

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 15, 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, Becky Shull,
Heather Tidwell, Linda Hostetter, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:01PM.

Roll call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion was made by D. Kelly to approve Board Meeting Minutes from November 17, 2022, and second C. Hull. Motion carried.

List of Expenditures – P. Bower gave an update on the List of Expenditures from October 2022. Normal HUD assistant payments; ERAP2 payments totaling \$152,259.27 and we are receiving additional funding for ERAP; \$5,925.00 was returned to a tenant because he had paid his rent ahead of time and now, he has moved out; \$11,000 was paid to Messick's for a mower for Public Senior Housing and \$5,053.36 was paid to Touch of Color Flooring for new flooring at 114 N. Hanover. CDBG funds will reimburse us for this expense. L. Martin made a motion to approve the List of Expenditures of October 2022, second by P. Palmer. Motion carried.

Report of Treasurer – Administrative Revenue Budget was routine as of October 31, 2022. Under the Administrative fund we are under Budget by \$88,190.73 for Total income due to salary, health insurance and website expense. Under Purchases & Contracts we are over Budget due to purchases of laptops and desk top computers for staff. Public Family and Public Senior expenses a routine.

Management Reports -Executive Director – Re-opened ERAP2 with some restrictions, recruited new members for our Cumberland-Perry Housing Initiative Board, doing outreach on the different programs we offer, and making property improvements.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of December. There has not been much movement in Section 8 Housing. There were 12 terminations for the month and 1 that achieved self-sufficiency. We received 14 new vouchers for Veteran Homeless housing.

Homeless and Special Needs Housing – H. Tidwell gave an update. There are no major changes for the month of December. The new ESG 2022 Grant is now open, and we are working on budgets and allocations now.

Housing Management Report – A. Moore stated that they are actively working to fill the 12 vacancies at Public Family. A staff member is actively working the wait list every day. Two potential tenants declined

due to our No Smoking policy. Staff is assisting tenants was large uncollected rent debt to apply for the ERAP2 funds.

Board Action

MOU Sadler – Housing Authority of the County of Cumberland –Motion was made by P. Palmer to approve the MOU with Sadler and to give M. Kuna the authority to sign and execute the MOU on behalf of the Housing Authority, second by D. Kelly. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:15 PM with a motion by L. Martin and second D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 19, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 15, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

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

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:13 pm

Roll Call was taken by M. Kuna.

Chairman Martin stated that on December 15, 2022, at 11:00 am they held a Redevelopment Executive Session for 20 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 November 17, 2022, and second D. Kelly. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of Expenditures for October 2022. Under the project AHTF \$25,406.46 was paid out for 6 down payments and closing costs and 2 emergency repairs; project County Demolition Fund \$29,438.84 was paid to Caprice Properties for Boiling Springs Mill demolition, which is the first grant paid out under the demolition fund. M. Bishop made a motion to approve the List of Expenditures for October 2022, second by D. Kelly. Motion carried.

Report of Treasurer – P. Bower stated Treasurer’s 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 December. Staff working on policy changes and staffing changes. Silver Spring Township has invited the staff to visit with them and chat about our programs. Middlesex Township has asked for us to meet with them. M. Kuna is planning to meet with each municipality in the county to talk to them about our programs in the next several months.

Community Development Report – H. Tidwell gave an overview of Community Development activities. CDBG –

- Outreach event was December 1st at the Planning Office
 - Potential collaboration between a group of relators that are looking to renovate apartments and rent out to low to moderate income residents of the county.
 - Potential collaboration with the Oaks, who works with minority businesses owners in the area to grow their reach.

HOME–

- Working with HUD rep to expedite process of applications, monitoring, and close out documents needed.
- Applications will be open year-round until unobligated funds are used.

HOME – ARP –

- Building allocation plan now for the \$1.9 million currently obligated towards homeless services in the county.
- Holding individual meetings as well with stakeholders in the homeless services providers community.

Community & Business Development Manager's report – M. Kuna presented an update. The County Board of Commissioners who approved a \$200,000 CDBG loan to Ensemble Real Estate for acquisition of 19 N. Hanover St.; three of those partners and another purchased the neighboring 21 N. Hanover—once Thomas Sewing Center—in July.

Homeless and Special Needs Housing Report – H. Tidwell gave a brief update stating that the ESG 2022 funding came out and we received a lot less than was requested.

Tax Credit Housing Management Report – A. Moore stated that all the vacancies in tax credit are being filled except one unit at Brethren House due to waiting on new windows for the unit due to fire damage.

Federal Senior Housing Board Action – A. Moore stated that some of the 6 vacancies are due to enforcing the No Smoking Policy the tenants. Staff is actively working of filling the vacancies.

Board Action

Medical/Dental/Vision Insurance – Staff recommends that dental stay with United Concordia, vision stay with Capital Blue Cross and medical insurance we move Cigna because the network of providers is the same as we currently have but the premium is only increased by 18.3% which is less than other quotes. C. Hull made a motion to approve staff recommendation for Dental/Vision and Medical, second by D. Kelly. Motion carried.

Org chart – M. Kuna advised that she wants to move all grants to H. Tidwell and to make the HSN Case Managers into their own division. M. Bishop made a motion to approve the changes to the org chart, second by C. Hull. Motion carried.

Policy Changes – M. Bishop made a motion to approve the policy changes effective January 1, 2023, second by D. Kelly. Motion carried.

Bid Tab – UC 316 & 316A – Is for removing/replace railing cap, deck boards, deck stairs, drain and remove existing water heater and install a new one and remove existing gas furnace and a/c unit and install new gas furnace and central air conditioner. D. Kelly made a motion to award the bid to Harvey Landis for \$11,450.00 for Bid Tabs UC 316 and 316A and to award a loan amount up to \$11,450.00 to the homeowner, second by C. Hull. Motion carried.

MOU Sadler – Redevelopment Authority of the County of Cumberland - Motion was made by C. Hull to approve the MOU with Sadler and to give M. Kuna the authority to sign and execute the MOU on behalf of the Redevelopment Authority, second by D. Kelly. Motion carried.

Contract – Redevelopment Authority of the County of Cumberland & Housing Alliance of PA -The agreement is for paying for the time/salary of the Connect to Home Coordinated Entry System Regional Manager and for the Authority to bill them quarterly. M. Bishop made a motion to approve the contract and to allow M. Kuna to sign and execute the contract on behalf of the Redevelopment Authority, second by D. Kelly. Motion carried.

Demolition Fund Grant Request \$18,104.25 to Gregory S. Lebo, 420 Bosler Avenue, Lemoyne, PA – This will be the first Demolition fund grant request paid. D. Kelly made a motion that the Board approve the request and authorize M. Kuna to execute on behalf of the Redevelopment Authority, second by C. Hull. 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: January 19, 2023