

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

**Meeting:** January 15, 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, Marlene Palmer, Matt Tuckey and Taryn Walters

**Board Member Absent:** None

**Public Attending:** Louis Martin, Ginny Mowery and Brandon Motuk

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

The Housing Authority Board Meeting was called to order by T. Walters at 12:24 pm.

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

**Public Comment** - None

**Approval of Minutes from December 18, 2025-** M. Palmer made a motion to approve the Housing Authority Board Meeting Minutes from December 18, 2025, second by M. Bishop. Motion carried.

**List of Expenditures for December 2025-** K. Kessler advised that the List of Expenditures for December 2025 was routine operation and grant expenses except for the following: \$19,299 to Hilton Lock Services for cameras and key fob locks at 219 N. Pitt Street location, \$6,984.80 to Fluss Flooring for new flooring in 2 West Penn Community room and \$\$32,429.00 to George Ely Assoc for the playgrounds at Public Family. M. Tuckey made a motion to approve the List of Expenditures for December 2025 as presented, second by M. Palmer. Motion carried.

**Reports from the Treasurer** – K. Kessler advised the Board this is the first month of reporting both Public Family and Senior in one report. The Public Housing income statement shows that Revenue and Expenses are over Budget for December 2025 and year-to-date.

**Management Reports -Executive Director** –M. Kuna briefed the Board on projects and activities for December 2025. We are moving the Public Housing staff to the 114 N. Hanover Street location by March 2026. M. Kuna will be investigating converting to RAD format for Public Housing and she will be consulting BDO Accounting to see if it is feasible.

**Section 8 Housing Choice Voucher Report** – B. Shull stated Section 8 Housing Choice Voucher has transitioned to the new system and everything is going well. The new tenant portal has about 100 tenants signed up, most of them are public housing tenants. We are going to start to pull small groups of names off the waiting list for new leases. We have landlords calling and asking when we will start to pull names because they have units available for tenants.

**Housing Programs (HSN)** – K. Crawford gave a brief updated. There was one (1) new enrollment in Rapid Rehousing and two (2) terminations. Next week staff will be participating in a point in time count (of homeless people) for HUD.

**By Name List Stats** (Key: **Previous month**)

In Cumberland County, number of households on the By Name List as of **January 8, 2026**: 241 **(302)**

Adults: 200 **(253)**

Adults and Children: 41 **(49)**

In Perry County, number of households on the By Name List as of **January 8, 2026**: 16 **(13)**

Adults: 13 **(10)**

Adults and Children: 3 **(3)**

**Housing Management Report** – T. Brown gave a brief update on Public Housing. Requested HUD to approve of having twelve (12) units off line for extensive rehab but have not heard back from them. We have collected 50% of the January rent and have started to pull names off the waiting list to fill vacant units. This has proven to be difficult since some of the applicants have not updated their addresses, they owe money to another Housing authority, or they have a criminal record.

**Maintenance Report** – George Bigler gave a brief updated. The new windows for Two West Penn will be installed in the Spring, and we are waiting for the material to arrive for the playgrounds to be installed around Public Family. G. Bigler interviewed a potential new maintenance technician at the beginning of the week. He is waiting to see if he will accept our offer. In 2026 we will be focusing on preventive maintenance for all our properties.

**Board Actions** - None

**General Discussion** – None

**Adjournment of Housing Authority** – M. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:55 pm, second by M. Tuckey. Motion carried.

Respectfully submitted,  
Cindy Wise  
Executive Assistant

Next Meeting: February 19, 2026

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

**Meeting:** January 15, 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, Ginny Mowery Taryn Walters, Brandon Motuk, and Louis Martin

**Board Members Absent:** None

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

**Public Attending:** Marlene Palmer and Matt Tuckey

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:00 pm.

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

**Public Comment –** None

**Approval of Minutes from December 18, 2025 –** M. Bishop made a motion to approve the Redevelopment Authority Board Meeting minutes from December 18, 2025, second by L. Martin. Motion carried.

**List of Expenditures for December 2025 –** K. Kessler advised the Board that the List of Expenditures for December 2025 were routine operation and grant expenses except for the \$20,134.85 to Kirbtech LLC. This is for the new computer system we are having installed in January 2026. M. Bishop made a motion to approve the List of Expenditures for December 2025 as presented, second by L. Martin. Motion carried.

**Report of Treasurer –** K. Kessler pointed out a few items on the Administration Income Statement for the Board. Administration Income Statement shows income is under Budget for December 2025 and year-to-date for 2025 and expenses were below Budget for the same period which gives us a profit year-to-date.

**Management Reports – Executive Director –**M. Kuna gave a verbal update to the Board on actives and projects. M. Kuna introduced Brandon Motuk, who is the newest member of the Redevelopment Authority Board of Directors. We have begun planning for the 2026 Cumberland Community Development Conference. Our theme this year will be focusing on the infrastructure of Community Development. We will also be hosting a Housing Forum on May 19, 2026. M. Kuna has been talking to the New Cumberland Borough and developers on some

project for 2026. Our main focus in 2026 will be to rehab our building at 114 Hanover Street and to move Public Housing office staff into this location.

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

- CDBG / HOME - M28 Ministries' *Esther's House* affordable housing project is going to settlement/closing, in the next few weeks.
- Whole Home Repairs Program – there are seven (7) projects currently in progress. Our main obstacle in completing projects is finding contractors.
- Down Payment Closing Cost Assistance Program - There are three (3) cases still pending from 2025, one (1) new application in 2026.
- Emergency Repair Loan Program (AHTF) – One (1) new application under review.
- Emergency Solutions Grant (ESG) - Awarded \$232,500.00 in ESG funds – subrecipient allocations coming soon.
- Events & Outreach - We will be sending out another round of municipal toolkit boxes and First-Time Homebuyer Workshops will resume in January.

**Tax Credit Housing Management Report** – B. Shull gave a brief update. At the end of December 2025, we no longer manage American House, Newport Hotel Senior and Newport Square. Melissa Bigler will be the property Manager for Brethren House and Enola Chapel.

#### **Board Action**

- ❖ **Approve Bid Tab WH-037** – T. Walters made a motion to award bid tab TH-037 to Weber Trucking for \$7,025.00 and to approve a grant to the homeowner up to but not to exceed \$13,375.00, second by M. Bishop. Motion carried.
- ❖ **Approve Change Order for WH-034** - T. Walters made a motion to approve the change order for WH-0034, second by G. Mowery. Motion carried.
- ❖ **Approve Intercreditor Agreement for Harbour Village** - T. Walters made a motion to approve the Intercreditor Agreement for Harbour Village and to have M. Kuna execute the agreement on behalf of the Redevelopment Authority, second by M. Bishop. Motion carried.

**General Discussion** – None

**Adjournment of Redevelopment Authority** –M. Bishop made a motion for the Redevelopment Authority Board meeting to adjourn at 12:23 pm, second by T. Walters. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: February 19, 2026