

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 30, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: Candice Neff-Hull

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick, and Cindy Wise

The Housing Authority Board Meeting was called to order by Vice- Chairman Martin at 12:00PM.

Vice-Chairman Martin said an Executive Session was held on June 30, 2022 at 11:30 am for a duration of 20 minutes on personnel matters. No action was taken at this time.

Public Comment – None

Approval of Minutes – Motion by M. Bishop to approve the May 19 2022 meeting minutes and second by D. Kelly. Motion carried.

List of Expenditures – P. Bower gave an update on the expenditures for April 2022. P. Bower noted that utilities for 149 N. Pitt Street were paid to the Borough of Carlisle and PPL. ERAP from the first round grant we have about \$400,000 left of the \$7 million and for the second round grant we have \$1 million of the \$2.4 million left. Constellation Energy Efficiency, previously PepCo, was paid \$12,398.00 for yearly energy verification measurements taken at Public Housing. Customer Cut Flooring was to replace flooring in 3 units at Two West Penn. The rest are normal expenses. A motion was made by D. Kelly to accept the List of Expenditure of April 2022 and second by M. Palmer. Motion carried.

Report of Treasurer – P. Bower gave an update on Administrative Fund as of April 30, 2022. Income from Programs are under budget; Personnel expenses are under budget; Professional services are under budget; Purchases & Contracts are under budget and Maintenance Wages are over budget but Total Administrative Expenses are under Budget. PFH is over budget on dwelling rental due to having 100% occupancy and under General expenses, Employee Benefits are over budget. PSH Dwelling Rents are under budget due to vacancies.

Management Reports – M. Kuna gave an update of general activities during the month: Attended Perry County Chamber Breakfast with Perry County Commissioners; CAEDC Alliance Networking Event; McKonly and Asbury's Affordable Housing Seminar and CCHRA participated in Jubilee Day, staff volunteered to attend and had great feedback from program participants and those interested in programs. Staff is working on RFPs to make improvements to public housing, including new roofs, painting, cleaning and lawn care.

Section 8 Housing Choice Voucher Report – B. Shull stated they are pulling 50 to 60 names every two weeks from the waiting list to assist with filling the allocated leases.

Homeless and Special Needs Housing –A. Feher stated they transitioned 1 client to Housing Choice Voucher Program and they had 1 new enrollment. They are working to fill the two vacancies at Safe Harbour.

Housing Management Report - A. Moore stated that the main focus is and will remain getting to 100% occupancy and maintaining the 100% occupancy. Staff is aggressively turning units around and poling wait list to fill the vacancies quickly once the unit(s) are available. Staff is also focused in making the public aware of The Housing Authority and what we do.

Board Action

Approval of 2022 Capital Fund Amendment and Application packet \$564,464 - A motion was made by M. Bishop to approve the 2022 Capital Fund Amendment and Application packet and to grant M. Kuna approval to execute all documents on the behalf of the Board, D. Kelly second. Motion carried.

Review and Approval of Building Budget – D. Kelly made a motion to approve the Building Budget 7/1/22 to 6/30/23 second by M. Bishop. Motion carried.

Review and Approval of Admin. Budget - D. Kelly made a motion to approve the Admin. Budget 7/1/22 to 6/30/23 second by P. Palmer. Motion carried.

Approve Workman’s Comp – M. Bishop made a motion to approve HARIE as the insurance carrier for the Workman’s Comp Insurance 7/1/22 to 6/30/23 for \$50,265.00 second by D. Kelly. Motion carried.

Approve Directors & Officers Liability Insurance - M. Bishop made a motion to approve Directors & Officers Liability Insurance through Greenwich Insurance Company for \$32,696 second by D. Kelly. Motion carried.

Approve Lead Base Paint Professional Liability – P. Palmer made the motion to approve the Lead Base Paint Professional Liability through Apogee Insurance Group for \$2,799.03 second by M. Bishop. Motion carried.

MOU Agreement PY22 – This items was tabled.

General Discussion - None

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

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: July 21, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 30, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: Candice Neff-Hull

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Angela Moore, Becky Shull, Chris Rafferty, Alyssa Feher, Linda Hostetter, Rebecca Yearick, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:26 PM

Chairman Martin said an Executive Session was held on June 30, 2022 at 11:30 am for a duration of 20 minutes on personnel matters. No action was taken at this time.

Public Comment – None

Approval of Minutes – Motion was made D. Kelly to approve the May 19, 2022 meeting minutes and second G. Mowery. Motion carried.

List of Expenditures – P. Bower gave highlights from List of Expenditures for April 2022. \$6,000.00 for two First Time Home Buyers; \$88,247.65 to replace/repair flooring at tax credit properties and One West Penn facility. D. Kelly made a motion to approve the List of Expenditures for April 2022 second G. Mowery. Motion carried.

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

Management Reports – M. Kuna gave an update of activities during the month of June. Met with multiple municipalities to discuss partnership opportunities and share information on blight process, demolition, funding; Attended East Pennsboro and County Planning Commissioners to finish blight process for 318 Fourth St.; Met with PIRHL to discuss their Townhomes/Flats property which CCHRA has ownership interest.

Community Development Report – C. Rafferty gave an update on County CDBG-CV Activities: New Hope Ministries; Utility and mortgage assistance- 37 clients served; CAEDC Small Business Grant Program – 27 Businesses Assisted. County CDBG Public Service Activities: Hope Station; Cyberspace Program – underway; YWCA; Growing Opportunity Program – underway; Shippensburg Borough; Enhanced Police Patrol in low/mod income areas – underway and Safe Harbour- Shelter Operations – underway. In the Carlisle Borough CDBG activities: Enhance Police Patrols in L/M areas – underway; Hope Station; Community Services – underway and Owner Occupied Rehab. Program; 4 complete, 1 underway, 2 going out to bid.

Community & Business Development Manager's report – Carlisle- a request to purchase 360 Dance Fitters, 22 N. Pitt St. will be presented to Council July 6; Sarah Edelman also has financing with Members 1st FCU; the move retains the dance and ballet retail shop closely associated with the Central Pennsylvania Youth Ballet; Lemoyne- the owner of Cafe Fresco, Downtown Harrisburg, will lease the former Vrai unit, 1015 Market St.; this location will be a different business and menu; discussed liquor licensing options; Mechanicsburg- working with three more About Face! Façade grant prospects—new business Gleeeful Candle Co., Appraisals by Dugan and the Mechanicsburg Museum Association; Mount Holly Springs- Rugged Oak Canine Camp, which opened a year ago, has expanded adding bathing and Other services; we assisted in identifying the property for owner Rachel Horenstein.

Homeless and Special Needs Housing Report – A. Feher reported that staff submitted budget amendment request to DCED for Community CARES to reallocate funding from ESG CV 2 which has been approved for a vehicle for outreach. ESG CV 2 was extended again to the end of August 2022.

Tax Credit Housing Management Report – A. Moore stated that the staff is working very hard to keep vacancies low. They are working on new and improved marketing to bring to public housing.

Board Action

Review and Approval of Building Budget – M. Bishop made a motion to approve the Building Budget 7/1/22 to 6/30/23 second by G. Mowery. Motion carried.

Review and Approval of Admin. Budget - D. Kelly made a motion to approve the Admin. Budget 7/1/22 to 6/30/23 second by M. Bishop. Motion carried.

Demo Fund Grant Agreement

Joe & Aubrey Wagner \$17,212.50

Jim Boyd - \$13,875

M. Bishop made the motion to award Joe & Aubrey Wagner \$17,212.50 and Jim Boyd \$12,875 and to approve M. Kuna to execute the agreement on behalf of the Redevelopment Authority, D. Kelly second. Motion carried.

Bid Tab MC 195 - G. Mowery made a motion to award Contract MC-195 to Bryan A Bradley for the bid amount of \$15,950.00, M. Bishop second. Motion carried.

Bid Tab MC 196 - D. Kelly made a motion to award Contract MC196 to Bryan A. Bradley for the bid amount of \$17,940.00, second by G. Mowery. Motion carried.

Approve Workman's Comp – M. Bishop made a motion to approve HARIE as the insurance carrier for the Workman's Comp Insurance 7/1/22 to 6/30/23 for \$50,265.00 second by D. Kelly. Motion carried.

Approve Directors & Officers Liability Insurance - G. Mowery made a motion to approve Directors & Officers Liability Insurance through Greenwich Insurance Company for \$32,696 second by M. Bishop. Motion carried.

Approve Lead Base Paint Professional Liability – D. Kelly made the motion to approve the Lead Base Paint Professional Liability through Apogee Insurance Group for \$2,799.03 second by G. Mowery. Motion carried.

MOU Agreement PY22 – This items was tabled.

Agreement between Borough of Carlisle & Redevelopment Authority for Downtown Development Services & Admin. CDBG Program (Office Space) – M. Bishop made a motion to renew the Agreement with the Borough of Carlisle & Redevelopment Authority for Downtown Development Services & admin. CDBG Program (Office Space), D. Kelly second. Motion carried.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:50 PM with a motion made by G. Mowery to adjourn D. Kelly second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: July 21, 2022