

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

**Meeting:** July 21, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Mark Bishop, Marlene Palmer, Deb Kelly and Candice Neff-Hull

**Board Members Absent:** Louis Martin

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Mary Beth Smith, Angela Moore, Becky Shull, Chris Rafferty, Alyssa Feher, Linda Hostetter, Troy Okum and Cindy Wise.

The Housing Authority Board Meeting was called to order by Assistant Secretary M. Bishop at 12:00PM.

Assistant Secretary M. Bishop said an Executive Session was held on July 21, 2022 at 11:00 am for a duration of 15 minutes on personnel matters. No action was taken at this time.

**Public Comment** – None

**Nomination of Officers:**

**Chairman** – Mark Bishop

**Vice-Chairman** – Louis Martin

**Treasurer** – Deborah Kelly

**Assistant Secretary** – Ginny Mowery

**Secretary** – Mary Kuna

**Election of Officers-** D. Kelly made a motion to approve the nomination of officers second by M. Palmer. Motion carried.

**Approval of Minutes** – Motion by D. Kelly to approve the June 30, 2022 Meeting Minutes and second by M. Palmer. Motion carried.

**List of Expenditures** – M. Smith gave an updated on the List of Expenditures for May 2022 on behalf of P. Bower who was on vacation. Under Capital Fund, money was paid to Public Family and Public Senior Housing for reimbursement of purchases of appliances from Lowes for tenant's units. CCERAP first round of funds, as of June 20<sup>th</sup>, there is approximately \$200,000 left from the original \$7 million and from the second round of funds there is \$900,075 left of the \$2.4 million. Under the PFH \$13,167.50 was paid to H.A.R.I.E. for their portion of the annual General Liability, Automobile and Property Insurance premium. \$4,389.01 was paid to Brightly Software Inc. which is the annual fee for the work order software maintenance used in Public Housing. \$5,667.48 was paid the H.A.R.I.E for PSH portion of the annual General Liability, Automobile and Property Insurance premium and \$5,419.78 was paid under HV for their portion of the annual General Liability, Automobile and Property Insurance. Under building fund \$2,193.22 was paid to H.A.R.I.E for Property insurance. A motion was made by M. Palmer to accept the List of Expenditures of May 2022 and second by D. Kelly. Motion carried.

**Report of Treasurer** – M. Smith stated that we are approx. \$90,000 under Income Budget through 11 months of our fiscal year. Under Expenses we are under Budget due to Health Cost, website design & maintenance, hearing officer and legal fees all lower than Budget. Purchase and contracts are over Budget due to purchasing computer equipment for staff, desktop computers, laptops, monitors etc.

**Management Reports** – M. Kuna gave a Legislative Update: July 8<sup>th</sup>, 2022 the PA Legislator approved the 2022-2023 state budget, including \$375 million in American Rescue Plan funding for affordable housing.

- \$125 million for home repairs (covers gaps in existing weatherization and repair programs across the state)
- \$150 million for construction cost relief
- \$100 million in housing options grant program funds

At this time, we have no idea what this will look like at state and county level. They will be running the money through Community Development and we will be checking to see what money we can apply for to assist some of our programs.

M. Kuna gave a brief overview of activities for the month. Submitted recommendations for new members of the Affordable Housing Trust Fund board to the County Commissioners for late July approval; working to get quotes for improvements at 114 N Hanover St., including painting, flooring and handicap space in from on N Hanover; RFPs to make improvements to public housing, including new roofs, painting, cleaning and lawn care; launching TWP community room donation drive by asking local businesses for donations; and successfully completed VMS review with HUD, credit to B. Shull and P. Bower for their well appreciated and thorough process.

**Section 8 Housing Choice Voucher Report** – B. Shull stated they are regularly pulling names from the wait list; there were 11 new leases for a total of 1,179 units leased out of 1,331 allocated and there were 12 terminations during the month. There was 1 new FSS enrollment in June.

**Homeless and Special Needs Housing** –A. Feher stated they transitioned 1 client to Housing Choice Voucher Program and they had 1 new enrollment. They are working to fill the two vacancies at Safe Harbour which is proving difficult since the units are on the 4<sup>th</sup> floor, and some of our disabled clients are not able to use the stairs.

**Housing Management Report** - A. Moore stated that staff is monitoring and aggressively addressing the vacancies in public housing. A support services coordinator has been hired for public housing and staff is assisting residents in seeking assistance to pay delinquent rent through the last phase of the ERAP program.

D. Kelly made a motion to adjust the agenda to include the Annual Meeting of the Members of Multi-Family Housing Opportunities second by M. Plamer. Motion carried

A motion was made by D Kelly to clarify that Marlene Palmer was nominated as Assistant Secretary for the Housing Authority second by M. Palmer. Motion carried

At 12:25PM, Chairman M. Bishop recessed the Board Meeting of the Housing Authority until 1:30PM.

1:30PM, Chairman M. Bishop reconvened the Housing Authority Board Meeting.

## **Board Action**

### **Annual Meeting of the Members of Multi-Family Housing Opportunities Inc.**

**Annual Meeting of the Members** – was called to Order by Chairman M. Bishop a 1:30PM.

#### **Nomination of Board of Directors:**

Louis Martin  
Mark Bishop  
Deborah J. Kelly  
Marlene Palmer  
Candice Neff-Hull

**Election of Board of Directors** – D. Kelly made a motion to approve the nominated Board of Directors for the Multi-Family Housing Opportunities, Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by M. Palmer. Motion carried.

**Annual Report** – M. Kuna stated there was nothing new to report except that The Authority is in discussion with PIRHL to take over Property management of the Townhomes.

D. Kelly made a motion to adjourn the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. second by M. Palmer. Motion Carried.

**General Discussion** - None

**Adjournment of Housing Authority** at 1:32PM with a motion by D. Kelly and second by M. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: August 24, 2022

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

**Meeting:** July 21, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Mark Bishop, Ginny Mowery, Deb Kelly and Candice Neff-Hull

**Board Members Absent:** Louis Martin

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Mary Beth Smith, Angela Moore, Becky Shull, Chris Rafferty, Alyssa Feher, Linda Hostetter, Troy Okum, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Assistant Secretary M. Bishop at 12:25PM.

Assistant Secretary M. Bishop said an Executive Session was held on July 21, 2022, at 11:00 am for a duration of 15 minutes on personnel matters. No action was taken at this time.

**Public Comment** – None

**Nomination of Officers:**

**Chairman** – Louis Martin

**Vice-Chairman** – Mark Bishop

**Treasurer** – Deborah Kelly

**Assistant Secretary** – Ginny Mowery

**Secretary** – Mary Kuna

**Election of Officers-** D. Kelly made a motion to approve the nomination of officers second by G. Mowery. Motion carried.

**Approval of Minutes** – Motion was made by D. Kelly to approve the June 30, 2022 Meeting Minutes and second G. Mowery. Motion carried.

**List of Expenditures** – M. Smith gave an update on the List of Expenditures for May 2022 on behalf of P. Bower who was on vacation. Under Carlisle Home 2016 there is a payment of \$46,890.55 to Tri-City HDC. Ltd this is the final payment for the \$500,000 grant through HOME. Redevelopment Authority is advancing funds to support Homeless Special Needs Programs for their approved grants until HUD allocates fund at which time this money will be reimbursed to Redevelopment Authority. \$36,144.94 and \$5,776.00 was paid to MRI Software, LLC for the TenMast Software which is used by Public Housing and Housing Choice Voucher. M. Palmer made a motion to approve the List of Expenditures for May 2022 second by D. Kelly. Motion carried.

**Report of Treasurer** – M. Smith stated Treasurers reports are the same as presented during HA Board meeting.

**Management Reports** –M. Kuna introduced the newest member of the Board, Candice Neff-Hull and gave a brief work history. M. Kuna gave an update of activities during the month. Toured OWP conducting satisfaction surveys and determining best ways to assist residents’ concerns; developing Cumberland County Small Landlord Loan Program; Blighted Property Board Meeting-3 new properties added and developing Land Bank Process and Website/Working on Land Donation Model.

**Community Development Report** – C. Rafferty gave an update on Community projects.

**Cumberland County** - CDBG Program - Staff developed a draft Annual Action Plan for PY 2022 covering the CDBG and HOME programs. The County Commissioners are scheduled to take action on the Plan on July 25, 2022. CDBG Public Service Activities - Hope Station; Cyberspace Program – underway; YWCA; Growing Opportunity Program – underway; Shippensburg Borough.; Enhanced Police Patrol in low/mod income areas – underway and Safe Harbour; Shelter Operations – underway.

**Carlisle Borough** - CDBG Program -Staff is working with the Borough on PY 2022 Annual Action Plan. Borough Council is scheduled to take action on the Plan on August 11, 2022. CDBG Activities: Stormwater Improvement Program, engineering design; Enhance Police Patrols in L/M areas – underway and Owner- Occupied Rehab. Program; 3 complete, 2 underway, 1 going out to bid.

**Community & Business Development Manager’s report** - In Carlisle-South Side Deli—a CDBG-financed business we’ve assisted twice—moved and opened in the former Scales building tripling their space and adding outdoor dining. In Lemoyne -- formerly M&T Bank, the new owners of the S. 10<sup>th</sup> St. property plan electric vehicle charging stations for the lot; prior to implementation, they await new federal and state guidance in terms of regulations governing the industry expected in late August.

**Homeless and Special Needs Housing Report** – A. Feher reported the application in process has been approved; there were no termination and the ESG CV (1) and ESG CV (2) Grants were extended until August 31, 2022. A. Feher is working with sub agencies to spend the grant money.

**Tax Credit Housing Management Report** – A. Moore stated that the staff is working very hard to maintain high occupancy and they are working quickly to find new tenants to fill vacancies. Staff is working on new and improved marketing.

D. Kelly made a motion to amend the agenda to add Annual Meeting of the Members of Cumberland Development Initiatives Inc. second by G. Mowery. Motion carried.

### **Board Action**

**Approval of Contract between PHFAs Housing Counseling Program & the Redevelopment Authority** – D. Kelly made a motion to approve the contract between PHFAs Housing Counseling Program & Redevelopment Authority subject to solicitor’s review and authorize M. Kuna to sign and execute the agreement on behalf of the Redevelopment Authority second by G. Mowery. Motion carried.

**Approval of PIRHL Management Agreement** – G. Mowery made a motion to approve the PIRHL Management Agreement subject to solicitor’s review and to authorize M. Kuna to sign and execute the agreement on behalf of the Redevelopment Authority second by D. Kelly. Motion carried.

**Approval of One West Penn Management Agreement** – Item was tabled

**Authorize and Ratify of Policies & Procedure for Cumberland County Demolition Fund** – D. Kelly made a motion to Authorize and Ratify Policies & Procedures for Cumberland County Demolition Fund second by G. Mowery. Motion carried.

**Approval for Angela Moore, Housing Management Director to travel to Nashville, TN for training Certified Apartment Manager (CAM) Course – August 22-26, 2022** – G. Mowery made a motion to approve the travel out-of-state for A. Moore for training second by C. Neff-Hull. Motion carried.

**Org. Chart** – D. Kelly made a motion to approve the changes to the Org chart, add parttime clerk in Community Development and to remove 2 fulltime positions in Housing Choice Voucher, second by G. Mowery. Motion carried.

**Bid – Tab UC-311** - Motion was made by D. Kelly to award Bid - Tab UC-311 to Austin Bradley for \$23,445.00 second by G. Mowery. Motion carried.

At 12:50PM - Vice Chairman M. Bishop recessed the Redevelopment Authority Board Meeting until 1:30 pm.

1:33PM - Vice Chairman M. Bishop reconvened The Redevelopment Authority Board Meeting.

**Annual Meeting of the Members of Cumberland Development Initiatives Inc.**

**Annual Meeting of the Members – Call to Order** by Vice Chairman- M. Bishop at 1:33PM.

**Nomination of Board of Directors**

Louis Martin  
Mark Bishop  
Candice Neff-Hull  
Deborah J. Kelly  
Ginny Mowery

**Election of Board of Directors** - G. Mowery made a motion to approve the nominated Board of Directors of Cumberland Development Initiatives Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by D. Kelly. Motion carried.

**Annual Report-** – M. Kuna stated there was nothing new to report except that The Authority is in discussion with PIRHL to take over Property management of the Townhomes.

A Motion to Adjournment of the Annual Meeting of the Members Cumberland Development Initiatives Inc. was made by D. Kelly and second by G. Mowery. Motion carried.

**General Discussion –None**

**Adjournment of Redevelopment Authorities** at 1:34PM with a motion made by G. Mowery to adjourn D. Kelly second. Motion carried

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: August 24, 2022