

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

**Meeting:** March 17, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

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

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Angela Moore, Becky Shull, Peg Bower, Chris Rafferty, and Cindy Wise

The Housing Authority Board Meeting was called to order by Chairman Fenton at 11:59AM.

**Public Comment – None**

**Approval of Minutes –** Motion by M. Bishop to approve the February 17, 2022 meeting minutes and second by M. Palmer. Motion carried.

**List of Expenditures -** P. Bower gave an update on the List of Expenditures for January 2022. P. Bower noted the Rental Asst. to Landlords is out of our Continuum of Care Program. Through the end of February, 54% of 7.5 million from the first round for ERAP has been used and 16% of the 2.4 million, of the money we received, has been used of the second round of ERAP. For the first round we received 10% for admin fees and 15% admin fees from the second round. Under Public Family Housing the expenses are normal monthly expenses. There was a payment to Porter Construction LLC for the ADA ramp at Chestnut Commons which is a 9 unit facility. A motion was made L. Martin to accept the List of Expenditure of December 2021 and second by D. Kelly. Motion carried.

**Report of Treasurer –** P. Bower gave an update regarding Administrative Review Budget as of January 31, 2022. We are over budget on Admin Fees. Additional admin fees are in the unrestricted fund for the time being. No admin fees were taken for CDBG Program or the Homeless and Special Needs. On programs the Statement of Income and Expenses. P. Bower noted that we are under budget, this is due to the Health Plan, Salaries and the revamping of our Web Site, which will be starting in the near futures. Public Family Housing statement of earnings shows a line item for Capital Fund Operations. We can do this because we are a small PHA operation. Public Senior Housing Statement of Revenues and Expenses shows we are under budget for Operating receipts which is due to some vacancies at our facilities.

**Management Reports –** M. Kuna gave an update of staff activities. Formalized request to Cumberland MHIDD Administrator to fund two projects and provide additional funding to assist in transitional housing for MHIDD clients. Ramping up the transition of their clients into Section 8. Toured future Community CARES shelter site and revised PHARE funding to assist in acquisition. Will stop accepting ERAP application as of April 1, to make sure we have money to cover the applications we have received prior. Marketing Coordinator has arranged for us to participating in New Cumberland's Community Day and Jubilee Day in Mechanicsburg.

**Section 8 Housing Choice Voucher Report –** B Shull gave an update stating that 1331 units allocated and we have 1,199 leased. There were 11 terminations last month. Actively trying to expand the program. A

pool was done from the waiting list and 76 names were pulled, 27 people responded that they are still interested in the program. At this point, It is hard to find units to lease. 97% of HAP funds have been expended.

**Homeless and Special Needs Housing** – M. Kuna advised the Board that next month Alyssa Feher will be joining the meeting and will be presenting the Homeless and Special Needs Housing report. Development Projects have 22 units allocated and 1 unit at Perry Veterans Supportive Housing open and 1 unit at Safe Harbour. Voucher/Non-Site Based Programs has 67 vouchers allocated and 65 vouchers have been provided. There are 4 application in process and we are waiting to hear back from people to finish processing.

**Housing Management Report** – M. Kuna introduced Angela Moore, our new Housing Management Director, to the Board. A. Moore advised the Board that her main focus will be occupancy. Working actively through the wait list. Public Family has 149 units and 8 vacancies and \$7,899.93 in uncollected rent/debts; Public Senior has 59 units and 6 vacancies. There is \$832.33 in uncollected rents/debts. Family Self-Sufficiency Public House have 11 enrolled, 5 receiving escrow and 49 have completed FSS. Actively working to collect delinquent rent/debts and assist tenants who need to apply for rental assistance.

#### **Board Action**

**Annual PHA Plan-** B. Shull reviewed the Annual PHA Plan before sending it in to PHA. B. Shull advised we are seeking a \$50,000 grant for Section 8 Public Housing. M. Bishop made a motion to approve the Annual PHA Plan and M. Palmer second. Motion carried.

**Bids for Kitchens at Two West Penn** – Three different RFP's were done. The RFP's were for labor and materials. We received two bids, WSL for \$421,894.44 and LMJ Contractors Inc. for \$353,700. Staff is recommending LMJ Contractors. L. Martin made a motion to approve the execution of the paperwork with LMJ Contractors and D. Kelly second. Motion Carried.

**Bids for Windows at Two West Penn** - Three different RFP's were done. The RFP's were for labor and materials. We received two bids, WSL for \$97,921.25 and LMJ Contractors Inc. for \$73,400. Staff is recommending LMJ Contractors. D. Kelly made a motion to approve the execution of the paperwork with LMJ Contractors and M. Bishop second. Motion Carried.

**General Discussion** – None

**Adjournment of Housing Authority** at 12:22PM with a motion by M. Bishop and second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: April 21, 2022

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

**Meeting:** March 17, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

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

**Board Members Absent:** Ginny Mowery

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Angela Moore, Becky Shull, Peg Bower, Chris Rafferty, and Cindy Wise.

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

Chairman Martin advised an Executive session was held on March 17, 2022 starting at 11:41AM and lasted for about 5 minutes on personnel matters. No action was taken.

**Public Comment** – None

**Approval of Minutes** – Motion was made by R. Fenton to approve the February 17, 2022 meeting minutes and second D. Kelly. Motion carried.

**List of Expenditures** – P. Bower presented the List of Expenditures noting Down Payment, closing costs and emergency repair loans under AHTF: Abstract Land Associates, A & K Settlements, LLC, Keystone Land Transfer LLC, H B Homes Service Team and NB Mechanical Inc. Under Carlisle, CDBG 2020 Harvey Landis Home Building Remod and Hope Station under Carlisle CDBG 2021. M. Bishop made a motion to approve the List of Expenditures for January 2022 second by D. Kelly. Motion carried.

**Report of Treasurer** – P. Bower presented the Administrative Revenue Actual vs. Budget, The Administrative Fund report is the same as presented during HA board meeting.

**Management Reports** – M. Kuna presented the Executive Director's report. Submitted joint EPA Technical Assistance Grant application on behalf of Cumberland County Planning and the Authority. Held the first RACC Lank Bank Meeting to set-up policies and procedures. Began the process of registering our Broker for the Authority with the state. Wrote and submitted two LSA grant applications for Community CARES to acquire property for a new shelter and Safe Harbour to put in an elevator and remodel their current facility. Attended Lemoyne Planning Commission to certify 420 Bosler as blighted and working with East Pennsboro to move 2 properties through the process.

**Community Development Report** was presented by C. Rafferty. He noted that staff released the PY 2022 CDBG and HOME applications. Working with municipalities and non-profit organizations on a wide range of housing and community development activities. Settlement on the 157 E. South Street has been pushed back to the end of March. On March 11 the Federal Budget was passed, which delayed HUD Program by 2 months. HUD has 60 days to allocate Nationwide the funds. The property at 120-124 S. Front Street in Wormleysburg has been demolished and is now under construction.

**Community & Business Development Manager's report** – M. Kuna stated that in Carlisle staff is working with 2 different potential buyers interested in the long-vacant former Thomas Sewing Center at 23 N. Hanover Street. In Mechanicsburg staff is working with the Borough to address their building that has structural issues, they would like to buy a neighboring property and relocate all police services/offices into one building which are presently spread out in several buildings.

**Homeless and Special Needs Housing Report** – M. Kuna said for the project based units, 6 units allocated, 2 units vacant and 0 applications in process. The case managers are looking to fill these vacancies. Voucher/Non-Site Based programs have 22 vouchers allocated, 6 vouchers provided and 0 termination. Our staff is working with MH IDD to provide more vouchers. The 10 vouchers for PHARE Rapid Re-housing will be shifted to another group who is looking to secure a building. Working with Community CARES to reallocate funding from ESG CV 2.

**Tax Credit Housing Management Report** – A Moore said the focus is on 100% occupancy for each building. They want to continue to grow the wait list so they may fill vacancies quicker.

#### **Board Action**

**Organization Chart Change** – M. Kuna explained she would like to add 2 positions, shop foreman at public housing and a project development manager. A motion was made by M. Bishop to approve the addition of 2 positions to the Organization chart and R. Fenton second. Motion carried.

**Community and Business Development Manager Services Agreement Borough of Mount Holly Springs**  
M. Kuna explained this is an agreement for R. Yearick's time/services and they will pay \$4,000 annually. D. Kelly made a motion to approve this agreement second by R. Fenton. Motion carries.

**Community and Business Development Managers Services Agreement Borough of Lemoyne** – M. Kuna explained this is an agreement for R. Yearick's time/services and they will pay \$7,000 annually. M. Bishop made a motion to approve this agreement second by R. Fenton. Motion carries.

**Community and Business Development Manager Services Agreement Borough of Mechanicsburg** – M. Kuna explained this is an agreement for R. Yearick's time/services and they will pay \$10,000 annually. D. Kelly made a motion to approve this agreement second by R. Fenton. Motion carries.

#### **General Discussion –None**

**Adjournment of Redevelopment Authorities** at 12:40PM with a motion was made M. Bishop to adjourn D. Kelly second. Motion carried

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: April 21, 2022