

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

**Meeting:** November 18, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

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

**Board Members Absent:** None

**Attending:** Solicitor Tricia Naylor, Penny Palmer, Commissioner DiFilippo, Jamie Keener, Chad Stauffer, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Caitlin Cluck, Chris Rafferty and Rebecca Yearick.

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

**Public Comment** – None

**Approval of Minutes** – Motion by M. Bishop to approve the October 21, 2021 meeting minutes and second by M Palmer. Motion carried.

**List of Expenditures** – P. Bower presented the List of Expenditures noting that a number of the programs have received checks from the Redevelopment Unrestricted fund, forward to Grant programs until HUD releases the funds. CCERAP has disbursed \$2.8 million which is 37% percent of total received (\$7.5 million) and the PAERAP has disbursed \$1.4 million which 16% of funds received (\$9.1 million). CCERAP started in March and PAERAP started in May. Second Round started in early October, the grant total was \$ 5.9 million, disbursed \$2.4 million. Mod rehab units program ended and funds were reimbursed to HUD. Motion by L. Martin to approve the September 2021 List of Expenditures and second by M Palmer. Motion carried.

**Report of Treasurer** – P. Bower presented the Administrative Revenue Actual vs. Budget through the first Quarter of the year. The Administrative Fund Financial reports and the Public Family/Public Senior Housing financials as of September 30, 2021 noting all are routine. Admin funds drawdown as of September, and \$107,000 in admin fees will be received at the end of December. The Admin expenses are under budget due to staff vacancies. Over Budget by \$20,000 for software upgrades due to ERAP programs.

**Management Reports** – M. Kuna presented the Executive Directors Report noting she and B. Shull attended Perry County Chambers' New Member Breakfast to share information on CCHRA and our programs in Perry County. M. Kuna attended monthly meeting between County Planning and CAEDC. Currently working on potential changes to personnel policy and interviewing for vacant positions. Discussed ERAP presentation for Home within Reach Conference with Housing Alliance Staff. Two RFPs for an advertising consultant to assist with the preparation of the County's HOME ARP allocation plan and for a new website design firm. Provided additional planning for ERAP funding and implement changes to encourage greater participation, discussed ways to enhance collaboration with the Partnership for Better Health. There was a ribbon cutting at the 157-159 E. South Street Homeowner project. Implemented Landlord incentive program with the assistance of HCV and HSN Directors.

B Shull present the Section 8 Housing Choice Voucher Report noting leases down by 18 for the month and have a waiting list of 2,530. The first Landlord in Perry County complimented us on how easy it was getting set up for the Landlord incentive program. The County award 5 vouchers and will be working with the Lebanon VA to house Homeless Veterans.

C. Cluck presented the Homeless and Special Needs Housing Report. 22 development units allocated and 2 vacant. Non-site there are 67 vouchers allocated, 62 vouchers provided, 6 applications in process, 3 terminated and 2 new enrollments. C. Cluck received the CoC Renewal project scoring and all of our programs scored in the Tier 1 section, which means they will be funded.

C Martin presented the Housing Management Report. There are 149 Public Family Units, 4 vacancies (2 at end of process and 2 at the beginning of process), and 973 on waiting list. Public Senior has 59 Units, 5 vacancies (1 filled and 2 in process) and 288 on waiting list. Family Self Sufficiency Public Housing has 11 enrolled, 5 receiving Escrow for month and 49 completed.

### **Board Action**

**Renewal Storage Lease Agreement between Serve the City Carlisle, Inc. and the Redevelopment and Housing Authorities of the County of Cumberland** – M. Bishop made the motion to renew the lease and second by M. Palmer. Motion carried.

**Renewal Storage Lease Agreement between the Downtown Carlisle Association and the Redevelopment and Housing Authorities of the County of Cumberland** – M. Palmer made a motion to renew the lease and second by B. Martin. Motion Carries.

**General Discussion** - None

**Adjournment of Housing Authority** at 12:25PM with a motion by M. Bishop and second by M Palmer. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: December 16, 2021

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

**Meeting:** November 18, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

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

**Board Members Absent:** None

**Attending:** Solicitor Tricia Naylor, Ginny Mowery, Commissioner DiFilippo, Jamie Keener, Chad Stauffer, Cindy Martin, Mary Kuna, Becky Shull, Peg Bower, Caitlin Cluck, Chris Rafferty and Rebecca Yearick.

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

**Public Comment** – None

**Approval of Minutes** – Motion was made by R Fenton to approve the October 21, 2021 meeting minutes and second by M. Bishop. Motion carried.

**List of Expenditures** – P. Bower presented the List of Expenditures noting a number of the programs have checks to the Redevelopment Unrestricted fund which is repayment from HUD grant money. September Admin fund paid for the software upgrade due to ERAP. Motion was made by R Fenton to approve the List of Expenditures for October 2021 and second by M. Bishop. Motion carried.

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

**Management Reports** – M. Kuna presented the Executive Director’s Report advising the general activities are the same as presented during the HA Board Meeting. M. Kuna and R. Yearick met with the New Cumberland Borough to discuss ways to better support their future Community Development efforts. R. Yearick and M. Kuna are discussing implementing streamlining processes to our loan program. M. Kuna is in discussions with outside agencies to expand Housing Management opportunities. She has met with Community Development staff to revise policies/procedures related to Section 3/Procurement.

**Community Development Report** was presented by C. Rafferty. HUD issued the Grant Agreement for PY2021 Annual Action Plan for the CDBG and Home programs. Commissioner action to execute is scheduled for the end of November. Approval of Federal Budget was delayed. HUD notified the County of an award of \$1.9 million in HOME ARP funds. Staff prepared and released an RFP for the program. The CAPER for the FY July 1, 2020 to June 30, 2021 CDBG Program was submitted to HUD. Staff continues to work with TCHDC on the development of 157-159 E. South Street. Staff is working on the selection of eligible homebuyers.

**Community & Business Development Manger’s report** – R Yearick said in Carlisle there is interest in the former George’s Flower property on G Streets which is being divide to into an L shape grassy area. One

business is interested and they would like food production, a café, outside space, and indoor space. R. Yearick is working with the County to see how many business would be eligible for that zone. In Mechanicsburg Ritter's Tru Value Hardware business and property is under contract and plan to settle New Year's Eve. .

**Homeless and Special Needs Housing Report** – C. Cluck said for the project based units have 6 unites allocated, 1 unit vacant and 0 applications in process. Voucher/Non-Site Based programs have 22 vouchers allocated, 3 vouchers provided and 1 termination. The County has been awarded ESG 2021 funding, \$183,638. It will be utilized for Emergency Shelter and Street Outreach with CARES and Rapid Rehousing and Case Management with the Redevelopment Authority. Rapid Rehousing goal is to assist 7 households over 18 months with rental assistance and case management. Additional funds (\$53,626) from ESG CV(1) funding will be used for Emergency Shelter operations at Safe Harbour.

**Tax Credit Housing Management Report** – C. Martin advised that American House has 1 vacancy. Crossroads had 2 vacancies but 1 has been filled. East Gate had 5 vacancies at the end of October but by the end of the year it should be at full occupancy. Enola Chapel had 1 vacancy and 1 in appeal. Historic Molly Pitcher Senior vacancy has been filled. Sherman's Valley Senior 1 vacancy at the end of the month and no one on the waiting list. Valley Ridge is processing the vacancy. Staff participated in a 50 Plus event in October and in November participated in Women's Expo in Carlisle. West Penn has a new property manager, Angela Moore, and she has 10 years of experience. There were 12 vacancies and those vacancies are now down to 7. Two have been filled and 5 are in the process, she expects to fill the last 2 by the end of November. At Mountain View there are 2 vacancies of which 1 is in process.

**Report of Committees** – None.

#### **Board Action**

**Renewal Storage Lease Agreement between Serve the City Carlisle, Inc. and the Redevelopment and Housing Authorities of the County of Cumberland** – M. Bishop made the motion to renew the lease and R. Fenton second. Motion carried.

**Renewal Storage Lease Agreement between the Downtown Carlisle Association and the Redevelopment and Housing Authorities of the County of Cumberland** – R. Fenton made the motion to renew the lease and M. Bishop second. Motion carried.

**Administrative Agreement between and among the Borough of Carlisle, Tri-County Housing Development Corporation LTD., and the Redevelopment Authority of the County of Cumberland** – R. Fenton made the motion to accept and M. Bishop second. Motion carried.

**Copier Contract Agreement** – R. Fenton made the motion to accept 63 month lease and M. Bishop second. Motion carried

**Annual Renewal of Management Agreements** M. Bishop made the motion to accept and R Fenton second. Motion carried

**Maintenance Services Agreement between Sadler Health Center Corporation and the Redevelopment Authority of the County of Cumberland** - M. Bishop made the motion to accept and R Fenton second. Motion carried

**Bid Tab – MC-193** – R Fenton made the motion to accept and M. Bishop second. Motion carried

**General Discussion** - None

**Adjournment of Redevelopment Authorities** at 12:54PM with a motion from R Fenton and M. Bishop seconded. Motion carried

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: December 16, 2021