

MEETING MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 18, 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, Marlene Palmer and Mycenea Worley

Board Member Absent: Matt Tuckey

Public Attending: Sanjana (S. Williams' research assistant), Ginny Mowery, Sarah Williams, Sambasiva Reddy Ellanki and Michael White from 7 Adam Street Owner LLC

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

The Housing Authority Board Meeting was called to order at 12:00 pm by M. Kuna, Executive Director of CCHRA.

Roll call – We had a quorum.

Nomination of Chairperson and Vice-Chairperson – B. Motuk made a motion that Taryn Walters be Chairperson and Mycenea Worley be Vice-Chairman, second by M. Palmer. Motion carried.

Vote on Nomination of Chairperson and Vice-Chairperson – B. Motuk made a motion to approve Taryn Walters as Chairperson and Mycenea Worley as Vice-Chairman, second by M. Palmer. Motion carried.

Chairperson T. Walters continued with the Housing Authority Board Meeting.

Public Comment - None

Approval of Minutes from May 21, 2026- M. Palmer made a motion to approve the Housing Authority Board Meeting minutes from May 21, 2026, as presented, second by B. Motuk. Motion carried.

List of Expenditures for May 2026- M. Abarca stated that the List of Expenditures for May 2026 was routine operating and grant expenses. B. Motuk made a motion to approve the List of Expenditures for May 2026 as presented, second by M. Palmer. Motion carried.

Reports from the Treasurer – M. Abarca went over the Income Statement for Public Housing and noted a few items. In the Income statement under Capital Fund Operations the actual is higher than Budget due to drawing down funds from HUD. Contacts & Agreement are higher than Budget due to the BDO contract billing for the new year, 26-27. Repairs and Maintenance remain over Budget due to repairs and purchases of maintenance supplies. In May we did show a profit of \$123,333.

Management Reports -Executive Director –M. Kuna stated HUD wants less than 4% in reserves for all agencies. We will need to be more cautious about expenses. HUD provides a 2-year spreadsheet which shows shortfalls. We can have that report run every other month to see where our agency falls. If we see a shortfall, we need to apply to HUD immediately for more funds per BDO who consults in our financial area.

We are hiring two (2) temporary employees for the summer to work on filing and gather items that need to be shredded.

Our online payment program is getting ready to launch, the date is still to be determined.

M. Kuna is checking the cost of having an appraisal done of all our Public Housing Properties to make sure we have enough insurance coverage on them.

She is also looking into procurement options and the cost to purchase vehicle(s) for the Housing Inspectors to use. Right now, they use their personal vehicles and get mileage reimbursement.

Section 8 Housing Choice Voucher Report – T. Brown gave the report on the Section 8 Housing Choice Voucher Program. We pulled from the Reserves to cover expenses. As M. Kuna stated, HUD wants our Reserves to be lower. There were four (4) new leases in Cumberland County.

Housing Programs (HSN) – K. Crawford stated there was one termination due to the death of the client. Total number Households served as of June 11, 2026: PSHC: 30, Supportive Living (case management only) with HCV: 4; RRH: 4 (PUSH Referrals in process for Cumberland and Perry).

By Name List Stats

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

In Cumberland County, number of households on the By Name List as of **June 11, 2026: 339 (297)**

Adults: 287 **(249)**

Adults and Children: 48 **(44)**

In Perry County, number of households on the By Name List as of **June 11, 2026: 18 (22)**

Adults: 10 **(13)**

Adults and Children: 8 **(9)**

Housing Management Report – T. Brown stated that there are five (5) pending lease-ups for July, one (1) eviction/litigation appealed to higher court and six (6) units will be ready for occupancy September 2026, and staff is working on getting applicants to fill those units.

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

- Public Housing - Total Work Orders Received 139, Completed 115
- OWP - Total Work Orders Received 75, Completed 74
- Tax Credit- Total Work Orders Received 6, Completed 5

- There was no preventive maintenance performed in May due to focus on occupancy
- Replacement windows for Two West Penn are being performed currently

G. Bigler stated he is going to put repairs to vacant units out for bid to free up his maintenance crew to address workorders at the properties and to turn vacant units over faster. He is also going to look for a cleaning contractor to thoroughly clean the vacant units.

Board Actions

- **Approving Resolution 2026-1, Accepting Operating Fund Grant/Budget-** B. Motuk made a motion to Approve Resolution 2026-1, Accepting Operating Fund Grant/Budget of \$742,112 as presented and to have M. Kuna execute all paperwork on behalf of the Housing Authority, second by M. Palmer. Motion carried.
- **Approve Bid Tab – PH 002-26 –** M. Palmer made a motion to award Bid Tab PH-002-26 to Specialty Coating Painting Contractor, Inc. per staff recommendation, second by B. Motuk. Motion carried.

General Discussion – Discussion was held regarding people parking in our residents' parking spaces in our lots while they play basketball in the park on Tuesday and Thursdays. Maintenance is to order signs for the parking lots stating it is private parking and violators will be towed at their expense. Our Solicitor, Tricia Naylor, announced to the Board that she has taken a position with the State and will be leaving in August 2026. Dave Baric will be our solicitor going forward. Everyone wishes Tricia the best in her future position.

Adjournment of Housing Authority – M. Palmer made a motion to adjourn the Housing Authority at 12:37 pm, second by b. Motuk. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: July 16, 2026

MEETING MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 18, 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, Taryn Walters, and Ginny Mowery

Board Members Absent: None

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Liaison Jean Foschi, Mikayla Kitchen, George Bigler, Mary Kuna, Margaret Abarca, Kellie Crawford, Tawyna Brown, and Cindy Wise.

Public Attending: Michael White from 7 Adams Street LLC

The Redevelopment Authority Board Meeting was called to order by Chairman S. Ellanki at 12:39 pm.

Roll Call- A quorum was present.

Public Comment – None

Approval of Minutes from May 21, 2026 – T. Walters made a motion to approve the revised Redevelopment Authority's Board Meeting Minutes from May 21, 2026, as presented, second by B. Motuk. Motion carried.

List of Expenditures for May 2026 – M. Abarca reviewed the List of Expenditure for May 2026 stating that they were normal operating and grant expenses. The grant expenses were higher this month because projects are starting up, due to nice weather. S. Williams made a motion to approve the List of Expenditures for May 2026 as presented second by B. Motuk. Motion carried.

Report of Treasurer – M. Abarca presented the Administration Income Statement and Balance sheet to the Board. M. Abarca stated that the Salaries are lower for May because a mid-year change was made regarding how salaries are now being allocated. She also stated that Revenue and Expenses for May were lower than Budget. May ended with a Net Income of \$34,885.

Management Reports – Executive Director –M. Kuna stated she is reviewing current staff positions and their capacity. She is reviewing with the County Bylaws of Affordable Housing Trust Fund Board and Blight Board to make the guidelines current with today's requirements. M. Kuna is doing a deep dive into old loans that are coming due, since the money is not ours but the State's, we need to give it back. She has a plan with the County Chief Clerk and with

the entities. She is requesting the State turn the loans into grants so they can be forgiven and no payments are needed.

Staff and management training is ongoing.

M. Kuna is also working to consolidate or eliminate some of the non-profit originations we have in our books. The Board requested a listing of all the non-profits and M. Kuna stated she would get them to the Board with explanations regarding each non-profit.

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

CDBG / HOME- approvals and denials are waiting for the Commissioners to review on July 15, 2026. Once approved, staff will submit our PY26 Annual Action Plan. Staff will offer individualized feedback sessions to those who were denied, to assist them in strengthening next year's applications.

Working through three HOME applications to get approved by Commissioners on July 15, 2026, Hope House, Mountain Creek, and LeTort Lofts.

Working on completing a \$500,000 HOME application to DCED for Perry County owner-occupied rehabilitation projects.

Demolition Fund- One (1) new application; under review now.

Whole Home Repairs Program - Completed 33 home repair projects and have eight currently in progress. We have partnered with Pennoni to offer a series of three (3) free lead abatement training courses to help spend down the workforce development funds.

Owner Occupied Rehabilitation -Working with Newville Borough & EDA to offer OOR to residents.

Streetview Grant and Loan Program - Requesting Board ratification of 41 W. Main Street, Mechanicsburg, PA 17055 (Nov 2025) due to new owners.

Down Payment Closing Cost Assistance Program – One (1) case closed on June 5th and Five (5) are approved and looking for homes.

Events & Outreach – Staff attended the HUD All Grantees Meeting in West Chester on May 28th. Staff will be speaking at CAEDC's Funding Seminar on June 22nd regarding our Streetview Program.

Board Action

- **Loan 7 Adams Street Owner LLC** – Michael White did a presentation to the Board and answered any questions they had. After much discussion B. Motuk made a motion to table the Loan to 7 Adams Street Owner LLC, second by T. Walters. Motion carried.

- **Amended Subordination & Intercreditor Agreement – Carlisle Townhomes LP** – B. Motuk made a motion to approve the Amended Subordination & Intercreditor Agreement for the new loan amount of \$1,732,000, second by S. Williams. Motion carried.
- **Ratify Cyber Insurance** – T. Walters made a motion to Ratify our Cyber Insurance with CFC for \$13,530, second by S. Williams. Motion carried.
- **Approve Bid Tab WH-036B** – B. Motuk made a motion to award bid tab WH-036B to GRD Pro Contractors for \$18,458 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 SV-305 Bridge Street** – T. Walters made a motion to award bid tab SV-305 Bridge Street to Moonshot Roofing for \$70,170.00 and to approve a grant for \$20,000 and \$43,503 approx. loan to owner, second by B. Motuk. Motion carried
- **Approve Resolution 2026-3** - S. Williams made a motion to table the Approval of Resolution 2026-3 until more details are provided, second by T. Walters. Motion carried.
- **Ratify June 2026 Downpayment and Closing Cost Assistance** – B. Motuk made a motion to Ratify June 2026 Downpayment and Closing Cost Assistance, second by S. Williams. Motion carried.
- **Approve change Order WH-039A** – S. Williams made a motion to ratify bid tab WH-039A Change Order for \$1,420 for a new contract amount of \$22,800, second by T. Walters. Motion carried
- **Ratify Streetview Grant – 41 W. Main St.** - T. Walters made a motion to ratify Streetview Grant – 41 W. Main Street due to new owners, second by S. Williams. Motion carried.
- **Approval of Perry County HOME Admin. Agreement** – T. Walters made a motion to approve Perry County HOME Admin, Agreement as presented, second by S. Williams. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authority – S. Williams made a motion to adjourn the Redevelopment Authority Board meeting at 2:25. pm second by B. Motuk. Motion carried.

Respectfully submitted,
Cindy Wise, Executive Assistant

Next Meeting: July 16, 2026