

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 18, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, Marlene Palmer, Deb Kelly, and Candice Neff-Hull

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:01PM.

Public Comment – None

Approval of Minutes – Motion by L. Martin to approve the July 21,2022 Board Meeting Minutes and second by D. Kelly. Motion carried.

List of Expenditures – P. Bower gave an update on List of Expenditures for June 2022. Under RHO there were some payments for utilities for 149 N. Pitt Street; Mid-August the First Federal ERAP Grant was depleted, and we are now working on spending the CCERAP 2 Grant; expenses for Public Family and Public Senior were routine. A motion was made by M. Palmer to accept the List of Expenditures of June 2022 and second by D. Kelly. Motion carried.

Report of Treasurer – P. Bowers gave some highlights on the Administrative Fund. As of year- end June 2022, we are under our Admin. Budget; Income from programs were also under budget; Website Design & Maintenance line item as \$0.00 due to the project in the development phase; total office expense is higher than budget and total Contract & Agreements is over budget due to purchasing of computer equipment. Under Public Family Dwelling rental is higher than budgeted due to higher occupancy and Public Senior dwelling rental is a little lower than budget. P. Bower will be making year-end adjustments to Public Senior and Public Family statement and submitting a report to HUD at the end of the month.

Management Reports -Executive Director – M. Kuna gave an overview of current projects and events:

- Emergency Rental Assistance Program
 - Reopened program, currently staffing managing the program
 - ERA 1 funds must be spent by August 31, staff are actively working through program to ensure funding is spent as quickly as possible.
 - ERA 2 funds still available with Federal evaluation of spending occurring in April.
- Security Upgrades
 - Upgraded to more secure Microsoft 365 government license
- Landlord Engagement
 - Scheduled 2nd landlord outreach event for November to take place in the evenings at Isaacs in Rossmoyne
 - Finalizing Small Landlord Revolving Loan Program, provide low interest financing to small landlords in Cumberland County to renovate and repairs units for individuals on the Section 8 program or low/mod income.

- Community Partners for Change
 - Community Partners for Change will be transiting out of the Authorities. Originally designed as the LHOT and evolving to CPFC, the mission is far larger than the Authorities and could benefit from establishing itself with a new parent entity. Currently an RFP is out with the Partnership for Better Health.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of August. Housing Choice Voucher added 2 leased units for a total of 1,181. 65 names were pulled from the wait list; HAP amount expended was \$601,343.39 which is 99% of amount received, \$606,504.00, and there were 9 terminations for the month.

Homeless and Special Needs Housing – A. Feher presented an update on HSN. There are two vacant units at Safe Harbour, and there is 1 application in process for Safe Harbour. There was 1 deceased and 1 new enrollment.

Housing Management Report – A. Moore gave a brief updated on Public Housing. They are aggressively evicting residents who have consistently violated their leases or have not complied with the lease payment on time. An RFP for painting and cleaning services was completed, this will help with the speed of turnover of units. Staff is working on delinquency with residents by getting them on a payment plans or in the case of one resident into the ERAP program. Staff have 3 prospective residents they are currently processing for available units.

Board Action

Replace 2nd Floor Hallway & Common Area Flooring at 114 N. Hanover Street – Received two bids and the lowest bid was Touch of Color Flooring for \$9,296.37, M. Kuna explained that she will be using CDBG Funding for the flooring. M. Palmer made a motion to award the bid to Touch of Color Flooring for \$9,296.37 second by L. Martin. Motion carried.

Approval of Section 8 Management Assessment Program (SEMAP) Certification – D. Kelly made a motion to approve the SEMAP Certification for FY ending June 30, 2022, so B. Shull may submit it to HUD, second by L. Martin. Motion carried.

RFP Cleaning Public Family Housing Common Areas & Vacant Units - RFP was done for weekly cleaning of common areas for Public Family Housing and vacant units. We only received 1 bid and it was from Bailey B. Cleaning Service LLC at \$400.00 for weekly cleaning of common areas and \$175.00 per unit for cleaning vacant units. L. Martin made a motion to approve the awarding of the cleaning contract to Bailey B. Cleaning Service LLC., second by M. Palmer. Motion carried.

RFP Landscaping & Snow removal Services - We received 1 bid from Timmons Landscaping & Construction. It will be a 3-phase process. First phase is to get the properties in compliance with HUD standards and second phase is to get topsoil and new growth at the properties and phase 3 is to get the properties to a place where our maintenance crew can maintain. The cost of this portion of the RFP was \$54,500 and the snow removal portion will be \$35,000 and \$2,200 for mowing. M. Palmer made a motion to approve the awarding of the RFP to Timmons Landscaping & Construction, second by D Kelly. Motion carried.

RFP Architecture & Engineering Services- An RFP was sent out and we received response from 5 firms. After reviewing each proposal and comparing them to our criteria the RFP was given to Hammel Associates out of Lancaster. They will be used on an as needed bases and will provide specs for jobs. L. Martin made a motion to approve the awarding of the RFP for Architecture & Engineering Services to Hammel Associates of Lancaster, second by C. Neff-Hull. Motion carried.

General Discussion – M. Kuna introduced Meghan Kelley, Procurement and Compliance Specialist prior to Board Actions. No other general discussion.

Adjournment of Housing Authority at 12:28 PM with a motion by D. Kelly and second by M. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: September 15 ,2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 18, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, Ginny Mowery, Deb Kelly, and Candice Neff-Hull

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

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:29 pm

Public Comment – None

Approval of Minutes – Motion was made by D. Kelly to approve the Board Meeting Minutes from July 21, 2022, and second G. Mowery. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of expenditures for June 2022. AHTF paid \$10,000 for down-payment and closing cost for two individuals; Carlisle CDBG 2021 paid \$16,802.67 for Rehab; the rest of the expenses were routine. G. Mowery made a motion to approve the List of Expenditures for June 2022, second by D. Kelly. Motion carried.

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

Management Reports – Executive Director – M. Kuna gave an update on activities:

- Blighted Properties
 - Moving multiple properties through the blight process, working with staff to establish approaches to eliminate blight through a variety of options
- Property Management
 - Working to take over management of the Carlisle Flats/Townhomes
 - Upgraded property management software and working on onboarding property management staff
- Community Development
 - Met with CAEDC to explain CDBG funding and collaborate further
- Working on RFPs for work needed, growing contractor base, and continuing to actively engage contractors to assist in growing demands for work for the Authority and our program participants

Community Development Report – C. Rafferty gave an update on Community projects.

- **Cumberland County:** CDBG Program -
 - The County Commissioners approved the Annual Action Plan for PY 2022 covering the CDBG and HOME programs on July 25, 2022. The Annual Action Plan was submitted to HUD for review and approval.
 - County CDBG/AHTF Housing Programs:
 - OOR; 5 Underway, 2 going out to bid
 - AHTF Emergency repair; 4 complete, 3 underway
 - First Time Homebuyers; 18 households obligated funds, 10 settlements, 10 on waiting list.
 - Workshops; average 15 people per workshop
- **Carlisle Borough-** Borough CDBG Program:
 - Borough Council approve the PY 2022 Annual Action Plan on August 11, 2022.
The Action Plan was submitted to HUD for review and approval.

Community & Business Development Manager's report - R. Yearick gave a brief overview of community activities.

- **CARLISLE-** Sarah Edelman received a \$50,000 CDBG loan and acquired 360 Dance Fitters, 22 N. Pitt St.; the move retains the dance and ballet retail shop; LMI-qualified, she is the program's first HUD-recognized microenterprise.
- **LEMOYNE-** met with former Lemoyne fire station owners John and Lucy Getz regarding a fire-fighter-themed mural on the building wall facing Third St.; the borough is working with Messiah University to have students in a class take murals from concept to completion.
- **MECHANICSBURG** -met with an existing business interested in reopening the Eckels Ice Cream shop, 36 E. Main St.; will meet with the building owner to again discuss leasing the space for a same-named business; Eckels—an earlier CDBG project—closed in March 2020 with covid.
- **MOUNT HOLLY SPRINGS** - meeting with Whimsical Poppy owner Rachel Bear to discuss a possible Cumberland Streetview facade grant

Homeless and Special Needs Housing Report – A. Feher gave an update on Project Base Units. The vacancy at Safe Harbour has a tenant ready to move in and should be in place by the end of the month, if not before. The ESG CV (1) and ESG CV (2) have been extended until June 30, 2023. A Feher is hoping to spend the money from ESG CV (1) by the end of September.

Tax Credit Housing Management Report – A. Moore gave an update on the Tax Credit Housing. The properties are holding steady with their occupancy. The 5 properties with vacancies have tenants lined up to move in, just waiting for the date. In the last 30 days we have had 5 PFH Aduit Reviews and all have come back with positive results, and we passed with "Flying Colors".

Federal Senior Housing - A. Moore reviewed the Federal Senior housing information. There are two vacancies and right now they have two applicants ready to move in once the units are ready. A. Moore has finally been able to get the HAP funding straighten out for One West Penn and Mountain View. A. Moore will be able to capture all the previous funds.

Board Action

Replace 2nd Floor Hallway & Common Area Flooring - Received two bids and the lowest bid was Touch of Color Flooring for \$9,296.37, M. Kuna explained that she will be using CDBG Funding for the flooring. D. Kelly made a motion to award the bid to Touch of Color Flooring for \$9,296.37 second by G. Mowery. Motion carried.

Bid Tab – UC-312 - A motion was made by M. Bishop to award Bid Tab – UC 312 to Harvey Landis in the amount of \$16,585.00, second by G. Mowery. Motion carried.

Bid – Tab – UC -312A – A motion was made by D. Kelly to award Bid Tab UC 312A to Jonhson Mechanical in the amount \$9.000, second by G. Mowery. Motion carried.

RFP Architecture & Engineering Services - An RFP was sent out and we received response from 5 firms. After reviewing each proposal and comparing them to our criteria the RFP was given to Hammel Associates out of Lancaster. They will be used on a as needed bases and will provide specs for jobs. G. Mowery made a motion to approve the awarding of the RFP for Architecture & Engineering Services to Hammel Associates of Lancaster, second by D. Kelly. Motion carried.

Org. Chart – this item was tabled.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:45PM with a motion made by D. Kelly to adjourn G. Mowery second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: September 15, 2022