

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 17, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, Candice Neff-Hull, Deb Kelly, and Penny Palmer

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Heather Tidwell, Rebecca Yearick, Linda Hostetter, Alyssa Feher, and Cindy Wise.

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

Roll call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion by P. Palmer to approve Board Meeting Minutes from October 20, 2022, and second D. Kelly. Motion carried.

List of Expenditures – P. Bower gave a brief update on List of Expenditures for September 2022. Under Cumberland County ERAP 2, \$558,672.06 was spent. Received 1.6 million from the County ERAP and we are going to process the claims that are in the pipeline before opening it up to new claims. Timmon Supreme Service, LLC expense of \$50,520.00 is payment for work done at public housing properties to get them in compliance with HUD. P. Palmer made a motion to approve the List of Expenditures for September 2022, second by D. Kelly. Motion carried.

Report of Treasurer – P. Bowers reviewed Administrative Revenue Budget (Actual VS. Budget) as of 9/20/22, which were routine. Under the Administrative Fund – Statement of Income & Expenses show we are under Budget due to salaries, health Insurance, payroll taxes, and retirement. Public Family and Public Senior Housing Earnings Statement show we are currently over budget for Dwelling Rental due to high occupancy.

Management Reports -Executive Director – M. Kuna gave an overview of current projects and events:

- ❖ Emergency Rental Assistance Program
 - Going to reopen program once backlog of open applications have been addressed.
- ❖ Perry County
 - Connecting with the Perry County Commissioners to discuss PIT Count, Homeless Shelter potential.
- ❖ Landlord Engagement
 - November 3rd Landlord Happy Hour was a success and provided for new landlord contacts and growing relationships with HCV staff.
 - Small Landlord Revolving Loan Program has launched. Already receiving multiple inquiries.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of November 2022. Once a month they pull 70 names from the waiting list. There were 16 new leases and 17

terminations for the month. We received High Performer from HUD and received 12 New Veteran Vouchers. Two people have graduated from the Family Self Sufficiency program, and they are working to get more participants.

Homeless and Special Needs Housing A. Feher gave the update for Homeless & Special Needs. Vacant unit at Safe Harbour is on the 4th floor and they have a tenant ready to move in on Monday. No terminations this month.

Housing Management Report – A. Moore gave a brief updated on Public Housing. There are 17 vacancies of which 3 units are off-line due to structural damage. Filling the vacancies per HUD requirements, has been hindered by slow mail delivery, and slow return of verifications. We have recently hired a clerk whose main assignment is to work the waitlist process daily. Currently with delinquency, we have three large accounts that have already submitted applications to the ERAP program.

Board Action

Remove/Replace Awnings at Two West Penn – L. Martin made a motion to award G. T. Watts, Inc the bid for removal/replacement of awnings for \$4,073.58 less sales tax, second by P. Palmer. Motion carried.

RFP for Legal Services – D. Kelly made a motion to award Legal Services to Baric Scherer LLC – Tricia Naylor, second by C. Hull. Motion carries.

Emergency Rental Assistance Program Administrative Agreement Between the County of Cumberland and Housing Authority of the County of Cumberland - L. Martin made a motion to approve the ERAP Administrative Agreement between the County of Cumberland and the Housing Authority, second by D. Kelly. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:24 PM with a motion by L. Martin and second D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: December 15, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 17, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, Deb Kelly, and Candice Neff-Hull

Board Members Absent: Ginny Mowery,

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Heather Tidwell, Rebecca Yearick, Linda Hostetter, Alyssa Feher, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:24 pm

Roll Call was taken by M. Kuna.

Chairman Martin stated that on November 8, 2022, at 11:00 am they held a Redevelopment Executive Session for 30 minutes on personnel issues. No action was taken.

Public Comment – None

Approval of Minutes – Motion was made by M. Bishop to approve the Board Meeting Minutes from October 20, 2022, and second D. Kelly. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of Expenditures for September 2022. Paid \$11,000.00 under AHTF for three (3) new home buyer down payments & closing costs; \$10,000 was paid for Rehab/Repair to Carlisle Opportunity Homes; and \$14,300 was paid to Planeteria, for work on new website. D. Kelly made a motion to approve the List of Expenditure for September 2022, second by C. Hull. Motion carried.

Report of Treasurer – P. Bower stated Treasurers reports are the same as presented during Housing Authority Board meeting.

Management Reports – Executive Director – M. Kuna gave an update on projects and activities for November 2022.

- ❖ Blighted Properties
 - Board approved new property to move through blight process, successfully alleviated blighted conditions of 2 properties
- ❖ Partnerships
 - Met with Lancaster Redevelopment Authority to share ideas
 - Staff are working on attracting contractors to participate in our Owner-Occupied Rehab and develop pipeline of potential contractors for future projects

Community Development Report

- Working on streamlining internal processes and connecting with existing grantees.
- Held 2 CDBG Outreach Meeting, staff have connected with many nonprofits and municipalities interested in applying for CDBG.
- HOME ARP funding plan being developed, community engagement to begin in December.
- H. Tidwell has been contacting every open project that still had money to be used. They are letting them know how much funding they have left to use, what their paperwork needs to contain, how to submit their invoices and where to send them.
- Trying to close out CDBG Funding and COVID Funding from 2016 until current.
 - 2016 will be closed out within the month
 - 2017 is closed
 - 2018 has 1 open
 - 2019 has 3 open
- COVID funds expire in June, and we are trying to make sure the funds go where they are needed.
- County will be meeting with staff to monitor CDBG in December.

Community & Business Development Manager's report - R. Yearick stated that she met with the owners of the property at North Hanover Street, they are interested in buying the neighboring building so they can combine the 2 buildings. They will be presenting a loan request for this project.

Homeless and Special Needs Housing Report – A Feher gave a brief update. She said they have not had any referrals for the IDD Family Support Services. We have spent 96% for the ESG funds.

Tax Credit Housing Management Report – A. Moore gave an update on the Tax Credit Housing. Maintaining high occupancy at each location, at the present time we have 100% occupancy at all locations except at Roundhouse. We are focusing efforts on the physical structures at several of our buildings by replacing roofs, windows, and exterior painting.

Federal Senior Housing - A. Moore stated that the focus across the board is to maintain high occupancies at all locations.

Board Action

Neighborly Software (a Costars approved supplier) approval – M. Bishop made a motion to approve a contract with Neighborly Software and to have M. Kuhn execute the contract on behalf of the Board upon solicitor review, second by D. Kelly. Motion carried.

RFP for Legal Services- C. Hull made a motion to award Legal Services to Baric Scherer LLC – Tricia Naylor, second by D. Kelly. Motion carried.

RFQ for Appraisers Services – C. Hull made a motion to approve the list of appraisers for use in the future on projects, second by D. Kelly. Motion carried

RFP for Audit Services – We only received one proposal for Audit Services. M. Bishop made a motion to award Novogradac & Company LLP the audit RFP, second by D. Kelly. Motion carried

General Discussion –None

Adjournment of Redevelopment Authorities at 12:50PM with a motion made by M. Bishop to adjourn and D. Kelly second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: December 15, 2022