

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 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, Peg Bower, Chris Rafferty,
and Cindy Wise

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 January 20, 2022 meeting minutes and second by D Kelly. Motion carried.

List of Expenditures - P. Bower gave an update on the List of Expenditures for December 2021. She pointed out the payments to Continuing Care grant, to Landlords, utilities and Admin fees payed to the Redevelopment Authority. Couple of things to reference regarding Emergency Rental Assistance Program, as of the end of December we have spent 48% of the 7.5 million that was allocated to the County in the original Federal program. We returned to the State via the County 7.5 million which was part of the original 9.1 million. The second allocation of Federal funds to the County was 6 million and we received 2.4 million and we have use 11% as of the end of December. Expenditure for the Public Family Housing are normal monthly expenses except for \$3,604.00 paid to Philadelphia Indemnity Insurance Co. for flood insurance which is required by HUD for the S. Spring Garden Complex. That is the only public housing property where flood insurance is required. Under the Public Senior Housing there is an expense of \$8,675.00 for Hilton's lock Service Inc. for upgrade to the camera at Two West Penn Street. A motion was made by 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 stating that 6 months into the fiscal year we are over Budget related to the Emergency Assistance program. Budget was \$104,500 for entire year and actual through the first 6 months was \$200,179.80 for Admin. Fees. Admin fees for Continuing Care grants and under Budget regarding PIRHL, two properties listed. Budgeted for managing the properties but at this time, only supplying supported services for properties. Total Income is under Budget by \$40,343.92 due to website and maintenance, salaries, and health insurance costs are lower. Under Purchases & Contracts we are over budget due to getting new Lap Tops, and software update that was required. Under Public Family Income statement Capital Fund Operations we are over Budget and over Budget for dwelling rental due to the facilities having low vacancies. Public Senior Housing is under Budget for dwelling rents due to an unusual number of vacancies at Two West Penn.

Management Reports – M. Kuna gave an update of staff activities. Attend monthly meetings between CCHRA and Borough of Carlisle, met with the new Administrator of CAEDC to discuss relationship collaboration. Advertised for bids for improvements to TWP (new windows and new kitchens), submission have to be in by Friday, February 18, 2022. Worked with staff to revise policies and budgets to allow for better assistance to individuals receiving assistance from Permanent and Rapid Rehousing

programs. Met with Cumberland MHIDD Administrator to discuss ways to spend additional funds to support projects for individuals with mental and physical disabilities.

Section 8 Housing Choice Voucher Report - 1331 units allocated and we have 1204 leased. There were 23 terminations last month. Right now are going through a process of pooling and we pulled 77 names. The staff is busy contacting them to get further information to fill the vacancies, we hope by next month, we will be in the process of filling the vacancies. HAP amount expended was \$607,388.78 and the amount received was \$621,600 which is 98% expended.

Homeless and Special Needs Housing –Development Projects 22 units are allocated and there are 3 vacant units and our staff is trying to fill 2 of the units. Voucher/Non-Site Based Programs have 67 Vouchers allocated and 65 vouchers have been provided. There are 4 applications in process. Last month there was 1 termination.

Housing Management Report – In Public Family there are 149 units with 5 vacancies and staff has advised that 2 units are ready and they are processing 2 applicants and the remaining 3 units are being worked on to get ready for occupancy. Uncollected rents/debts is \$8,402.18. Staff is mailing out delinquent letters and are getting requests about programs to assist them with rent. Our staff is assisting them by referring them to ERAP or Samaritan Fellowship.

Board Action

Integrated Pest Control Services – RFP was done for Pest Control services for all of our public properties and well as the ones we manage. We went through the solicitation process and only one company submitted a bid, RATT Inc/ DBA Orkin Pest Control LLC. They are our current pest control company and they are also a Costars certifies company and vetted through the Commonwealth's procurement process. Staff would like to recommend awarding RATT Inc/Orkin Pest Control the contract. A motion was made by M. Bishop to award RATT Inc/Orkin Pest Control the contract and was second by M. Palmer. Motion carried.

PHFA Contract for Services – This is a contract between the Authorities and the Pennsylvania Housing Finance Agency. One of our staff is a certified housing counselor and by this agreement they will pay for the counselor's time anytime they give counsel on housing. We ask for approval of the contract, subject to the Solicitors review. A motion was made by M. Palmer to approve the contract subject to the Solicitors review and was second by L. Martin. Motion carries.

CCRA New Website Design – RFP was done in October 2021 and we received a large number of proposals. Staff narrowed down the proposals to 4 by using the following criteria – price, experience, government experience and non-profit experience. After reviewing the proposals staff recommends Planetaria. Planetaria will do live training but they will also do snip-it training on a private site that staff can access to assist them on posting to the web-site. Planetaria handled the Boston Redevelopment Authority web-site. Staff recommends Planetaria to develop a new website. M. Bishop made a motion to approve Planetaria for the website and second by M. Palmer. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:24PM with a motion by M. Palmer and second by D. Kelly.
Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: March 17, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 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, Peg Bower, Chris Rafferty,
and Cindy Wise.

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 January 20, 2022 meeting minutes and second M. Bishop. Motion carried.

List of Expenditures – P. Bower presented the List of Expenditures noting the \$70,000 loan to Safe Harbour, Inc. for their Smith Farms Project in Carlisle. CDBG activity for both Carlisle and Cumberland County and some activity of unrestricted funds. Made payment to Infradapt for 7 laptops in December and two payments to Infradapt for their services, paid December and pre-paid January 2022. D. Kelly made a motion to approve the List of Expenditures second by M. Bishop. 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. Met with local and regional developers to discuss county funding for affordable housing projects. Revised blight process and working with municipalities to move properties forward. Finalized land bank policies and working with staff to develop website for land bank activities. Developed and submitted RFP for HOME ARP funding allocation plan and finalized recommendation for the Board on website design firms.

Community Development Report was presented by C. Rafferty. He noted that staff is preparing for the PY 2022 CDBG and HOME application process. The draft program applications, guidelines, and the application schedule are complete. HUD has scheduled an Allocation Briefing call for the HOME-APR program. Staff is working with municipalities and non-profit organizations on a wide range of housing and community development activities. Staff continues working with providers who receive CDBG-CV funds to implement their programs and projects. Settlement was completed on 159 E. South Street. Settlement for 157 E. South Street is scheduled for the end of February.

Community & Business Development Manger's report – M. Kuna stated that PLCB hearing for the Gingerbread Man economic development liquor license request has been scheduled for March. The economic development liquor license stays with the building even if the business has moved or closed. R. Yearick wrote the RFP for the website design and set up the interviews with the designers. There was a total of 25 designers who applied.

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 – M. Kuna advised that American House has 1 vacancy there is a waiting list but this morning documentation is being provided to move someone into the unit. Brethren House has 1 vacancy and there was a pool drawn and they are working to fill the vacancy from the pool. Enola Chapel had 1 vacancy and 1 in appeal, this waiting list is pretty light so we are working with our Social Media/Marketing Coordinator to touch base with other non-profit organization since this property is restricted to specific individuals. Iroquois Senior is finalizing the paperwork to fill their vacancy. Newport Hotel has 1 vacancy and they have someone to fill that vacancy. Sherman's Valley Senior has 2 vacancies but they are processing 1 application and working on advertising with our Social Media/Marketing Coordinator. Staff feels very confident that the vacancies will be filled quickly.

Board Action

Integrated Pest Control Services – RFP was done for Pest Control services for all of our public properties and well as the ones we manage. We went through the solicitation process and only one company submitted a bid, RATT Inc/ DBA Orkin Pest Control LLC. They are our current pest control company and they are also a Costars certifies company and vetted through the Commonwealth's procurement process. Staff would like to recommend awarding RATT Inc/Orkin Pest Control the contract. A motion was made by D. Kelly to award RATT Inc/Orkin Pest Control the contract and was second by M. Bishop. Motion carried.

PHFA Contract for Services – This is a contract between the Authorities and the Pennsylvania Housing Finance Agency. On staff we have a certified housing counselor and by this agreement they will pay for the counselor's time anytime they give counsel on housing. We ask for approval of the contract, subject to the Solicitors review. A motion was made by R. Fenton to approve the contract subject to the Solicitors review and was second D. Kelly. Motion carried.

Application Processing Agreement between the Borough of Carlisle and the Redevelopment Authority
We administer the block grants for Borough of Carlisle that administrative fees covers C. Rafferty's time and his staff's time. The Borough decided they want to put together a Utilities Assistance Program and asked that our staff be the ones to receive applications and review them and they will compensate us individually for those applications, since this is outside our normal role. This will be an agreement between us and the Borough of Carlisle for as long as their program runs. We agreed upon \$50.00 per application and it will cover the cost of the employee handling the applications. A motion was made to accept the Application Processing Agreement pending the Borough's Solicitor review by M. Bishop and second by R. Fenton. Motion carried.

Broker of Record Services – The Authority manages a number of properties on behalf of other entities and we are looking to expand our property management to some other individuals. In the state of Pennsylvania you are required to a.) Have the property owner sign off on everything or b.) Have a licensed broker on staff. Since we do not have a broker on staff, M. Kuna procured three different

quotes from firms that offer property management to other companies. Remax Prestige's quote was \$500.00 a monthly. They will be our broker of record and can sign off on leases, and anything required by the State on behalf of the Authorities. Staff is recommending Remax Prestige as our broker. Motion was made by D. Kelly to hire Remax Prestige as Broker of Record for the Redevelopment Authority of the County of Cumberland second by M. Bishop. Motion carried.

CCRA New Website Design – RFP was done in October 2021 and we received a large number of proposals. Staff narrowed down the proposal to 4 by using the following criteria – price, experience, government experience and non-profit experience. After reviewing the proposals staff recommends Planetaria. Planetaria will do live training but they will also do snip-it training on a private site that staff can access to assist them on posting to the web-site. Planetaria handled the Boston Redevelopment Authority web-site. Staff recommends Planetaria to develop a new website. R. Fenton made a motion to approve Planetaria for the website and second by M. Bishop. Motion carried.

Resolution LSA 2022 Application – The State has a local share account grant, this is what you would think of as gambling dollars which is usually attached to a location that has a casino. This is the first time the State has somehow found a way to put the money into a big State pot and offer it state wide, which is unheard of. You have to apply through an authority of government, Redevelopment or Economic Development and it is reserved only for non-profits. Safe Harbour is looking for the Redevelopment Authority to apply on their behalf and submit an application for them for \$750,000, they are looking to rehab their Wilson Facility in Downtown Carlisle. Their building is older and they want to remodel it and add an elevator. As part of that application we need to provide a resolution saying that we will be the applicant on their behalf. We will be doing the administration as well but that would be a separate agreement. We do have a resolution fee which they have agreed to pay and if they get the grant they have agreed to pay the administrative fee. A motion was made by M. Bishop to approve the resolution second by R. Fenton. Motion carried.

Resolution LSA Community Care – Has approached us, they are looking to apply for the local assessment and they would like to apply for \$150,000. They have agreed to our application fee and they want to apply through the Redevelopment Authority. Community Care would like to acquire the property at 3280 South Spring Garden Street in Carlisle and make it a men and women's shelter. Their plan is to acquire the new facility and move the one they have now from West Penn street. They have gone through zoning approval with the Borough of Carlisle and it was approved. D. Kelly made a motion to approve the resolution and R. Fenton second. Motion carried.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:45PM with a motion was made by D. Kelly to adjourn and M. Bishop second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: March 17, 2022