

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

**Meeting:** September 16, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198. Called to Order by Chairman Fenton at 12:02PM

**Attending:** Roland Fenton, Ginny Mowery, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor,  
Commissioner DiFilippo, Mary Kuna, Peg Bower, Caitlin Cluck and Amber Keeseman.

**Public Comment –**

**Name of Taxpayer/Resident:**  
J. Burkholder

**Subject of Testimony:**

Advised that a complaint against the Housing Authority was submitted alleging failure to abide by the provisions in the Administrative Plan regarding persons with disabilities. Request that the complaint be entered verbatim into the public meeting minutes.

**Approval of Minutes –** Motion by Bishop/Kelly to approve the August 19, 2021 meeting minutes.  
Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the payments to the landlords through the Continuum of Care Program. She advised of the Capital Fund expenditures. Ms. Bower noted the disbursements from the Federal and State Emergency Rental Assistance Programs. She advised of the expenditures for Public Family Housing noting the repairs for the maintenance trucks. Ms. Bower advised of the routine expenses for Public Senior Housing. On a Kelly/Bishop motion the List of Expenditures for July 2021 was approved. Motion carried.

**Report of Treasurer –** Ms. Bower presented the Administrative Revenue Actual vs. Budget, the Administrative Fund financial reports, and the Public Family/Public Senior Housing financials as of July 31, 2021 noting all are routine. She advised of the admin funds drawdowns through the Homeless Programs and noted the payment received for the administering of the MH. IDD Contract. Ms. Bower noted the funds that have been built into the budget for the planning and administering of the Blight process. Ms. Bower noted the Admin expenses are under budget due to salaries and benefits. She noted Maintenance salaries were under budget due to very little overtime. She noted Public Family Housing is slightly over budget with the rental income.

**Management Reports –** Ms. Kuna presented the Executive Directors Report noting there is a significant amount of funding coming through from COVID relief. She advised the White House released a Fact Sheet providing details on plans to increase the supply of affordable housing throughout the nation. Ms. Kuna noted she presented to a local Autism Support Group to discuss housing options. She welcomed new employees; HR Manager, Linda Hostetter and Special Needs Housing Director; Caitlin Cluck. Ms. Kuna along with Ms. Cluck met with Community Cares to discuss future needs and funding. She met with Jeannine Matulevich with the Perry Housing Partnership to discuss housing needs. Ms. Kuna noted her discussion with MH. IDD regarding the needs for future housing. She advised of meeting with non-profit partners to discuss ERAP. Ms. Kuna noted her meeting with Kathy Possinger, PA Department of Human Services to discuss ERAP and the possibility of the DHS Secretary to visit Cumberland County to

help launch the second round of ERAP funds. Ms. Kuna presented the Section 8 Housing Choice Voucher Report noting there are 1,331 vouchers allocated 1,231 units leased, 6 new leases, 114 reevaluations. She advised there was a recent pull completed; 60 names have been pulled. She noted there were 22 terminations. Ms. Bower advised of the difficulty to lease units is partially because there are not many available units. Ms. Cluck presented the Homeless and Special Needs Housing Report noting zero vacancies. She advised there are 67 Voucher/Non-Site Programs vouchers allocated, 59 provided, 1 termination for non-compliance. She advised she has been reaching out to our partners, introducing herself and discussing the partnership. Ms. Cluck noted there are two new clients for the Perry RRH Program and one new client for the Shelter Plus Care Program. Ms. Kuna presented the Housing Management Report noting Public Family Housing has 2 vacancies, 939 applicants on wait list. She advised of 4 vacancies at Public Senior Housing, 314 applicants on the wait list. Ms. Kuna advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

#### **Board Action**

**Public Housing Write Offs** – On a Bishop/Kelly motion the board approved the Public Housing Write Offs in the amount of \$2,147.15. Motion carried.

General Discussion - None

Adjournment of Housing Authority at 12:18PM by a motion from Kelly/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman

Administrative Assistant

Next Meeting: October 21, 2021

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

**Meeting:** September 16, 2021 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198. Called to Order by Chairman Fenton at 12:19PM.

**Attending:** Roland Fenton, Ginny Mowery, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor,  
Commissioner DiFillippo, Mary Kuna, Peg Bower, Caitlin Cluck and Amber Keeseman.

**Public Comment –**

**Name of Taxpayer/Resident:**  
J. Burkholder

**Subject of Testimony:**  
Requested that the Authority advertise the start time for the Redevelopment Authority Board meeting and advised that failure to do so is a violation of the Sunshine Law. Stated this was her second request.

**Approval of Minutes –** Motion by Kelly/Mowery to approve the August 19, 2021 meeting minutes.  
Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the down payment and closing cost assistance payments provided from the Affordable Housing Trust Fund. She noted the funds from Carlisle HOME to Tri-County is for the property at 157-159 E. South St. Ms. Bower advised One West Penn has started repayment of the loan for the sewer project. She noted that we administered a RACP assistance grant for Carlisle Auto Industries and the final draw was received. Ms. Bower noted the payment to AIA for the annual premium of the D&O insurance. On a Bishop/Mowery motion the List of Expenditures for July 2021 was approved.

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

**Management Reports –** Ms. Kuna presented the Executive Director's Report advising she met with a national affordable housing developer to discuss future needs in Cumberland County. She noted meeting with a local developer who will be converting a property into affordable housing and is interested in management opportunities. Ms. Kuna advised that she and Chris Rafferty have been discussing Redevelopment and Housing programs with municipalities. Mr. Kuna presented the Community Development Report noting staff are currently working with municipalities to discuss housing and community activities. She advised staff completed 2021 Annual Action Plan for the CDBG and HOME programs. Ms. Kuna along with Mr. Rafferty went to the County Commissioners to discuss moving the County's program year from January 1 to December 31 program year to a July 1 to June 30 program year in an effort to spend the funds more readily. She noted staff is reviewing and revising the HOME program application and project approval process. Ms. Kuna advised the CDBG-CV Phase II grant agreement amendment has been approved by the County Commissioners and returned to HUD. She noted staff continues to work with TCHDC for the development of 157-159 E. South St. Ms. Kuna presented the Community & Business Development Manager's Report noting Dough & Arrows is now open in Carlisle. She advised we are working on a financing project for Smoke & Pickles interested in purchasing Ritters True Value Hardware property. Ms. Kuna noted Ms. Yearick met with Mt. Holly Borough representatives and County Planning Director Kirk Stoner regarding the condition of E. Pine St.

Bridge and the condition and ownership of Lakeside Dr. She advised Lapu Lapu Filipino Fusion is set to open September 17. Ms. Kuna advised the Frankenberger Taverns will hold a dedication ceremony on September 25. Ms. Cluck presented the Homeless and Special Needs Housing Report noting this report is for the end of August. She noted zero vacancies for the Project Based units. Ms. Cluck advised there are 22 Non-Site Vouchers allocated; 4 vouchers provided through the ESG 2020 Rapid Re-Housing Program and 1 application in process for the PHARE Rapid Re-Housing Program. She noted additional funding has been received for the Home4Good/PHARE project. Ms. Cluck advised we have received the executed contract for the ESG CV (2) funds that are designated for Landlord Incentive project. Ms. Kuna presented the Tax Credit/Federal Senior Housing Management Report noting 1 vacancy at American House, 2 vacancies at Crossroads, 3 vacancies at East Gate, 1 vacancy at Enola Chapel, 1 vacancy at Historic Iroquois, 1 vacancy at Molly Pitcher Senior Apartments, 1 vacancy at Newport Hotel, 4 vacancies at Sherman's Valley, 1 vacancy at Valley Ridge. She advised applications are being processed for the vacant units. Ms. Kuna noted all commercial spaces are leased. She noted 130 units at One West Penn/14 vacancies/21 applicants on the wait list. She advised 20 units at Mountain View/ 1 vacancy/16 applicants on the wait list.

**Report of Committees – None.**

#### **Board Action**

**United Way Fundraising – Day off Work –** On a Mowery/Kelly motion, the board approved the United Way Fundraising Day off Work as presented. Motion carried.

**General Discussion - None**

Adjournment of Redevelopment Authority at 12:35PM by a motion from Bishop/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: October 21, 2021