

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

Meeting: July 15, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Fenton at 12:02PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Cindy Martin, Chris Rafferty, Rebecca Yearick, Chad Stauffer and Amber Keeseman.

Public Comment – None

Annual Meeting – Election of Officers approved on a Bishop/Palmer motion. Motion carried.

| <u>Name</u> | <u>Office</u> |
|---------------|---------------------|
| Roland Fenton | Chairman |
| Louis Martin | Vice-Chairman |
| Deborah Kelly | Treasurer |
| Mark Bishop | Assistant Secretary |
| Mary Kuna | Secretary |

Approval of Minutes – Motion by Martin/Palmer to approve the June 24, 2021 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payments to landlords for the Housing Assistance Payments. She advised of the State Emergency Rental Assistance Program and the Federal Program listed as Cumberland County Emergency Rental Assistance Program; these payments were for rent, rent arrears, utilities and utility arrears. Ms. Bower noted the partial payment to HARIE (Housing and Redevelopment Insurance Exchange) is for property, liability and auto insurance coverage. She noted the annual payment to Dude Solutions for the maintenance work order software system. Ms. Bower advised of the payment to Butler Dynamics, LLC for the installation of the stair lift. On a Bishop/Kelly motion the List of Expenditures for May 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 May 31, 2021 noting all are routine. She noted the various revenues that fund the administrative costs. Ms. Bower advised of the administrative fees earned from County/Carlisle CDBG and HOME Programs. She noted the fees earned for administering the Continuum of Care Programs as well as administering the MH.IDD Contract of behalf of Cumberland County. Ms. Bower advised that effective February 1, 2021 we were no longer managing Shepherd's Crossing. She noted effective July 2, 2021 we are no longer managing Enoia Commons; we are seeking additional properties to manage. 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. Ms. Bower advised the Public Family Housing and Public Senior Housing costs are based on staffing and maintenance labor costs.

Management Reports – Ms. Kuna presented the Executive Directors Report. She advised that she spoke at the CAEDC/County Planning/CCHRA Attainable Housing Forum. Ms. Kuna noted she discussed partnership opportunities with the YWCA and Community Cares. She advised she is managing the Special Needs Housing Division in the absence of the Special Needs Housing Director, many thanks to

Mary Beth Smith and the Finance Department for their help during the staff vacancy. Ms. Kuna noted working with Tri-County Housing Development Corporation to provide gap financing for the 157-159 E. South St. Project. Ms. Kuna presented the Section 8 Housing Choice Voucher Report noting 1,251 units leased, allocated 1,331. She advised there was a recent pull completed. Ms. Kuna noted there are 7 new leases, 17 terminations; 5 voluntary. Ms. Kuna presented the Section 8 Homeownership Option Program Report noting there are 12 interested, 1 preliminary application received, 3 clients have completed the First Time Homebuyer Workshop Program this quarter. She advised since inception we have had 17 closings. Ms. Kuna presented the Homeless and Special Needs Housing Report noting a correction to the Development Projects; the number of units allocated is 22, the New Visions Veterans Project has expired out of our program so there are no vacant units. She advised there are 67 Voucher/Non-Site Programs vouchers allocated; 59 provided. Ms. Martin presented the Housing Management Report noting Public Family Housing has 4 vacancies; 2 being processed. She advised of 2 vacancies at Public Senior Housing, 2 applicants denied, wait list 314. 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

Loan - Tri-County Housing Development Corporation, LTD – On a Martin/Palmer motion, the board approved the loan with Tri-County Housing Development, LTD as presented in the amount of \$100,000.00 as presented and authorized the Executive Director to execute the loan. Motion carried.

Personnel Policy Revisions and Additions – On a Bishop/Kelly motion the board approved the Personnel Policy Revisions and Additions as presented. Motion carried.

Lead Base Paint Insurance Renewal – On a Martin/Palmer motion the award is made to Evanston Insurance Company for the Lead Base Paint Policy for 2021-2022. Motion carried.

Public Meeting Policy for The Housing and Redevelopment Authorities of the County of Cumberland – On a Palmer/Kelly motion the board approved the Public Meeting Policy for The Housing and Redevelopment Authorities of the County of Cumberland as presented. Motion carried.

ADA Policy for The Housing Authority of Cumberland County – On a Martin/Kelly motion the board approved the ADA Policy for the Housing Authority of Cumberland County. Motion carried.

Annual Meeting of the Member of Multi-Family Housing Opportunities, Inc. (Housing Authority) – Called To Order by President Fenton at 12:28PM

Approval of Annual Meeting Minutes – July 2020 – On a Bishop/Kelly motion the board approved the annual meeting minutes of July 16, 2020. Motion carried.

Election of Directors – On a Palmer/Bishop motion, it was moved that the following persons were elected as Directors of the Multi-Family Housing Opportunities Inc. to serve until the next Annual Meeting or until such time as their successors are elected: Roland Fenton, Louis Martin, Deborah Kelly, Mark Bishop and Marlene Palmer. Motion carried.

Annual Report – Ms. Kuna advised the Redevelopment Authority will begin managing the property in the coming months. She noted the property is almost at full occupancy.

Adjournment of Annual Meeting of the Member at 12:31PM.

General Discussion

Adjournment of Housing Authority at 12:32PM.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: August 19, 2021

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

Meeting: July 15, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Martin at 12:33 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Cindy Martin, Chris Rafferty, Rebecca Yearick, Chad Stauffer and Amber Keeseman.

Public Comment –

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:
Advised that anyone attending the meeting does not have to identify themselves unless they make a public comment.
Requested that a call for nominations be added to the agenda before any officers are inducted/voted upon.
Advised a start time for specific meetings must be advertised.

Annual Meeting – On a Bishop/Kelly motion the Election of Officers is approved noting the correction of Louis Martin as Chairman and Roland Fenton as Vice-Chairman. Motion carried.

| <u>Name</u> | <u>Office</u> |
|---------------|---------------------|
| Louis Martin | Chairman |
| Roland Fenton | Vice-Chairman |
| Deborah Kelly | Treasurer |
| Mark Bishop | Assistant Secretary |
| Mary Kuna | Secretary |

Approval of Minutes – Motion by Fenton/Kelly to approve the June 24, 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 the Carlisle Community Development Block Grant. She advised the funds received from HUD are not immediately available; cash must be advanced. Ms. Bower noted the admin expenditures are routine. On a Kelly/Bishop motion the List of Expenditures for May 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 County's Blight Process is moving forward with 5 properties looking to receive blight designations; four communities are actively looking to be engaged. She advised the Emergency Rental Assistance Program is going well; there will be a release of a second round of funding through the Commonwealth and Treasury to Cumberland County. Ms. Kuna would like to thank the Finance Department and the Housing Choice Voucher Division for their work with the program. She advised that we are working with the Borough of

Carlisle to develop a Mortgage Assistance Program to be managed by the Authority. Ms. Kuna noted the current Property Management transitions. Mr. Rafferty presented the Community Development Report noting a substantial amendment to the CDBG-CV PY 2021 Annual Action Plan will be presented to the County Commissioners; the Amendment is required due to small changes to the CDBG and HOME Program grant amounts. He advised Tri-County has been awarded HOME for projects in Carlisle, West Fairview, Newville and Lemoyne. Mr. Rafferty noted he attended a public hearing for the Borough's PY 2021 CDBG Annual Action Plan. He advised construction has begun on 2 units of affordable housing at 157-159 E. South St. Ms. Yearick presented the Downtown Program Services Manager's Report noting The Vegetable Hunter is now open. She advised of a Carlisle Eatery looking to expand in downtown Carlisle. Ms. Yearick noted The Gingerbread Man in Mechanicsburg will not be closing; offering assistance in opening a new Gingerbread Man in the same building. She advised an existing business owner in Mechanicsburg is looking to purchase additional property to expand and she is assisting with securing financing. 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; 1 application in process. Ms. Kuna noted the annual ESG 2021 application has been submitted on behalf of Cumberland County. She advised that DVSCP has requested a change in their ESG CV (1) funding allocation. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting 1 vacancy at American House, 1 vacancy at Crossroads, 3 vacancies at East Gate, 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; applications are being processed. Ms. Martin noted 13 vacancies at One West Penn. She advised of 3 vacancies at Mountain View.

Report of Committees – None.

Board Action

Loan Agreement – Carlisle Senior Housing Associates – On a Fenton/Bishop motion, the board approved the loan agreement between The Redevelopment Authority and Carlisle Senior Housing Associates as presented not to exceed \$160,000.00 and authorized the Executive Director to execute the agreement. Motion carried.

Personnel Policy Revisions and Additions – On a Fenton/Bishop motion the board approved the Personnel Policy Revisions and Additions as presented. Motion carried.

Supportive Services Agreement with Perry County Non-Profit Corporation (owner) on behalf of Newport Hotel Senior Apartments – On a Fenton/Bishop motion with the correction that the Supportive Services Agreement is between The Redevelopment Authority and Tri-County Housing Development Corporation on behalf of Newport Hotel Senior Apartments the board approved the agreement as presented effective August 1, 2021 not to exceed \$3,150.00 authorizing the Executive Director to execute the agreement. Motion carried.

Supportive Services Agreement with Tri-County Housing Development Corporation (owner) on behalf of Butz House Associates (also referred to as Newport Square Apartments) – On a Kelly/Bishop motion the board approved the Supportive Services Agreement with Tri-County Development Corporation on behalf of Butz House Associates as presented effective August 1, 2021 authorizing the Executive Director to execute the agreement. Motion carried.

FY 2021-2022 Contract between Cumberland-Perry Mental Health, Intellectual and Developmental Disabilities Office and The Redevelopment Authority of the County of Cumberland – Family Support

Services – On a Bishop/Fenton motion the board approved the FY 2021-2022 Contract between Cumberland-Perry Mental Health, Intellectual and Developmental Disabilities Office and The Redevelopment Authority of the County of Cumberland – Family Support Services Contract as presented and authorized the Executive Director to execute the Contract, Motion carried.

Lead Base Paint Insurance Renewal – On a Bishop/Kelly motion the award is made to Evanston Insurance Company for the Lead Base Paint Policy for 2021-2022. Motion carried.

Public Meeting Policy for The Housing and Redevelopment Authorities of the County of Cumberland – On a Fenton/Kelly motion the board approved the Public Meeting Policy for The Housing and Redevelopment Authorities of the County of Cumberland as presented. Motion carried.

ADA Policy for The Redevelopment Authority of Cumberland County – On a Bishop/Fenton motion the board approved the ADA Policy for the Housing Authority of Cumberland County. Motion carried.

Annual Meeting of the Member of Cumberland Development Initiatives Inc. (Redevelopment Authority) – Called To Order by President Martin at 1:01PM

Approval of Annual Meeting Minutes – July 2020 – On a Kelly/Bishop motion the board approved the annual meeting minutes of July 16, 2020. Motion carried.

Election of Directors – On a Fenton/Bishop motion, it was moved that the following persons were elected as Directors of the Cumberland Development Initiatives Inc. to serve until the next Annual Meeting or until such time as their successors are elected: Louis Martin, Roland Fenton, Deborah Kelly, Mark Bishop and Ginny Mowery. Motion carried.

Annual Report – Ms. Kuna advised the Redevelopment Authority will begin managing the property in the coming months. She noted the property is almost at full occupancy.

Adjournment of the Annual Meeting of the Member at 1:03 PM.

General Discussion – None.

Adjournment of Redevelopment Authority at 1:04 PM by a motion from Kelly/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: August 19, 2021

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

Meeting: July 23, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Martin at 12:01 PM.

Attending: Louls Martin, Roland Fenton, Mark Bishop, Solicitor Tricia Naylor, Mary Kuna, and Chris Rafferty.

Chairman Martin noted that the Board met in Executive Session on July 23, 2021 for approximately 15 minutes to discuss personnel matters, no action was taken.

Public Comment – None

Board Action

Bid Tab

| Contract | Contractor | Amount | 1 st | 2 nd |
|----------|---------------|-------------|-----------------|-----------------|
| C-308 | Bryan Bradley | \$17,500.00 | Fenton | Bishop |

MOU Wormleysburg Borough – On a Bishop/Fenton motion the board approved the amended Memorandum of Understanding with Wormleysburg Borough as presented. Motion carried.

Supportive Services Agreement – Sherman’s Valley – On a Bishop/Fenton motion the board approved the Supportive Services Agreement between Perry County Non-Profit Housing Corporation and The Redevelopment Authority on behalf of Sherman’s Valley, LP as presented effective August 1, 2021. Motion carried.

Organization Chart Changes and Corresponding Job Descriptions – On a Fenton/Bishop motion the board approved the Organization Chart Changes and Corresponding Job Descriptions as presented. Motion carried.

Adjournment of Redevelopment Authority at 12:13 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Mary Kuna
Executive Director

Next Meeting: August 19, 2021