

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 20, 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: Penny Palmer,

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Becky Shull, Peg Bower, Chris Rafferty, Linda Hostetter 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 December 16, 2021 meeting minutes and second by D Kelly. Motion carried.

List of Expenditures – P. Bower presented the List of Expenditures noting the normal monthly landlord payments. Approximately \$5.5 million has been spent through December on the following programs Emergency Rental assistance, Homeless & Special Needs and Admin. PDH and PSH show normal spending. L. Martin motioned to approve The List of Expenditures and M. Bishop second. Motion carried.

Report of Treasurer – P. Bower presented the Administrative Revenue Actual vs. Budget through July 1, 2021 to June 30, 2022 as of November 30, 2021. The budget shows normal monthly administrative fees, no grants other than our administration of MH Contract with the County and ESG Admin Fees. Number of admin fee drawdowns in November and we had the funds for a substantial drawdown for community development. In December we received some money from the County for Coordinated funds. We are up to date on drawing down all our admin fees. For the first 5 months of the fiscal year we are \$60,000 under Budget due to staffing vacancies and old health insurance plan. Public Family Housing rental income is over Budget, all the units are leased. Capital fund is more than Budgeted, because we actually received more money for the 21 Grant. Water is under budget and electric and other utilities are in line with normal expenses.

Management Reports – M. Kuna presented the Executive Directors Report. M. Kuna has been attending monthly meetings between CCHRA and Borough of Carlisle and meeting between County Planning and CAEDC. Updated board seats and implement bylaws for the AHTF and BPRB boards, presented recommendations for term renewals/appointments to the County Commissioners. Talked with UPMC about marketing our ERAP program and how we can build additional housing for the homeless. Revised ERAP policies and procedure to best allocate funds. Discussed ERAP with the people from the Sentinel. Right now we are limiting the hotel stay to 90 days and then move into a more permanent housing.

B. Shull presented the Section 8 Housing Choice Voucher Report noting leases down by 8 for the month. A grant of \$50,000 was received to help promote the FSS program. Starting to work with the homeless veterans thorough the VA.

M. Kuna presented the Homeless and Special Needs Housing Report. 22 development units allocated and 3 vacant. Non-site there are 67 vouchers allocated, 61 vouchers provided, 6 applications in process, By next month all vouchers should be allocated. There were 3 termination, 2 expired and 1 was for non-compliance which means they stopped communicating with Housing.

M. Kuna presented the Housing Management Report. There are 149 Public Family Units, 4 and 995 on waiting list. Public Senior has 59 Units, 3 vacancies and 261 on waiting list. Family Self Sufficiency Public Housing has 11 enrolled, 5 receiving Escrow for month and 49 completed. Public Family is actively seeking new residence. FSS and Section 8 are featuring a new Support Service.

Board Action

Public Policy Agenda 2022 - Motion was made by D. Kelly to approve the Public Policy Agenda and second by L. Martin. Motion carried.

General Discussion – Statement of Financial interest Form - was given to each Board Member. This form is require each year by the State and must be received by them by May 1, 2022. A postage paid self-address envelope was attached for their convenience.

Adjournment of Housing Authority at 12:17PM with a motion by M. Bishop and second by L. Martin. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: February 17, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 20, 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, Becky Shull, Peg Bower, Chris Rafferty, Linda Hostetter and Cindy Wise.

Chairman Martin called the Redevelopment Authority Board meeting to order at 12:17PM.

Chairman Martin stated they held an Executive Session at 11:30AM on January 20th for 15 minutes on personnel matters. No action was taken.

Public Comment – None

Approval of Minutes – Motion was made by M. Bishop to approve the December 16th 2021 meeting minutes and second by R. Fenton. Motion carried.

Approval of Special Meeting Minutes - R. Fenton noted that in the special minutes his last name was incorrect. A motion was made by D. Kelly to approve the minutes and second by M. Bishop. Motion carried.

List of Expenditures – P. Bower presented the List of Expenditures noting First Time Home Buyers down-payment. Motion was made by M. Bishop to approve the List of Expenditures for November 2021 and second by R. Fenton. 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 advising the general activities are the same as presented during the HA Board Meeting. M. Kuna is working with Newville Economic Development Authority on ways to partner and create redevelopment opportunities. Established the Cumberland County Blighted Properties Reinvestment Loan Program which allow for acquisition and rehabilitation of blighted properties. Created and provided on site application assistance for the Carlisle Borough Utility Assistance Program. M. Kuna is working on staffing transitions and implementing new guidelines for divisions.

Community Development Report was presented by C. Rafferty. He noted that staff is preparing for the PY 2022 CDBG and HOME application process. This involves the review and update of program applications, guidelines, and the application schedule. 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. One units sold at the properties located on S South Street.

Community & Business Development Manger's report – M. Kuna said that Warm Springs Salon & Spa closed a 37 West High Street in Carlisle. Staff is working with the Boroughs of Lemoyne and New Cumberland to study the riverfront for recreational development opportunities. Staff is working on the interview process for the website design.

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. Voucher/Non-Site Based programs have 22 vouchers allocated, 4 vouchers provided and 1 termination. Requested additional funding in the amount of \$50,000 for Emergency Shelter Operations for Safe Harbour for operations and administration. Submitted the reallocation of funding for Case Management, Point in Time Count and Cold Weather prep at Community Cares.

Tax Credit Housing Management Report – M. Kuna advised that American House has 1 vacancy. Enola Chapel had 1 vacancy and 1 in appeal. Sherman's Valley Senior 2 vacancy. Valley Ridge has 1 vacancy. West Penn property manager, Angela Moore, has taken the 16 vacancies down to 4 in a few months. At Mountain View there are 2 vacancies.

Board Action

Public Policy Agenda 2022 – M. Bishop made a motion that we accept the Public Policy Agenda 2022 and was second by R Fenton. Motion carried.

Organizational Changes - Moving/Adding of positions. R Fenton made a motion to accept the Organizational Changes and D. Kelly second. Motion carried.

General Discussion –Statement of Financial Interest Forms – Same as discuss at HA meeting.

Adjournment of Redevelopment Authorities at 12:35PM with a motion was made by M Bishop to adjourn and R Fenton second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: February 17, 2022