

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 21, 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, Marlene Palmer and Mycenea Worley

Board Member Absent: Taryn Walters

Public Attending: Ginny Mowery, Sarah Williams, and Sambasiva Reddy Ellanki

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

The Housing Authority Board Meeting was called to order at 12:00 pm by M. Tuckey.

Roll call – We had a quorum.

Public Comment - None

Approval of Minutes from April 15, 2026- M. Palmer made a motion to approve the Housing Authority Board Meeting minutes from April 15, 2026, as presented, second by M. Worley. Motion carried.

List of Expenditures for April 2026- K. Kessler stated that the List of Expenditures for April 2026 was routine operating and grant expenses. M. Worley made a motion to approve the List of Expenditures for April 2026 as presented, second by M. Palmer. Motion carried.

Reports from the Treasurer – K. Kessler went over the Income Statement for Public Housing and noted a few items. Interest Income will now be called HUD Interest because it must be returned to HUD at the end of the Year. Under Repairs & Maintenance \$47,195 was due to replacing flooring in units, repair/new HCV, and supplies. Bad Debt of \$86,954 was the write-off that was approved at the last Board meeting.

2026/2027 Public Housing Budget – K. Kessler reviewed the 2026/2027 Public Housing Budget with the Housing Board. She said the Budget includes a 3% increase for all staff beginning July 1, 2026, it estimates an increase in health insurance benefits cost of 15% and no change for retirement contributions. The Budget also include increase in utility cost of 6%. For fire, property and general liability insurance a 10% increase was included for June 2027.

Management Reports -Executive Director –M. Kuna stated that her focus has been on public housing and putting procedures together for operating fund and one for capital fund. On May 19th the Housing Forum Conference was held and it was very informative.

Section 8 Housing Choice Voucher Report – B. Shull stated that her staff is actively pulling from the waiting list. There were six (6) termination in Cumberland County and one (1) in Perry County. There is currently two (2) in our Fostering Yourth Initiative (FYI). This program is for 18- to 24-year-olds who have exited out of the Foster Care program and are living on their own. One (1) client is receiving Escrow through the Family Self-Sufficiency (FSS) program.

Housing Programs (HSN) – B. Shull gave the update on HSN on behalf of K. Crawford.
TOTAL # Households served as of May 13, 2026: Permanent Supportive Housing Consolidated (PSHC): 30; Supportive Living (case management only) with Housing Choice Voucher (HCV): 5; Rapid Rehousing (RRH): 4 (PUSH Referrals in process)

By Name List Stats

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

In Cumberland County, number of households on the By Name List as of **May 13, 2026**: 297 (240)

Adults: 249 (205)

Adults and Children: 44 (33)

In Perry County, number of households on the By Name List as of **May 13, 2026**: 22(18)

Adults: 13 (10)

Adults and Children: 9 (8)

Housing Management Report – B. Shull gave the update on Housing Management on behalf of T. Brown. Staff are actively pulling names from the wait list to fill vacant units. There is a total of 16 units offline for intense rehab approved by HUD. By July 1, 2026, there will be 24 units ready for occupancy.

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

- Public Housing - Total Work Orders Received 133, Completed 124
- OWP - Total Work Orders Received 78, Completed 78
- Tax Credit- Total Work Orders Received 3, Completed 2
- There was no preventive maintenance performed in April due to focus on occupancy
- Replacement windows for Two West Penn are scheduled to start June 4, 2026.

G. Bigler stated that in the future he is going to put repairs to vacant units out to bid to free up his maintenance crew to address workorders at the properties and to turn vacant units over faster.

Board Actions

- **Approve 2026/2027 Public Housing Budget** – M. Palmer made a motion to approve the 2026/2027 Public Housing Budget as presented, second by B. Motuk. Motion carried.

General Discussion – MASS Score and Response – M. Kuna explained that the letter was for our assessment scores as of June 20, 2024. M. Kuna explained that since 2024 we now have new management staff and new maintenance management for Public Housing. We have addressed all the issues and put new plans in place since the last assessment by HUD. M. Kuna stated that our next assessment from HUD will reflect our progress.

Adjournment of Housing Authority – M. Worley made a motion to adjourn the Housing Authority at 12:43 pm, second by M. Palmer. Motion carried.

Respectfully submitted,
Cindy Wise
Executive Assistant

Next Meeting: June 18, 2026

MEETING MINUTES (Revised June 18, 2026)
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 21, 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, Sambasiva Reddy Ellanki, Brandon Motuk, and Ginny Mowery

Board Members Absent: Taryn Walters

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

Public Attending: Marlene Palmer

The Redevelopment Authority Board Meeting was called to order by M. Kuna at 12:54 pm.

M. Kuna introduced the two (2) new members to the Redevelopment Authority Board, Sarah J. Williams and Sambasica Reedy (Sam) Ellanki.

M. Kuna advised the Redevelopment Board they need to elect or volunteer a Chairman, Vice-Chairman and a Treasurer. S. Williams nominated Sambasiva Reedy Ellanki for Chairman and he accepted the position. S. Ellanki nominated Sarah Williams for Vice-Chairman and she accepted the position. M. Kuna asked Brandon Motuk to be Treasurer and he accepted. B. Motuk made a motion to approve S. Ellanki as Chairman, S. Williams as Vice-Chairman and B. Motuk as Treasurer, second by S. Williams. Motion carried.

The meeting continued with Chairman S. Ellanki.

Roll Call- A quorum was present.

Public Comment – None

Approval of Minutes from April 16, 2026 – B. Motuk made a motion to approve the Redevelopment Authority's Board Meeting Minutes from April 16, 2026, as presented, second by G. Mowery. Motion carried.

List of Expenditures for April 2026 – K. Kessler stated that the List of Expenditures for April 2026 were routine operational and grant expenses. B. Motuk made a motion to approve the List of Expenditures for April 2026 as presented, second by S. Williams. Motion carried.

Report of Treasurer – K. Kessler reviewed the Income statement for Administration for April 2026. Revenue was down for the month and year-to-date, and expenses were down for the month and year-to-date.

2026/2027 Administrative Budget - K. Kessler reviewed the 2026/2027 Redevelopment Authority Budget with the Board. The overall Budget includes a 3% increase beginning in July for almost all employees and a 15% increase in benefit costs starting in January 2027.

Management Reports – Executive Director –M. Kuna has spent time with Finance working on Budget and she thinks we have good numbers for the Budget. She is also working on streamlining processes and looking into where money needs to be paid back for 30-year grants that are ending.

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

CDBG / HOME - CDBG approvals and denials are waiting for Commissioner review. Once approved, we will submit our PY26 Annual Action Plan.

Working through three HOME applications to get approved by Commissioners – Hope House, Mountain Creek, and LeTort Lofts.

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.

Streetview Grant and Loan Program- Working through two (2) applications.

Down Payment Closing Cost Assistance Program (DPCC) – One (1) DPCC went to settlement on May 11th and six (6) more DPCC have been approved and currently looking for a home.

Emergency Repair Loan Program (AHTF) – One (1) application received and processed.

Events & Outreach

Staff volunteered at the Domestic Violence Services’ Healing Through Art event on April 18th. Staff will be speaking at CAEDC’s Funding Seminar on June 22nd regarding our Streetview Program.

Board Action

- **Approve 2026/2027 Administrative Budget** - S. Williams made a motion to approve the 2026/2027 Administrative Budget as presented, second by B. Motuk. Motion carried.
- **Ratify Bid Tab WH-023B** – B. Motuk made a motion to ratify Bid Tab WH-023B to Jeffrey A. Wilbur Plumbing and Heating Inc. for \$19,565.00 and to ratify a grant to the homeowner up to but not to exceed \$24,950.00, second by G. Mowery. Motion carried.

- **Ratify Change Order WH-014** – G. Mowery made a motion to ratify the change order for WH-014 by \$1,779.45, second by S. Williams. Motion carried
- **Approve Bid tab 149 N. Pitt Street** - S. Williams made a motion to award Contract 149 N. Pitt Street to Lobar for \$169,099.27, second by G. Mowery. Motion carried.
- **Approve Bid Tab WH-039B** – G. Mowery made a motion to award bid tab WH-039B to Bryan A. Bradley for \$9,900.00 and to approve a grant to the homeowner up to but not to exceed \$24,950.00, second by S. Williams. Motion carried.
- **Ratify April Downpayment and Closing Cost-** G. Mowery made a motion to ratify the Downpayment and Closing Cost Grants for April 2026 as presented to the Board, second by TB. Motuk. Motion carried.
- **Approve Fee Schedule – Effective July 1, 2026** - B. Motuk made a motion to approve the Fee Schedule which goes into effect on July 1, 2026, as presented, second by G. Mowery. Motion carried.
- **Approve Loan Modification 7 Adams** - All the Redevelopment Authority Board members agreed not to approve the loan modifications for 7 Adams. They stated they would like to see payments made during the length of the loan.
- **Approve 114 Lightning Upgrades** - B. Motuk made a motion to approve the lightning upgrades at 114 Hanover Street and to have Appalachian Electric & Security do the work for \$22,999.57 and the money will be coming out of the replacement reserve and the building fund, second by G. Mowery. Motion carried.
- **Request, write off Sadler Health Insurance Arrears for RA/HA/Sadler Condominium Association** – S. Williams made a motion to approve the request to write off Sadler Health Insurance Arrears payments for RA/HA/Sadler Condominium Association for 2022, 2023, 2024 and 2025 in the amount of \$7,025.00, second by G. Mowery. Motion carried.
- **Subordination & Intercreditor Agreement – Carlisle Townhomes LP** - B. Motuk made a motion to approve the Subordination & Intercreditor Agreement and to have M. Kuna execute the subordination and agreement on behalf of the Redevelopment Authority, second by S. Williams. Motion carried.

General Discussion – Monitoring events of Whole Homes - M. Kuna explained that the letter from Center for Residential Reinvestment Program showed that our files for Whole Homes were monitored on November 11, 2025, through January 7, 2026.

Adjournment of Redevelopment Authority – Chairman S. Ellanki adjourned the Redevelopment Authority Board meeting at 2:18 pm.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: June 18, 2026