

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

**Meeting:** October 19, 2023, at 114 Hanover Street, Carlisle, PA or via Zoom - <https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>  
Meeting ID: 827 8656 2907; Passcode: 877034

**Board Members Present:** Deb Kelly, Lou Martin, Mark Bishop,

**Board Members Absent:** Candice Neff-Hull, and Penny Palmer.

**Attending:** Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Becky Shull, Mikayla Kitchen, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:00 pm.

Roll call was taken by M. Kuna.

**Public Comment: None**

**Approval of Minutes** - L. Martin made a motion to approve the Board meeting minutes of September 21, 2023, second by D. Kelly. Motion carried.

**List of Expenditures** – K. Kessler gave handouts to the Board of reports for July, August, and September 2023, and explained that the reports were done on three different systems. M. Bishop asked when everything will be in one system and K. Kessler said by January 1, 2024. D. Kelly made a motion to approve the finance reports on expenditures for July, August, and September 2023, second by L. Martin. Motion carried.

**Report of Treasurer** – K. Kessler stated that Housing Voucher doesn't have a Budget set up, so the numbers you see on the handouts are actual. Public Family and Public Senior, finance is still working on July and August numbers. On Page 15, June 30<sup>th</sup> numbers are not audited numbers. Finance still needs to make year-end journal entries. The new fiscal year Budgets have not been input into the system for the Admin Fund at this time. K. Kessler stated she did not see anything unusual with the monthly numbers. K. Kessler stated they have made a lot of progress in transferring our accounts into the new system, but there is still more work to do on the system.

**Management Reports -Executive Director** – M. Kuna stated that her focus has been in cleaning up issues with Public Family. Right now, we need to hire 2 more maintenance personnel since we just had one resignation, one Workers Comp incident, and in the future several retirements. We are looking to outsource the maintenance work for flipping units. We have hired several

new staff members; housing Counselor, Thelma Washington, Intensive Housing Manager, Nereida Benitez, and HCV Housing Representative, Margarita Santiago-Harris.

**Section 8 Housing Choice Voucher Report** – B. Shull gave a brief update to the Board. Five (5) new units were leased. HUD advanced Section 8 money so that landlords could be paid in case the government didn't pass a budget. B. Shull pulled 70 names from the wait list, and her staff is in the process of contacting the applicants. Applications are being received for the 16 project-based units at Riverton and Sporting Hill.

**Housing Management Report** – In Public Family we have 6 vacant units ready for occupancy. There are 5 confirmed applicants, 2 have moved in and 2 more are moving in on Friday, October 20<sup>th</sup>. In Public Senior there are 4 units ready for move in, 2 at Two West Penn and 2 at Chestnut Commons. We are pulling applications and contacting people, but we have not received a great response. A. Moore has September and October rents caught up. She is making sure all re-certifications (208) are complete.

### **Board Action**

**Approve Collaboration between CCHRA and Sadler Health Center** – L. Martin made a motion to approve sending a letter of support for collaboration between CCHRA and Sadler Health Center, second by D. Kelly. Motion carried.

**Emergency Procurement Proposal for Annual Audit Services with Smith Marion** – M. Kuna stated that Smith Marion was recommended by BDO Accountants who we consult with on financial/accounting issues regarding HUD. D. Kelly made a motion to approve Smith Marion to handle the 2023 Annual Audit services for the Housing Authority for an all-inclusive pricing of \$24,005, second by L. Martin. Motion carried.

**Ratify Engagement with BDO Accountants** – M. Kuna stated that BDO works with York and Harrisburg Housing Authorities, and BDO has been helping us at an hourly rate as needed. They have assisted K. Kessler with several items regarding HUD. L. Martin made a motion to ratify Engagement with BDO Accountants on a as needed basis and to pay them an hourly rate for their professional services, second by D. Kelly. Motion carried.

**General Discussion** – none

**Adjournment of Housing Authority** – L. Martin made a motion to adjourn the Housing Authority Board Meeting at 12:20pm, second by D. Kelly. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: November 16, 2023

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

**Meeting:** October 19, 2023 at 114 Hanover Street, Carlisle, PA or via Zoom -  
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>  
Meeting ID: 827 8656 2907; Passcode: 877034

**Board Members Present:** Deb Kelly, Louis Martin, Mark Bishop, and Ginny Mowery

**Board Member Absent:** Candice Neff-Hull

**Attending:** Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Becky Shull, Mikayla Kitchen, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:21pm.

**Roll Call-** M. Kuna took roll call.

**Public Comment** – None

**Approval of Minutes** – M. Bishop made a motion to approve the Board Meeting minutes from September 21, 2023, second D. Kelly. Motion carried.

**List of Expenditures** – M. Bishop made a motion to approve the List of Expenditures starting on page 53, second by D. Kelly. Motion carried.

**Report of Treasurer** – Same as reported to the Housing Authority.

**Management Reports – Executive Director** – M. Kuna gave the Board a brief update on activities. M. Kuna plans to use our Paycor system more effectively. A new Human Resources Manager was hired and will officially start on Monday, October 23, 2023. An employee recognition program has started. Staff recommends a co-worker who has gone above and beyond their normal duties to assist others. Four (4) staff members were recognized at our staff meeting on Wednesday, October 11<sup>th</sup>. They received a certificate and a gift card. The program is ongoing and at the staff meeting in December more staff members will be recognized. M. Kuna is working with K. Kessler and T. Naylor to close out a few non-profits and consolidate some of the other non-profits where feasible. A lot of background work needs to be done i.e., checking bank accounts and their balances, distinguishing where/who the funds need to be returned to, and who does the tax returns. K. Kessler is to e-mail M. Bishop the number of non-profits we have on the books. CCHRA is hosting a Community Development Conference at Central Penn College on April 9<sup>th</sup>, 2024. There will be guest speakers who will cover a variety of

subjects. The Blight process has taken off and we have several properties coming through the process. M. Kuna stated that the rest is going well.

**Community Development Report** - Outreach events are scheduled for Oct 25<sup>th</sup> at Molly Pitcher Brewing and Nov 1<sup>st</sup> on Facebook Live for PY24 CDBG applications. The Outreach has been very successful, and we are seeing a lot of new groups showing up at the events and applying for the grants. We will be adding the Harrisburg based Latino Foundation to the Home PY 23 projects and they have asked for \$500,000 for senior housing.

**Community & Business Development Manager's report** – Provided information on the state's "local share account" grant program for municipalities and non-profit organizations to our local communities. Projects from \$25,000 to \$1,000,000 can be funded for a wide range of projects this year including sidewalk replacements.

**Tax Credit Housing Management Report & Federal Senior Housing** – M. Kuna stated that the staff for the tax credit properties have been doing a great job of keeping the units filled. We do have an issue trying to get applicants for the Perry County locations, but the staff is working very hard to overcome this obstacle. Tri County has received a grant to help with the Perry County locations. Federal Senior Housing has a couple of vacancies, but staff anticipates they will be occupied in the next couple of weeks.

### **Board Action**

**Approve Collaboration between CCHRA and Sadler Health Center** - G. Mowery made a motion to approve sending a letter of support for collaboration between CCHRA and Sadler Health Center, second by D. Kelly. Motion carried.

**Bid Tab WH-002A** – M. Bishop made a motion to award Bid WH-002A to Austin Bradley for \$13,900.00 and to approve a grant up to but not to exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

**Bid Tab WH-002B** - G. Mowery made a motion to award Bid WH-002B to Austin Bradley for \$14,500.00 and to approve a grant up to but not to exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

**Bid Tab WH-003A** - M. Bishop made a motion to award Bid WH-003A to Strickland Bros. Construction for \$22,760.00 and to approve a grant up to but not to exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

**Emergency Procurement Proposal for Annual Audit Services with Smith Marion** - M. Kuna stated that Smith Marion was recommended by BDO Accountants who we consult with on financial/accounting issues regarding HUD. M. Bishop made a motion to approve Smith Marion

to handle the 2023 Annual Audit services for the Housing Authority for an all-inclusive pricing of \$31,702 second by G. Mowery. Motion carried.

**Demolition Fund – 11-19 N. Railroad Ave. Mechanicsburg** – M. Bishop made a motion to grant S. Fleming & C. Patrick \$18,712.50 from the demolition fund for property 11-19 N. Railroad Ave, Mechanicsburg, PA, second by G. Mowery. Motion carried.

**Demolition Fund – 520 Oakville Rd. Shippensburg (Asbestos)** – D. Kelly made a motion to grant and waive the 25% match to Bonnie Myers/North Newton Township \$11,803.00 for asbestos removal from the demolition fund for property 520 Oakville Road, Shippensburg, PA, which is an old schoolhouse, second by M. Bishop. Motion carried.

**Demolition Fund – 520 Oakville Rd, Shippensburg** - M. Bishop made a motion to grant and waive the 25% match to Bonnie Myers/North Newton Township \$24,900.00 from the demolition fund for property 520 Oakville Road, Shippensburg, PA, which is an old schoolhouse, second by D. Kelly. Motion carried.

**Demolition Fund – 1051 Brandt Ave., Lemoyne** - M. Bishop made a motion to grant D. Thomas \$28,125.00 from the demolition fund for property 1051 Brandt Avenue, Lemoyne, PA, second by D. Kelly. Motion carried.

**Ratify Engagement with BDO Accountants** - M. Kuna stated that BDO works with York and Harrisburg Housing Authorities, and BDO has been helping us at an hourly rate as needed. They have assisted K. Kessler with several items regarding HUD. M. Bishop made a motion to ratify Engagement with BDO Accountants on an as needed basis and to pay them an hourly rate for their professional services, second by G. Mowery. Motion carried.

**Replacement of main sewer line at 114 N. Hanover** – The main sewer line under 114 N. Hanover Street clogged and overflowed starting Friday, October 13, 2023. Pronto Plumbing was called in to clear the clogged pipe, which was completed on Tuesday, October 17<sup>th</sup>. Upon inspection of the pipe, it was determined the pipe needed to be replaced. Pronto gave an estimate of \$16,324.00 for all the work to replace the main sewer pipe. M. Kuna stated that we will be taking the money from the building fund, but it will be reimbursed to us with CDBG Grant money. M. Bishop made a motion to approve the Pronto Plumbing estimate of \$16,324.00 and to have repairs completed as soon as possible and to use the building fund money to pay the bill up front and then apply to CDBG for grant money, second by G. Mowery. Motion carried.

**CDBG Agreement Borough of Carlisle & Redevelopment Authority** - M. Bishop made a motion to approve the CDBG Agreement Between the Borough of Carlisle and The Redevelopment Authority, second by D. Kelly. Motion carried.

**General Discussion** - none

**Adjournment of Redevelopment Authorities** – G. Mowery made a motion to adjourn the Redevelopment Authority Board meeting at 12:55 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: November 16, 2023