

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

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

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

Board Members Absent: Deb Kelly

Attending: Solicitor Tricia Naylor, Mary Kuna, Angela Moore, Becky Shull, Yolanda Hart, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick 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 M. Bishop to approve the March 17, 2022 meeting minutes and second by M. Palmer. Motion carried.

List of Expenditures - M. Kuna gave an update on the expenditures for February 2022. Capital Fund 2021 – Repair and Jetting of sewer lines at PFH Bedford Street complex, work was completed by Pronto Plumbing & Drains. CCERAP spent through 02/28/22, almost 64% of \$7 million received in the first round and CCERAP2 spent through 02/28/22, almost 21% of \$2.4 million received in the second round. Nothing unusual on PFH and PSH financial statements. A motion was made L. Martin to accept the List of Expenditure of February 2022 and second by M. Palmer. Motion carried.

Report of Treasurer –M. Kuna gave an update on Administrative Fund as of February 28, 2022. We are under budget on salaries and health insurance due to staffing changes. The website design is under budget due to not having a contract with the design company. There are several items over budget; Personnel Recruitment due to staffing changes we advertised for vacant positions on Indeed; Office Supplies is a combination of purchases for new staff, new programs and files and staff moving to remote work; Purchases/Repairs & Contracts such as technology updates both hardware and software, laptops for personnel to work remote.

Management Reports – M. Kuna gave an update of public outreach she participated in. CBS 21 is doing a comprehensive piece on ARP Funding (American Rescue Plan Funds for the County) they are interviewing different groups to find out what the funds would be used for and what is the need. They interviewed M. Kuna and a couple who were involved in M. Paxton’s First Time Home Buyers webinar. The couple shared their experience with the First Time Home Buyers program, the challenges they faced looking for a home and buying a home in today’s market. Fox 43 was researching the need for Housing Rehab assistance. M. Kuna explained to the interviewer that there are a lot of people on our waiting list that need this type of assistance but we just don’t have the money. Developed a RFP for engineering and architectural services; met with Carlisle Borough Police and Public Housing Staff to discuss collaboration and toured public housing with Housing Management director looking at potential investment in infrastructure improvements. Some area were noted and a plan of action is in the process. Reviewing with HR the wages for housing authority maintenance staff and working to implement SOP’s for labor compliance.

Section 8 Housing Choice Voucher Report – B. Shull stated that they pooled names from the waiting list, and stated that we have a very healthy waiting list for section 8 housing. . With the rising rents in the housing market it is proving difficult to find housing using the current rent allowances. So effective 7/1/22 there will be an increase in payment standards. Received a grant for FFS for Cumberland and Perry County and working with A Moore and her staff on this project.

Homeless and Special Needs Housing –Alyssa Feher introduced herself to the board as the new Homeless & Special Needs Grants Manager. Under Development Projects Safe Harbour has 1 vacancy. Under Voucher/non-site based programs we have 6 voucher available and they will be pooling the client list to fill the open voucher in the coming weeks. There are 255 households on the list seeking assistance for housing in March.

Housing Management Report - A. Moore introduced Yolanda Hart the property manager for public housing. A. Moore stated that there was not much change with Public Housing due to turnovers company-wide which impacted the Public Housing office. Y. Hart has participated in touring all the public housing units and meeting with the Borough Police during her short time with our Organization. There is a measure in place to fill all the vacancies at public housing. A. Moore and Y. Hart's vision is to make CCHRA known in the community especially the Housing Division. Y. Hart spoke to the Board and gave a brief summary of her work experience.

Board Action

YWCA MOU – We sign this agreement annually. Basically it is an agreement that allows YWCA to utilize a preference with us. The case worker will give the client a recommendation letter and when we receive this letter it will give them a preference within our voucher program. M. Palmer made a motion to ratify signing the YWCA MOU and to ratify M. Kuna to sign the agreement, M. Bishop second. Motion Carried.

Insurance Policies Renewal – Automobile, General Liability and Property – M. Kuna advised the Board that for Insurance for 2023 to 2024 we will be doing a deep dive into insurance coverage and companies, but due to personnel changes and time constraints we recommend renewing the automobile, general liability with terrorism and property with terrorism with HARIE Insurance with the effective date of May 15, 2022. L. Martin made a motion to approve the renewal of the insurance policies with HARIE second by M. Palmer. Motion Carried.

General Discussion – R. Fenton suggested to get the Sentinel to do an article on the Housing and Redevelopment Authority and what projects/programs the Authority is involved in. R Fenton asked a questions about picking up a wider aspect of responsibilities, i.e. Land Bank and County Programs. Are we going to have boards for each group in addition to our Board? The Redevelopment Board has the Land Bank. We have a separate meeting for the Land Bank with the Redevelopment Board members. The Blight Board has different Board members and the Affordable Housing Trust Fund also has different board members, both are County Boards.

Adjournment of Housing Authority at 12:24 PM with a motion by M. Bishop and second by M. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: May 19, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

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

Board Members Present: Roland Fenton, Louis Martin, Ginny Mowery, Mark Bishop,

Board Members Absent: Deb Kelly

Attending: Solicitor Tricia Naylor, Mary Kuna, Angela Moore, Becky Shull, Yolanda Hart, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick and Cindy Wise

Chairman Martin called the Redevelopment Authority Board meeting to order at 12:25 PM.

Public Comment – None

Approval of Minutes – Motion was made by M. Bishop to approve the March 17, 2022 meeting minutes and second R. Fenton. Motion carried.

List of Expenditures – M. Kuna gave highlights from List of expenditures for February 2022. AHTF Down-payment/Closing Costs are starting to pick up; Urban County CDBG 2021 grant to some tax credit properties to help fund supportive services; Novogradac & Company, LLP for \$18,700 is the interim payment on 06/30/21 audits for Housing and Redevelopment. G. Mowery made a motion to approve the List of Expenditures for February 2022 second by R. Fenton. Motion carried.

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

Management Reports – M. Kuna met with multiple municipalities to rebuild relationships and discuss partnership opportunities and share information on blight process, demolition, funding and received a lot of good feedback. Awarded EPA Technical Assistance grant and had kick off meeting with EPA subcontractors to discuss overall scope, we pay nothing for the market study. M. Kuna met with the United Way, YWCA and New Hope Ministries to discuss needs and future partnership opportunities and how to assist New Hope to push out more of their programs. May Staff meeting will include presentations by three nonprofits to further expand the staff's understanding of partners and resources.

Community Development Report – C. Rafferty gave an update on several programs. CDBG Program, Applications from municipalities, non-profit organizations, and housing developers were received for PY 2022 CDBG and HOME programs funds. Staff will then develop a draft Annual Action Plan and present it to the County Commissioners for approval. HOME Program, the County is working with several developers on housing developments which are in various stages in the development process. CDBG-CV, staff continues to work with providers who received CDBG-CV funds to implement their programs and projects. Carlisle Borough, settlement was completed on 157 E. South St. Staff continues to work with Borough Staff on the program designs of several new initiatives (Weatherization Program, and a Rental Assistance Program).

Community & Business Development Manager's report – R. Yearick gave a community update: Carlisle two (2) CDBG loans were repaid this month—one from 2007 for the Berg Barber property that housed Patriot Surplus, and one from 2017 for Mummert Chocolates; Lemoyne - spoke with owners of the former West Shore Bureau of Fire Lemoyne station about participating in up-coming mural program with the Borough and Messiah University; the wall facing Third St. would be utilized with a firefighters theme; Mechanicsburg assisted owner of Hampden Beauty Supply with leasing 11 N. Railroad Ave. to relocate her business to a unit that has been vacant for 12 years; Mount Holly Springs council voted to commit a \$30,000 local match to a county CDBG application for pedestrian safety improvements along Rt. 34 at Harman St.—phase II of the N. Baltimore Ave. corridor project.

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, ESG CV 2 was extended until June 30, 2022. Landlord Mediation Program currently in process.

Tax Credit Housing Management Report – A. Moore said the focus for the tax credit properties is increasing and maintaining occupancy. By mid-May she hopes to have 100% occupancy at all tax credit properties. Inspections are ongoing to the properties to assess if capital improvements are needed.

Board Action

Resolution to acquire 420 Bosler Avenue – M. Kuna advised the Board that she would like to table this resolution. The property in question has gone through the blight process but M. Kuna would like to go in and get several quotes on rehabbing the property. This item will be brought before the Board at a later date.

Postage Machine Contract – M. Bishop made a motion to approve 60 month lease for Pitney Bowes Send Pro P2000 postage machine at \$285.36 per month and was second by G. Mowery. Motion carried.

Insurance Policies Renewal – Automobile, General Liability and Property - The information is the same as presented to the HA Board. R. Fenton made a motion to approve the renewal of the insurance policies with terrorism coverage with HARIE for 2022-2023 and M. Bishop second. Motion carried.

Bid Tab – MC 194 – We received three bids for contract MC-19; BL Bradley & Sons \$16,960, Harvey Landis \$27,300 and WSL Inc. \$25,317. BL Bradley & Son were the low bidder. G. Mowery made a motion to award contract MC-19 to BL Bradley & Sons and M. Bishop second. Motion carried.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:40PM with a motion made by R. Fenton to adjourn M. Bishop second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: May 19, 2022