

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 15, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

Board Members Present: Louis Martin, Mark Bishop, and Candice Neff-Hull

Board Members Absent: Deb Kelly & Penny Palmer

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:05PM.

Chairman Bishop stated there was an Executive Session held to discuss personnel matters at 11:05 am on Thursday, September 15, 2022, which lasted about 15 minutes. No action was taken.

Public Comment – None

Approval of Minutes – Motion by L. Martin to approve Board Meeting Minutes from August 18, 2022, and second C. Hull. Motion carried.

List of Expenditures – P. Bower gave an update on List of Expenditures for July 2022. Payments were made for 149 N. Pitt Street for taxes, insurance, and electricity in the amount of \$1,463.99. The 1st round of CCERAP money is now depleted and we are now spending the 2nd CCERAP2. Under PFH the 3 F & M Trust line items are deposits into accounts for Family Self-Sufficiency (FSS). Under PSH the usual line items are listed. A motion was made by L. Martin to accept the List of Expenditures of July 2022 and second by C. Hull. Motion carried.

Report of Treasurer – P. Bowers gave some highlights on the Administrative Fund ending June 30, 2022. P. Bowers explained we are only 1 month into the new Budget, and we are currently under budget for the first month. Under maintenance wages we are under Budget because OT was figured into the budget. Under operating receipts for PFH and PSH the dwelling rentals are in line with our high occupancy rate.

Management Reports -Executive Director – M. Kuna gave an overview of current projects and events: There was a series of unfortunate events that required attention. There was a fire at Brethren house, and we are now in the clean-up phase; our phone system at our facilities needed some adjustment; issue with being able to access our files since moving to Microsoft 365; decided not to take over the management of the Townhouse and Flats; moving staff around and hiring additional staff; met with Perry County Commissioners and they would like to partner with CCHRA and want to further develop our relationship. Goal is to work with all staff regarding training and certification i.e., Maintenance in HVAC and property staff regarding certification in management.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of September 2022. There were 9 new leases, 65 names were pulled and 30 of them returned our calls to begin the

process, there were 14 terminations for the month, and we had 1 Family Self- sufficiency client graduate from the program.

Homeless and Special Needs Housing – A. Feher presented an update on HSN. Under Development Projects there are 2 vacant units, under Voucher/Non-Site base Programs 1 application in process; no terminations during the month, and there was 1 new enrollment.

Housing Management Report – A. Moore gave a brief updated on Public Housing. There are 10 vacancies, but they are different ones from last month. Moving forward with evictions of clients that have repeatedly violated the housing standards. Working diligently to find eligible tenants and working with maintenance on unit turn around so 100% occupancy can be obtained throughout Public Housing.

Board Action

Small Landlord Revolving Program – Adoption of Policies and Procedures- M. Kuna explained and reviewed the draft for the Small Landlord Revolving Loan fund. L. Martin made a motion to adopt the draft of the policies and procedures for the Small Landlord Revolving Program, second by C. Hull. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:24 PM with a motion by L. Martin and second by C. Hull. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: October 20, 2022

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 15, 2022 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: Deb Kelly

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

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:25 pm

Chairman Martin stated there was an Executive Session held to discuss personnel matters at 11:05 am on Thursday, September 15, 2022, which lasted about 15 minutes. No action was taken.

Public Comment – None

Approval of Minutes – Motion was made by C. Hull to approve the Board Meeting Minutes from August 18, 2022, and second M. Bishop. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of Expenditures for July 2022. Affordable Housing Trust Fund show 2 down payments and 1 emergency repair, \$ 14,050.00; Local Fund Unrestricted show several programs receiving advance funding, \$55,347.32, this money will be paid back to CCHRA once HUD funding is received and payments to Alera Group which is the insurance agent for the Lead Base Paint Liability policy \$2,799.03 and D & O Liability Insurance \$32,696.00. C. Hull made a motion to approve the List of Expenditures for July 2022, second by M. Bishop. 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 stated her report is the same as presented during the HA Board Meeting.

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

Cumberland County:

CDBG Program: The PY 2022 Annual Action Plan for the CDBG and HOME programs was approved by HUD. HUD issued the Grant Agreements for the CDBG and HOME programs. The agreements are expected to be executed by the Commissioners on September 19th.

County CDBG Code Enforcement Activities:

- Lemoyne Borough; Low/mod income areas – underway
- Shippensburg Borough; low/mod income areas – underway
- Shippensburg Twp.; low/mod income areas - underway

County HOME Program Developments:

- Safe Harbour; Harbour Village Development – Settlement Sep./Oct.
- The Point at Sporting Hill
- Riverton Woods – Under Construction
- Citrus Hill – Settlement in Sept./Oct.

Carlisle Borough:

Borough CDBG Program:

- The PY 2022 Annual Action Plan for the CDBG program was approved by HUD. HUD issued the Grant Agreement for the CDBG program to be executed by the Borough.

Borough CDBG Activities:

- Stormwater Improvement Program, engineering design
- Code Enforcement in L/M areas - underway
- Enhance Police Patrols in L/M areas - underway
- Hope Station; Community Services - underway
- Owner Occupied Rehab. Program; 5 complete, underway, 1 going out to bid

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

Carlisle

- working with the owners of 25 W. High St., still leased by the former Square Bean, to make the unit available to a Chambersburg eatery wanting to add a second location.

Lemoyne

- Phase I of Schoolhouse Flats apartments, in the former Lemoyne Middle School, is nearing completion: the building has two commercial units, a 1,200-SF area targeted for a café and beverage bar, the other is the former gymnasium; an open house event will be offered to tour the phase I area closer to the time of lease-ups.
- The 40-unit Riverton Woods senior housing building off 12th St. is underway with site work and retaining walls nearing completion; the Authority provided funding for the Monarch Development project.

Mechanicsburg

- Totem Pole Winery on Main will open this month in the former Cristiano's on Main, 207 W. Main, a former condemned property which we financed the rehabilitation to provide a retail space and top-shop apartment; it will be Don and Joan Kepler's first retail location.

Mount Holly Springs

- Spoke with the owner of the Dollar General property to be vacated with the construction of a new one along Rt. 34 (A 2 Z Real Estate, Anthony, and Zamias); we plan to meet in October at the property which could be leased or sold; three interests have been identified to date.

Homeless and Special Needs Housing Report – A. Feher gave an update on Project Base Units stating they have zero vacant units; 1 transition to Housing Choice Voucher Program and ESG CV (2) ended August 31, 2022, and 100% of funds were spent.

Tax Credit Housing Management Report – A. Moore gave an update on the Tax Credit Housing. All tax credit staff attended a Tax Credit Compliance Workshop on Tuesday, September 13, 2022, taught by Betty Newcomer.

Federal Senior Housing - A. Moore reviewed Federal Senior housing and stated there are no new vacancies or updates since last month's report.

Board Action

Bid Tab -UC-314 - M. Bishop made a motion to approve the loan of \$21,482.00 to the Homeowner and award the bid to Harvey Landis for \$25,782.00 with warranty option, second by C. Hull. Motion carried.

Org Chart - After review of changes/revisions to the org chart, M. Bishop made a motion to approve changes/revisions to the org chart, second by C. Hull. Motion carried.

Small Landlord Revolving Program – Adoption of Policies and Procedures. – This is the same as presented during the HA Board Meeting. M. Bishop made a motion to adopt the draft for the Small Landlord Revolving Program Policies & Procedures, second by C. Hull. Motion carried.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:42PM with a motion made by C. Hull to adjourn M. Bishop second. Motion carried

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: October 20, 2022