

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: October 20, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, and Penny Palmer

Board Members Absent: Deb Kelly & Candice Neff-Hull

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:02PM.

Roll call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion by L. Martin to approve Board Meeting Minutes from September 15, 2022, and second P. Palmer. Motion carried.

List of Expenditures – P. Bower gave an update on List of Expenditures for August 2022. Most of the list of expenditures were normal with a few expenses for management improvement paid out of Capital Fund 2018 in the amount of \$530.41 and \$213.59 from Capital Fund 2019. \$169,942.42 was spent from CCERAP1 which depleted the fund and \$247,568.01 was spent from CCERAP2 which almost depletes the funding. Expenses for Public Family and Seniors were normal monthly expenses. A motion was made by P. Palmer to accept the List of Expenditures of August 2022 and second by L. Martin. Motion carried.

Report of Treasurer – P. Bowers stated that the Administrative Revenue Budget is normal for 2 months into the budget year. Under Administrative, Income from programs is slightly under budget; Public Family Housing is over Budget for dwelling rents and Public Senior Housing dwelling rents is in line with the budget.

P. Bowers gave an update on the new financial software, SGA Accounting. By the end of the week, October 21, 2022, we should have the contract to sign. Finance staff will start to convert Public Family and Public Senior to the new system using June 30th year end information.

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

Booth at the Perry County Senior Expo September 30th; staff participated in a landlord roundtable event in Perry County; booth at the Cumberland County Senior Expo, October 12th; and presented quarterly update to the County Commissioners.

Projects:

ERAP was reopened; ERAP 1 funds exhausted, ERAP 2 funds still available and receiving remaining balances from the County; met with Perry County Commissioners to discuss CoC funding; Scheduled 2nd landlord outreach event for November 3rd at Isaacs in Rossmoyne; Small Landlord Revolving Loan

Program has launched; and currently working through PH Management Certification through Nan McKay.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of October 2022. Units leased are up 5; pulled 70 more names from the waiting list but unfortunately, the mail system is causing some issue with the mail being received about 2 weeks late. There was 1 client who graduated from the Family Self Sufficiency (FSS) program in October.

Homeless and Special Needs Housing – M. Kuna gave the update for Homeless & Special Needs. There are two units vacant, but we are in the process of filling them. There are 230 households in Cumberland County seeking assistance for housing.

Housing Management Report – A. Moore gave a brief updated on Public Housing. The focus is on occupancy. Every week this month they have a move in scheduled. Staff is processing evictions for tenants who consistently violate policy or the lease agreement. On Tuesday, October 18th, a medical clinic was held at One West Penn & Mountain View. It was open to the public and we had a lot of inquiries from the community about our programs. February 2023 in conjunction with YMCA of Harrisburg we will be holding another event for all the residents and the local community.

Board Action

Common Area Cleaning at Two West Penn – Received three bids to clean the common areas (hallways, laundry, community room, elevator, and restrooms) at Two West Penn Senior Apartments weekly or bi-weekly. The lowest bidder was Quality Cleaning Company for \$245.00 weekly or \$490.00 bi-weekly. L. Martin made a motion to award the bid to Quality Cleaning Company for either weekly or bi-weekly cleaning and to allow M. Kuna to execute the agreement on the Boards behalf, second by P. Palmer. Motion carried.

Pitt Street Roof Replacement – Our properties on the 300 block of North Pitt Street need to have the roofs replaced. An RFP was done requesting bids with requirements of visiting the properties and a 10% bid bond. 8 firms submitted bids but only three firms met the criteria. Liberty Restoration was the lowest bidder of the three coming in at \$90,274.11. M. Kuna requested that Board to allow her to sign and execute the agreement on behalf of the Board. P. Palmer made a motion to award the bid to Liberty Restoration for \$90,274.11 and to allow M. Kuna to sign and execute the contract, second by L. Martin. Motion carried.

Harbour Village and Citrus Grove AHAP - B. Shull asked the Board to approve an Agreement to Enter into a Housing Assistance Payment Contract New Construction for Citrus Grove, LP and to give M. Kuna permission to sign and execute the contract. L. Martin made a motion for approve the contract and to have M. Kuna sign and execute the contract, second by P. Palmer. Motion carried.

B. Shull asked the Board to approve an Agreement to Enter into a Housing Assistance Payment Contract New Construction for Harbour Village and to give M. Kuna permission to sign and execute the contract. L. Martin made a motion for approve the contract and to have M. Kuna sign and execute the contract, second by P. Palmer. Motion carried

General Discussion – None

Adjournment of Housing Authority at 12:28 PM with a motion by L. Martin and second by P. Palmer.
Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: November 17, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: October 20, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: Deb Kelly and Candice Neff-Hull

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

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:28 pm

Roll Call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion was made by M. Bishop to approve the Board Meeting Minutes from September 15, 2022, and second G. Mowery. Motion carried.

Approval of Minutes from Special Meeting on October 4, 2022 - M. Bishop made a motion to approve the minutes from the Special Meeting of the Redevelopment Authority on October 4, 2022, second by G. Mowery. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of Expenditures for August 2022. Under the AHTF project 3 down payments and closing cost, 1 emergency repair, and Admin fees in the amount of \$314,480.00 paid; Urban County CDBG 2019, 3 payments for CCHRA ADA & Facility Improvements in the amount of \$9,296.37; Urban County HOME 2016 paid Riverton Wood Development \$84,363.39 and out of the Local Fund Unrestricted advances were paid to several project that are approved by HUD in the amount of \$36,743.90. Once HUD funds are received the funds will be reimbursed. Our first project under the Cumberland County Demo Fund, the Boiling Springs Mill, had 3 payments made totaling \$20,561.16. Several line items to Infradapt for laptops for staff and WEX Health Inc. for flexible spending reimbursements were made in August. G. Mowery made a motion to approve the List of Expenditures for August 2022, second by M. Bishop. Motion carried.

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

Management Reports – Executive Director – M. Kuna gave an update on projects and activities for October 2022. Moving multiple properties through the blight process, next meeting in November; working with PEEC/Hope Station to develop and promote senior programming to benefit residents near 60 W Penn; met with Gary Lenker to discuss Tri-County HDC's needs/future projects. Working to find funding to improve properties the Authority manages on their behalf in Newport, and RFPs out for, Audit, Solicitor, Grant Writing & Appraisers

Community Development Report –M. Kuna introduced Heather Tidwell, Grants Specialist, to the Board. M. Kuna met with New Cumberland to discuss potential projects and working to get Community Development staff acclimated to projects and developing new programs. H. Tidwell is reaching out to clients to advise them of funds that are available to them. H. Tidwell plans to outreach to communities around the County and on November 2, there will be an open house in Newville from 2 to 4 pm for grant applications and to ask any questions they may have about our programs, and we plan to host an open house for Grant applications in Lower Allen. In the future we hope to go to Shippensburg and host an open house.

Community & Business Development Manager's report - R. Yearick stated that the Carlisle Skateboard Park is almost completed at the Northside Village. She also said that there is interest in opening a skateboard shop close to the park and downtown.

Homeless and Special Needs Housing Report – M. Kuna gave an update on Voucher/non-site based programs. Staff is having a challenging time finding landlords who will accept the ESG Rapid Re-housing voucher since the payment is below normal standards. ESG 2022 funding announcements should be coming in the next few weeks.

Tax Credit Housing Management Report – A. Moore gave an update on the Tax Credit Housing. Staff is aggressively working to fill all the vacant units at the properties. The unit at the Brethren House that was damaged by fire is being rehab and hope to have it ready for occupancy soon.

Federal Senior Housing - A. Moore reviewed Federal Senior housing. We are still having an issue getting our funding from USDA. Staff is working with USDA staff on this issue. USDA said that our staff has done everything they can and that the issue is now on the USDA side of the process. USDA is working diligently to resolve the issue. A. Moore is hopeful that by the next Board meeting the issue will be resolved.

Board Action

Bid Tab UC-310 2 – This bid is for replacing roof, gutters, and downspouts. Received two bids and the lowest bid was for \$16,440.00 from Bryan A. Bradley. The loan amount to the homeowner is \$18,940.00 which has \$2,500 for any necessary change orders. G. Mowery made a motion to award the bid to Bryan A Bradley for \$16,440.00 and to award a loan amount up to \$18,940.00 to the homeowner, second by M. Bishop. Motion carried.

Bid Tab UC 313 2 - This bid is for removing and replacing roof, 8 windows, repair and paint the second-floor wood soffit, front porch soffit and install interconnected smoke/carbon monoxide detectors. Received two bids and the lowest bid was for \$26,100.00 from Bryan A. Bradley. The loan amount to the homeowner is \$24,500.00 which has \$2,500 for any necessary change orders. M. Bishop made a motion to award the bid to Bryan A Bradley for \$26,100.00 and to award a loan amount up to \$24,500.00 to the homeowner, second by G. Mowery. Motion carried.

Service Agreement between Capital Area Behavioral Health Collaborative, Inc. & Redevelopment Authority of the County of Cumberland - M. Kuna has asked the Board to approve the Service Agreement subject to Solicitor review and approval, and to approve M. Kuna to sign and execute all documents regarding this agreement. M. Bishop made a motion to approve the agreement subject to

Solicitor review and approval and to have M. Kuna sign and execute all documents, second by G. Mowery. Motion carried.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:58PM with a motion made by G. Mowery to adjourn M. Bishop second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: November 17, 2022