Kuna presented the Board with the investment options for the Redevelopment Authority's excess \$384,000. Staff recommend changing the account type from a savings account to a money market account with the same bank. S. Williams asked if we couldn't use the money for training for the staff. M. Kuna agreed we could, but we could still move the excess money into a money market account which is fully liquid and we can draw and deposit with no additional fees.

Management Reports – Executive Director –M. Kuna stated that conversations were held regarding shifting the Blight Board to the Cumberland County Planning Department. This would help position the Redevelopment Authority as a resource for municipalities when they encounter difficult or long-standing properties and need assistance. She is also looking into additional training for her staff and management team. S. Williams suggested the Center for Creative Leadership as a possible resource for training. M. Kuna also stated she is looking to add several positions to her staff. She is still in the development stage but will present her final plan to the Redevelopment Authority Executive Board next month.

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

CDBG / HOME- HUD approved the 2026 Annual Plan, Preparing the Consolidated Annual Performance and Evaluation Report for PY25.

LeTort Lofts is in the closing stage and construction will begin soon.

Demolition Fund- One (1) contract to be approved.

Owner Occupied Rehabilitation – Annual Action Plan to fund this program at \$250,000.

Emergency Repair Loan Program has one (1) new application to review.

Board Action

Old Business

- **Loan 7 Adams Street Owner LLC** - On Friday, August 14, 2026, 7 Adams sent M. Kuna an e-mail withdrawing from the Loan Program Consideration.
- **Administrative Account Investment Options** – T. Walters made a motion to move the current saving account to a money market account with the current bank, second by S. Williams. Motion carried.
- **Conservatorship Resolution Wertzville Road** – This item is tabled until a later date. M. Kuna and D. Baric are working on this program, and no action is needed currently.

New Business

- **Resolution – Tax Exempt Financing -Carlisle Senior Housing Association** - This item is tabled until next month. S. Williams stated she would like to wait to vote on this item until more Board members could be involved. Today we had three (3) Board members but one would have to abstain from voting since she works for the bank involved.
- **Approve Affordable Housing Trust Fund Administration** – S. Williams made a motion to approve the renewal of the Administrative Agreement – Cumberland County Affordable Housing Trust Fund as presented, second by T. Walters. Motion carried.
- **Approve Change Order WH-039B** – T. Walters made a motion to approve Change Order WH-039B for \$9,450.00 to bring the new contract amount to \$19,350 second by S. Williams. Motion carried.
- **Approve Bid tab WH-041A** – T. Walters made a motion to award bid tab WH-041A to Kemar, Inc for \$25,600 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by S. Williams. Motion carried
- **Approve Bid Tab WH-042A** – S. Williams made a motion to award bid tab WH-042A to GRD Pro Contractors for \$26,600 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by T. Walters. Motion carried.
- **Approve Demolition Fund Grant Award #01-082126** – T. Walters made a motion to award Demolition Fund Grant #01-082126 to Clavis Property Management to demolish and/or remove bathrooms, subfloors, carpet, kitchen cabinets etc. from four rental units in Mechanicsburg, second by S. Williams. Motion carried.
- **Approve Change Order – 41 W. Main** – T. Walters made a motion to approve the change order for 41 W. Main Street, Mechanicsburg in the amount of \$417.00 for a total project award of \$12,995.00 due to recent increases in material cost, second by S. Williams. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authority – B. Motuk made a motion to adjourn the Redevelopment Authority Board meeting at 1:42pm, second by T. Walters. Motion carried.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: September 17, 2026