

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

**Meeting:** June 24, 2021 – Teleconference (717) 245-9715, PIN 198  
Called to Order by Chairman Fenton at 12:01PM

**Attending:** Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Cindy Martin, Chris Rafferty, Chad Stauffer and Amber Keeseman.

Chairman Fenton noted that the Board met in Executive Session on 6/24/21 for approximately 25 minutes to discuss personnel matters, no action was taken.

**Public Comment – None**

**Approval of Minutes –** Motion by Palmer/Bishop to approve the May 20, 2021 meeting minutes. Motion carried.

**Approval of Special Meeting Minutes –** Motion by Martin/Kelly to approve the May 20, 2021 special meeting minutes. Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the Continuum of Care Grant Programs administered by the Homeless and Special Needs Department. She noted the Cumberland County Emergency Rental Assistance Program payments. Ms. Bower noted the annual payment to Constellation New Energy, Inc. for preparation of the measurements and verifications report required by HUD. On a Palmer/Martin motion the List of Expenditures for April 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 April 30, 2021 noting all are routine. She noted the various program admin fees. Ms. Bower advised we are providing Support Services at Carlisle Townhomes and The Flats at Factory Square. She noted the funding that we received for the Downtown Coordinator position. Ms. Bower noted the Admin expenses are under budget due to salaries and benefits. Ms. Bower advised the Public Family Housing rental income is under budget. She noted we have expended all of the CARES Act funding provided for the Public Housing Program.

**Management Reports –** Ms. Kuna presented the Executive Directors Report noting our involvement with PAHRA and NAHRO. She advised that she spoke at the PAHRA Spring Conference regarding ERAP. Ms. Kuna noted we are working on reopening strategies for our buildings; following the States guidelines effective July 1. She has participated in County Committee to discuss American Rescue Plan Funds. Ms. Kuna advised that she met with several Housing Authority Directors to discuss issues and opportunities. She met with the Executive Director of Hope Station and the YWCA to discuss potential programs. Ms. Kuna thanked Becky Shull and the S8 staff for the great work with the ERAP. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting they are down 9 leases, 18 terminations; 10 were voluntary. She advised of 9 new leases, good wait list and a recent wait list pull has been completed. Ms. Kuna presented the Homeless and Special Needs Housing Report noting we are currently in search of a Homeless and Special Needs Housing Director. She advised New Visions Veterans – SRO Program is looking to serve a new population. Ms. Kuna noted the Non-Site Based

Programs have 67 vouchers allocated, 63 provided. She advised there are currently 170 households on the By Name List seeking housing assistance. Ms. Martin presented the Housing Management Report noting Public Family Housing has 1 vacancy that is currently being processed, wait list is 886. She advised of 1 vacancy at Public Senior Housing, wait list 318. Ms. Martin advised of the uncollected rents. She noted there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

#### **Board Action**

**Review and Approval of Building Budget** – On a Kelly/Palmer motion, the board approved the Building Budget for 2021-2022, effective July 1, 2021 as presented by Ms. Bower. Motion carried.

**Review and Approval of Admin Budget** – On a Palmer/Bishop motion, the board approved the Administrative Budget for 2021-2022 as presented by Ms. Bower. Motion carried.

**Public Housing Write-Offs** – On a Martin/Palmer motion the board approved the Public Housing Write-Offs in the amount of \$2,855.63. Motion carried.

**Flooring – First Floor Hallway – 114 N. Hanover St.** – On a Palmer/Kelly motion the board awarded the First Floor Hallway bid to Touch of Color in the amount of \$5,362.76. Motion carried.

#### **Supplemental Board Action**

**D&O Public Official and Employment Practices Liability Insurance** – On a Bishop/Martin motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2021-2022. Motion carried.

Adjournment of Housing Authority at 12:30 by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: July 15, 2021

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

**Meeting:** June 24, 2021 – Teleconference (717) 245-9715, PIN 198  
Called to Order by Chairman Martin at 12:31 PM.

**Attending:** Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Cindy Martin, Chris Rafferty, Chad Stauffer and Amber Keeseman.

Chairman Martin noted that the Board met in Executive Session on 6/24/21 at 11:30AM for approximately 30 minutes to discuss personnel matters, no action was taken.

**Public Comment – None**

**Approval of Minutes –** Motion by Fenton/Kelly to approve the May 20, 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 as well as Emergency Loan Repair for a homeowner requesting assistance. She advised of the Owner Occupied payments from Carlisle CDBG. Ms. Bower noted the payment to PSHC – R6 is for advancement of funds. She advised of the County HOME and CDBG disbursements that were issued. Ms. Bower noted some of the Tax Credit Supportive Services Coordinator Positions are partially funded through County CDBG funds. She noted the reimbursement payments to staff for mileage. On a Kelly/Bishop motion the List of Expenditures for April 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 noting the groundbreaking ceremony at 157-159 E. South St. Carlisle was a demolished blighted property; 2 new single family homes to be built. She advised of working with the Special Needs Housing Division through Director transition. Ms. Kuna noted the Blighted Property process officially begins this month with 2 submissions. She advised the County's demolition fund has launched and is being marketed to several municipalities. Ms. Kuna noted working on potential opportunities for additional Property Management, Supportive Services and Housing Counseling. She advised the County has asked to move forward with the land bank. Mr. Rafferty presented the Community Development Report noting the County Commissioners approved a change to the program year 2020-2021 due to a minor correction. He advised the County Covid Funding Phase I business loans have all been disbursed; and would like to thank the Finance Department. Mr. Rafferty noted staff is reviewing the HOME Program process. He advised of the work with Tri-County on proposed projects in Newville, Lemoyne and Enola. Mr. Rafferty noted staff held a public hearing for the Borough's PY2021 CDBG Annual Action Plan. He advised construction has begun on 2 units of affordable housing at 157-159 E. South St. Ms. Kuna presented the Downtown Program Services Manager's Report noting The Vegetable Hunter is to open in July. She noted Dough & Arrow is to open in June. Ms. Kuna advised that Arthur Murray Dance Studio is expanding. She noted that Ms. Yearick is working with other businesses that are looking to relocate.

Ms. Kuna advised of the ribbon cutting for Dalicia Ristorante & Bakery. She noted Ms. Yearick is working with Mt. Holly borough to help acquire land for additional recreation at Trine Park. Ms. Kuna presented the Homeless and Special Needs Housing Report noting zero vacancies at Safe Harbour. She advised there are 22 Non-Site Vouchers allocated; 2 applications in process. Ms. Kuna noted we were awarded ESG CV funds and thanked Jillian Yoder for her work on the application. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting 2 vacancies at East Gate, 1 vacancy at Enola Chapel, 1 vacancy at Molly Pitcher Senior Apartments, 1 vacancy at Newport Hotel and 5 vacancies at Sherman's Valley; applications being processed. Ms. Martin noted 15 vacancies at One West Penn, applications are being processed and 2 move-ins are scheduled. She advised of 3 vacancies at Mountain View.

**Report of Committees – None.**

#### **Board Action**

**Review and Approval of Building Budget –** On a Bishop/Fenton motion, the board approved the Building Budget for 2021-2022 effective July 1, 2021 as presented by Ms. Bower. Motion carried.

**Review and Approval of Admin Budget –** On a Mowery/Kelly motion, the board approved the Administrative Budget for 2021-2022 as presented by Ms. Bower. Motion carried.

**Effective date for pay increases –** On a Fenton/Bishop motion, the board approved staff pay increases to be effective June 20, 2021. Motion carried.

**Flooring – First Floor Hallway – 114 N. Hanover St. –** On a Kelly/Fenton motion the board awarded the First Floor Hallway bid to Touch of Color in the amount of \$5,362.76. Motion carried.

#### **Supplemental Board Action**

**D&O Public Official and Employment Practices Liability Insurance –** On a Bishop/Fenton motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2021-2022. Motion carried.

**General Discussion – None.**

**Adjournment of Redevelopment Authority at 12:50 PM by a motion from Bishop/Fenton.** Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: July 15, 2021