

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

**Meeting:** May 19, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Roland Fenton, Louis Martin, Mark Bishop, Marlene Palmer, Deb Kelly

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Yolanda Hart, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick, Troy Okum, Mikayla Kitchen and Cindy Wise

The Housing Authority Board Meeting was called to order by Chairman Fenton at 12:00PM

**Public Comment** – None

**Approval of Minutes** – Motion by D. Kelly to approve the April 21, 2022 meeting minutes and second by L. Martin. Motion carried.

**List of Expenditures** – P. Bower gave an update on the expenditures for March 2022. P. Bower noted that under ERAP from the first round grant, we are under 1 million dollars. The rest are normal expenses. A motion was M. Bishop to accept the List of Expenditure of March 2022 and second by M. Palmer. Motion carried.

**Report of Treasurer** – P. Bower gave an update on Administrative Fund as of March 31, 2022. Income from Programs are under budget: Personnel expenses are under budget; Professional services are over budget; Purchases & Contracts are over budget due to purchasing new desk top and lap tops for staff and Maintenance Wages are under budget due to lower cost of Health & other Insurance. PFH is over budget on dwelling rental due to having 100% occupancy and under General expenses, Employee Benefits are under budget. PSH Dwelling Rents are under budget due to vacancies.

**Management Reports** – M. Kuna gave an update of general activities during the month. M. Kuna met with multiple municipalities to discuss needs and share additional information related to CCHRA and our programs. Hosted a staff appreciation luncheon on April 28<sup>th</sup>. In May held a staff meeting and two non-profit organizations' staff presented an overview of their programs: New Hope Ministries, Project Share. Joined Nelrod Consortium and requiring continued staff training to keep up to date on latest compliance/changes from HUD. Working with Housing Management Director and Finance to identify new property management and maintenance software.

**Section 8 Housing Choice Voucher Report** – B. Shull stated they had 8 new leases and they pooled 50 names from the wait list and received 50% responses. In a few weeks they will pool another 50. Section 8 Housing is now fully staffed.

**Homeless and Special Needs Housing** –Alyssa Feher stated the staff was able to house 6 more people this past month. Staff will be pooling the client list in the upcoming weeks.

**Housing Management Report** - A. Moore stated that the main focus is getting to 100% occupancy and maintaining the 100% occupancy. Staff is aggressively turning units around and pooling wait list to fill the vacancies quickly once the unit(s) are available.

#### **Board Action**

**CALECO Laundry Lease Agreement for Cherry Court, Grandview Court and TWP - Subject to Solicitor Review** - D. Kelly made a motion to approve the Agreement with CALECO for Laundry machines at Cherry Court, Grandview, and TWP subject to Solicitor review and to allow M. Kuna to execute the Agreement for The Housing Authority and M. Bishop second. Motion carried.

**Approval of Public Housing Budget** – L. Martin made a motion to approve the proposed Public Housing Budget and M. Bishop second. Motion carried.

#### **General Discussion**

**Adjournment of Housing Authority** at 12:25 PM with a motion by M. Bishop and second by M. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: June 30, 2022

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

**Meeting:** May 19, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Roland Fenton, Louis Martin, Ginny Mowery, Mark Bishop, D. Kelly

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Yolanda Hart, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick, Troy Okum, Mikayla Kitchen and Cindy Wise

Chairman Martin called the Redevelopment Authority Board meeting to order at 12:30PM.

Chairman Martin stated they had an Executive Session at 11:00AM on May 20, 2022 the duration was 10 minutes about a personnel matter and a legal matter. No action was taken

**Public Comment – None**

**Approval of Minutes –** Motion was made by G. Mowery to approve the April 21, 2022 meeting minutes and second M. Bishop. Motion carried.

**List of Expenditures –** P. Bower gave highlights from List of Expenditures for March 2022. AHTF Down-payment/Closing Costs were \$8,000; TCHDC R/A in coordination with Tri County received an admin fee of \$30,000 and Urban County House 2021 admin fee \$7,329.96. D. Kelly made a motion to approve the List of Expenditures for March 2022 second by R. Fenton. Motion carried.

**Report of Treasurer –** P. Bower stated Administrative reports and PFH/PSH are the same as presented during HA board meeting.

**Management Reports –** M. Kuna met with multiple municipalities to discuss partnership opportunities and share information on blight process, demolition, funding; met with Caprice Properties to discuss demolition fund, continuing to receive applications; Advertised HOME ARP RFP, looking for firms to assist in developing the Allocation Plan. Working with staff on implementing new systems to better expedite human resources and payroll processes.

**Community Development Report –** Staff is reviewing the CDBG and HOME program applications for compliance with program regulations. Staff will then develop a draft Annual Action Plan for PY 2022 and present it to the County Commissioners for approval. County CDBG/AHTF Housing Programs: Owner Occupied Residence -5 Underway, 2 going out to bid; AHTF Emergency repair- 4 complete, 5 underway; First Time Homebuyers- 14 households obligated funds, 7 on waiting list, 792 assisted since start of program; Housing Counseling-FY 11 one-on-one sessions with M. Paxton and Workshops-average 20 people per workshop. Workshops are held monthly except in July and December.

**Community & Business Development Manager's report -** Staff reviewing CDBG lending guidelines and regulations to align with HUD, and at the same time reflect experience in the market and current lending practices; any changes should be reflected in the county CDBG lending program. In Lemoyne phase I of Schoolhouse Flats, newly-constructed apartments in the former Lemoyne Middle School, will begin

leasing this summer with move-ins expected in September. In Mechanicsburg the former Irving Female College property, which includes 40 residential units, sold in November for \$3,364,000 and is being marketed again for \$4,025,000, the new owner is not able to construct another apartment building on the parcel.

**Homeless and Special Needs Housing Report** – A. Feher gave an update, submitted budget amendment request to DCED for Community CARES to reallocate funding from ESG CV 2 at this time we are still waiting for approval. ESG 2020 Rapid Re-Housing expires on May 31 and at this time we have used 93.1% of the total funding.

**Tax Credit Housing Management Report** – A. Moore stated that for every vacancies they have at the Tax Credit Properties they have identified a qualified and eligible applicants to fill the vacancies. By the end of the month all unit(s) in the Tax Credit Division should be 100% occupied. Maintenance is working to shorten the time it takes to turnover a unit.

### **Board Action**

**MOU – The Cumberland County Planning Dept.** - M. Bishop made a motion to approve the MOU and second by G. Mowery. Motion Carried.

**Forbearance Agreement, Carlisle Borough Owner Occupied Rehabilitation Program** –R. Fenton made a motion to approve the Forbearance agreement and to allow M. Kuna to execute on behalf of the RA authority second by D. Kelly. Motion Carried.

**Demolition Fund, \$50,000 Grant Award and Grant Agreement, Caprice BSM LLC and Redevelopment Authority of the County of Cumberland - Boiling Spring Mill demolish part of it.** M. Bishop made a motion to award Caprio BSM LLC the grant and to allow M. Kuna to execute the paperwork second by R. Fenton. Motion Carried

**Bid Tab - UC 309** – D. Kelly made a motion to award Contract UC 309 to Austin Bradley of Newville, PA; He had the lowest bid, \$13,820.00 second by G. Mowery. Motion carried

**General Discussion –None**

**Adjournment of Redevelopment Authorities** at 12:50PM with a motion made by G. Mowery to adjourn D. Kelly second. Motion carried

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: June 30, 2022