

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

Meeting: October 21, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

Attending: Roland Fenton, Louis Martin, Ginny Mowery, Deb Kelly, Mark Bishop, Penny Palmer, Solicitor Tricia Naylor, Commissioner DiFilippo, Jamie Keener, Chad Stauffer, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Caitlin Cluck, Peg Bower, Rebecca Yearick and Amber Keeseman.

The Housing Authority Board Meeting was called to order by Chairman Fenton at 12:03PM.

**Public Comment** – None

**Approval of Minutes** – Motion by Kelly/Palmer to approve the September 16, 2021 meeting minutes. Motion carried.

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the payments to the landlords through the Continuum of Care Program. She noted the expenses related to the work being done at 149 N. Pitt St., including the lead abatement that was done by Retro Environmental, Inc. She advised of the Capital Fund expenditures. Ms. Bower noted the disbursements from the Federal and State Emergency Rental Assistance Programs. She advised of the expenditures for Public Family Housing noting the payment to Infradapt. Ms. Bower advised of the routine expenses for Public Senior Housing. On a Martin/Palmer motion the List of Expenditures for August 2021 was approved. Motion carried.

**Report of Treasurer** – Ms. Bower presented the Administrative Revenue Actual vs. Budget, the Administrative Fund financial reports, and the Public Family/Public Senior Housing financials as of August 31, 2021 noting all are routine. She advised of the admin funds drawdowns through the Homeless Programs. Ms. Bower noted the funds collected from Enola Commons was for the month prior. Ms. Bower noted the Admin expenses are under budget due to staff vacancies. She noted COH is over budget due to extra work orders.

**Management Reports** – Ms. Kuna presented the Executive Directors Report noting she presented to Capital Regions Property Owners' Association on ERAP with Maureen Mahr-Nations. She advised of her appointment to the National Professional Development Committee for NAHRO. Ms. Kuna noted that she along with Ms. Yearick are working on an RFP for a new website. She advised she attended the NAHRO virtual conference. Ms. Kuna noted she attended Community CARES Gala. She advised we are currently working on new strategies for filling staff vacancies. Ms. Kuna along with the HR Manager noted they met with PA Career Link to advise of Authority Programs. She noted we are streamlining the ERAP program and improving internal processing. Ms. Kuna advised she met with a Special Needs Housing project developer. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting there are 1,331 vouchers allocated 1,231 units leased, 12 new leases, and 12 terminations. She advised there is a good wait list; 60 names have been pulled. Ms. Shull presented the Section 8 Homeownership Option Program Report noting 3 people have showed interest, 1 preliminary application received, 5 clients have completed the 1<sup>st</sup> Time Homebuyer Workshop. She noted there have been 17 closings. Ms. Cluck presented the Homeless and Special Needs Housing Report noting 22 units allocated, 0 vacancies. She advised there are 67 Voucher/Non-Site Programs vouchers allocated,

60 provided, 0 terminations. Ms. Cluck advised of the renewal process for the Continuum of Care funding. Ms. Martin presented the Housing Management Report noting Public Family Housing has 3 vacancies, 960 applicants on wait list, uncollected rent \$7,764.19 She advised of 4 vacancies at Public Senior Housing, 300 applicants on the wait list, uncollected rent \$479.00. Ms. Martin advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

#### **Board Action**

**Chestnut Commons ADA Ramp (CF)** – On a Palmer/Kelly motion the board awarded the ADA ramp with curb cut to Porter Construction LLC in the amount of \$5,750.00. Motion carried.

**TWP Security Cameras (CF)** – On a Martin/Palmer motion the board awarded the TWP camera repair and system maintenance to Hilton's Lock & Security in the amount of \$8,987.00. Motion carried.

**Emergency Rental Assistance Program – Administrative Agreement between the County of Cumberland and Housing Authority of The County of Cumberland** – On a Palmer/Kelly motion the board approved the Administrative Agreement as presented. Motion carried.

General Discussion - None

Adjournment of Housing Authority at 12:18PM by a motion from Martin/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: November 18, 2021

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

Meeting: October 21, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

Attending: Roland Fenton, Louis Martin, Ginny Mowery, Deb Kelly, Mark Bishop, Penny Palmer, Solicitor Tricia Naylor, Commissioner DiFilippo, Jamie Keener, Chad Stauffer, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Caitlin Cluck, Peg Bower, Rebecca Yearick and Amber Keeseman.

Chairman Martin called the Redevelopment Authority Board to order at 12:02PM.

Chairman Martin advised that the Redevelopment Authority Board met in Executive Session for the purpose of discussing Personnel matters on 10/21/21 at 10:30AM. No action was taken by the Board during Executive Session.

Chairman Martin recessed the Redevelopment Authority at 12:03PM.

Chairman Martin reconvened the Redevelopment Authority meeting at 12:19PM.

**Public Comment** – None

**Approval of Minutes** – Motion by Mowery/Bishop to approve the September 16, 2021 meeting minutes. Motion carried.

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the expenditures for CDBG. She advised of the ESG expenditures to Safe Harbour for the shelter operations. Ms. Bower noted the unrestricted funds that were used until the Continuum of Care grant funds are available from HUD. She advised of the payments to Lavery Law. On a Fenton/Bishop motion the List of Expenditures for August 2021 was approved.

**Report of Treasurer** – Ms. Bower presented the Administrative Revenue Actual vs. Budget, the Administrative Fund reports are the same as presented during HA board meeting.

**Management Reports** – Ms. Kuna presented the Executive Director's Report advising the general activities are the same as presented during the HA board meeting. She noted that she met with municipalities to discuss blight and Authority programs. Ms. Kuna advised she presented to the County Commissioners the purpose of a land bank and the Authority to become a land bank. She noted that she is working with REC and County Planning to develop a plan for the former Tyco site. Ms. Kuna advised she met with financing partners from multiple banks to discuss future partnerships. She noted there are 4 properties moving through the blight process. Ms. Kuna presented the Community Development Report noting staff completed the PY 2021 Annual Action Plan for CDBG and HOME programs. She advised staff is working with municipalities and non-profit organizations on housing and community development activities. Ms. Kuna noted staff is revising the HOME application and project approval process. She advised the County was awarded HOME American Rescue Plan funds. Ms. Kuna noted the 2 unit development of 157-159 E. South St is almost complete. Ms. Yearick presented the Community & Business Development Manager's Report noting the public meeting in Lemoyne at

Memorial Park to discuss changes and upgrades to the local parks and recreational facilities. She advised she is currently working with a Mechanicsburg business looking to expand for the 4<sup>th</sup> time. Ms. Yearick thanks Mr. Martin for attending the dedication ceremony of Frankenberger Gardens. Ms. Cluck presented the Homeless and Special Needs Housing Report noting 1 Project Based Unit allocated; 1 vacant unit. She advised 22 Non-Site Vouchers allocated; 1 vouchers provided through the ESG 2020 Rapid Re-Housing Program. Ms. Cluck noted there were zero terminations. She advised we have received approval for the ESG 2021 funding. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting 1 vacancy at American House; 1 move in being processed for 11/1/21. She advised of 1 vacancy at Crossroads, 2 vacancies at East Gate; 1 move in being processed for 11/1/21. Ms. Martin noted 1 vacancy at Enola Chapel, 1 vacancy at Historic Iroquois, 1 vacancy at Molly Pitcher Senior Apartments, 1 vacancy at Newport Hotel, 1 vacancy at Sherman's Valley, 1 vacancy at Valley Ridge. She advised applications are being processed for the vacant units. Ms. Kuna noted all commercial spaces are leased. She noted 130 units at One West Penn/12 vacancies. Ms. Martin advised 20 units at Mountain View/ 2 vacancies.

**Report of Committees – None.**

#### **Board Action**

**Organizational Chart Changes –** On a Mowery/Bishop motion, the board approved the changes to the Organizational Chart as presented. Motion carried.

**General Discussion - None**

Adjournment of Redevelopment Authority at 12:33PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: November 18, 2021