

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 16, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: None

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Jamie Keener - CAEDC, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Chris Rafferty, Rebecca Yearick, David Killiri, Linda Hostetter and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman Fenton at 12:05PM.

Public Comment – None

Approval of Minutes – Motion by M. Palmer to approve the November 18, 2021 meeting minutes and second by D. Kelly. Motion Carried.

List of Expenditures - P. Bower presented the List of Expenditures making note of the \$100,000 loan to Tri-County HDC. Ltd for their S. East Street project. Funds from the following programs were used through the end of October, 34% of first Federal program, 14% first State program and less than 1% of Second Federal program. We have one more month of the State program and the State has requested those funds back. The money was refunded in December to the County and the County is working on returning funds to the State as requested.

L. Martin made a motion to approve the List of Expenditures and was second by M. Palmer. Motion Carried.

Report of Treasurer – P. Bower presented the Administrative Revenue Actual vs. Budget through October 2021. The administration fees for the Homeless Programs are reported quarterly. The administrative drawdowns are only used for the emergency housing and are done quarterly. At the end of December you will see the rest of the funds. The Administrative Income and Expenses are slightly under budget due to staffing changes and health insurance elections made by staff. Public Family rental income is slightly over budget but expenses are in line. Public Senior Housing Financials are routine.

Management Reports – M. Kuna introduced the new staff members to the Board. M. Kuna attended several Chamber meetings in the area; Carlisle, Mechanicsburg and West Shore. At the Housing Alliance's Homes Within Reach Conference M. Kuna presented The Emergency Rental Assistance Program which was well received. Attends monthly meetings between County Planning and CAEDC. ERAP funding provided additional planning and implemented changes to encourage greater participation. Returned DHS remaining funds to the County to be returned to the State so that neighboring counties can use the funds. Discussed a strategic plan to better collaborate with the Partnership for Better Health. RFP for federal senior property improvements was advertised and discussed with a Carlisle developer, expansion for existing affordable housing project.

Section 8 Housing Choice Voucher report was presented by B. Shull. Housing Choice Voucher have 1331 units allocated, 1231 units leased which is up by 3. New leases 14, reevaluations 103, interims 41 and 1 move. Mod Rehab SRO has 2 units allocated and 2 units are leased. Housing Choice Voucher FSS in Cumberland County have 5 enrolled, 1 receiving escrow and 34 completed. There were 10 terminations for HCV this month.

Homeless and Special Needs Housing was presented by M. Kuna. Development Projects have 22 units allocated, 2 vacant units and 0 (zero) applications in process. Voucher/Non-site Base Programs have 67 vouchers allocated, 61 vouchers provided and 6 application in process. There were 2 new enrollments and 3 terminated; 2 expired and 1 deceased. In Cumberland County there are 249 households on the list seeking assistance for housing. B. Shull and C. Cluck are promoting the Landlord Incentive program to get more landlords to participate.

Housing Management report was presented by C. Martin. Public Family have 149 units, 3 vacancies, 987 on waiting list, 15 re-evaluations, 7 interims and \$11,125.88 uncollected rent/debts. By year end 2 vacancies will be secured. Public Senior there are 59 units, 5 vacancies, 267 on waiting list, 3 re-evaluations and \$379.99 in uncollected rents/debts. Family Self Sufficiency 11 are enrolled, 5 are receiving escrow and 49 are completed.

Board Action

Window Replacement – Two West Penn - 67 windows – M. Kuna said there were three proposals received but one was nonresponsive in providing additional documentation not included in original proposal. The lowest proposal of the two remaining was from WSL Inc. for \$84,575 and staff recommended to the Board to award them the bid. M. Palmer made a motion to approve WSL Inc. and was second by M. Bishop. Motion Carried.

General Discussion – C. Martin said the Public Housing Write-Offs for FY 20/21 1st Quarter was \$5,778.97. L. Martin made the motion to approve the Write-Offs for the FY 20/21 1st Quarter, second by M. Palmer. Motion Carried.

M. Kuna advised the Board the Code of Conduct was sent to their homes for them to complete and return.

Adjournment of Housing Authority - at 12:25PM Chairman Fenton called for Adjournment. D. Kelly made a motion to adjourn, second by M Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 20, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 16, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: G. Mowery

Attending: Solicitor Tricia Naylor, Penny Palmer, Commissioner DiFilippo, Jamie Keener – CAEDC, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Chris Rafferty, Rebecca Yearick, David Killiri, Linda Hostetter and Cindy Wise.

Chairman Martin called the Redevelopment Authority Board meeting to order at 12:22PM.

Chairman Martin announced that on December 8th at 1PM the Executive Board held a meeting for 30 minutes to discuss personnel issues. No action was taken at that time.

Public Comment – None

Approval of Minutes – Motion was made by R Fenton to approve the November 18, 2021 meeting minutes, second by D. Kelly. Motion Carried.

Approval of Special Minutes -. Motion was made by R. Fenton for approve the November 16, 2021 meeting minutes, second by D. Kelly. Motion Carried.

List of Expenditures – P. Bower presented the List of Expenditures and noted AHTF expense of \$100,000 for first time home buyers, Tri-County HDC LTD construction expense \$52,812.84 and Handyworx, LLC loan receivable of \$90,000. D. Kelly made a motion to approve the List of Expenditures, second by R. Fenton. Motion Carried.

Report of Treasurer – P. Bower presented the Administrative Revenue Actual vs. Budget and noted the following items: LAVERY LAW are insurance company lawyers, EFTPS are payroll taxes to IRS and E-TIDES are payroll state withholding taxes.

Management Reports – M. Kuna presented the Executive Director’s Report advising the general activities are the same as presented during the HA Board Meeting. Received 25 proposals for the website, M. Kuna and R. Yearick to review. PHARE funds being reallocated to improve properties and expand uses for blighted property acquisition.

Community Development Report was presented by C. Rafferty. Staff is working with municipalities and non-profit organizations on a wide range of housing and community development activities. Staff is reviewing and revising the Applications for the CDBG and HOME programs. Staff will conduct application process for the CDBG and HOME PY 2022 in January 2022. The Carlisle Borough and staff are working on a wide-range housing and community development activities.

Community & Business Development Manger's report – R Yearick continues to work with several businesses that want to expand or re-locate to Carlisle. Working with Boroughs of Lemoyne and New Cumberland on a joint riverfront project. In Mechanicsburg the sale of Ritter's' True Value Hardware store business and real estate will be finalized on 1/1/22.

Homeless and Special Needs Housing Report – M. Kuna reported the Project Based Units have 6 units allocated, 1 unit vacant and 0 applications in process. Voucher/Non-Site Based programs have 22 vouchers allocated, 2 vouchers provided, 1 termination and 3 application in process. Our challenge is to find landlords who will rent with respect to our programs, staff is working very hard to find housing for individuals. Requesting additional funding in the amount of 450,224.34 for Emergency Shelter Operations for Community CARES to prepare for the cold winter months and administration. The State has been very complimentary to the Authority and when more funding is available we will apply for it.

Tax Credit Housing Management Report – C. Martin advised that American House has 1 vacancy, trying to secure by year end. Crossroads has 1 vacancy, trying to secure by year end. East Gate has 1 vacancy but application has been approved. Enola Chapel had 1 vacancy. Historic Iroquois Senior has 1 vacancy, trying to secure by year end. Newport Square's 1 vacancy is filled. Sherman's Valley Senior 2 vacancy and we have applications in process. Valley Ridge is processing the vacancy. West Penn has 5 vacancies, which is lower than last month. At Mountain View there are 2 vacancies of which 1 is in process.

Report of Committees – None.

Board Action

Revision to Personnel Policy - Additional holidays, 5, for 2022 so that Redevelopment Authority Holiday calendar matches the County and Federal. Taking out the words consecutive days in the Bereavement policy, the last sentence in the sickness policy. M. Bishop made a motion to approve the changes, second by R Fenton. Motion Carried.

General Discussion - None

Adjournment of Redevelopment Authorities - at 12:40PM Chairman Martin called for adjournment. R Fenton made a motion to adjourn second by D Kelly. Motion Carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 20, 2022