

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

**Meeting:** May 18, 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:** Mark Bishop, Candice Neff-Hull, Deb Kelly, Lou Martin, and Penny Palmer

**Board Member Absent:** none

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Rebecca Yearick, Becky Shull, and Cindy Wise.

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

**Roll call** was taken by M. Kuna.

**Public Comment** – None

**Approval of Minutes** – P. Palmer made a motion to approve the minutes from the Board Meeting on April 27, 2023, second by C. Hull. Motion carried.

**List of Expenditures** – M Kuna gave a brief overview. There were no unusual expenses during March 2023. The Budgets for 2023 are not in the system currently. The 2022 Audit is nearly complete. D. Kelly made a motion to approve the report on the List of Expenditures, second by L. Martin. Motion carried.

**Report of Treasurer** – The same as the report for List of Expenditures.

**Management Reports -Executive Director** – M. Kuna stated she is working with K. Kessler to get all the audit documents together for finance. On May 10<sup>th</sup>, M. Kuna gave a quarterly update to the Cumberland County Commissioners. M. Kuna stated she would also like to start doing a quarterly update with the Perry County Commissioners and is discussing this option with them.

**Section 8 Housing Choice Voucher Report** – B Shull gave an update on Section 8 Housing. In May, they had 8 new leases and 9 terminations. The 9 terminations breakdown; 3 voluntary, 2 deceased, 3 moved to a nursing home and 1 achieved self-sufficiency. We are expending more HAP money (\$683,513.77) than HAP money received (\$613,913.00) which is good because next year we will be allocated more money.

**Housing Management Report** – M. Kuna stated that all 8 vacancies at Public Family have a tenant approved to move in just waiting for a date. Public Senior has tenants for 4 of the 5 vacant units waiting for a move in date. If for any reason the approved tenants can't move in, we have 4 approved applications in que.

**Board Action** - none

**General Discussion** – P. Palmer asked about the grass reseeding at public housing. She stated that no one has been back the water the grass and it is drying up and the grass in other areas needs mowed. M. Kuna stated that we have a contract with Timmons Landscaping, and they are doing the grass reseeding and they are also contracted to mow the lawns every two weeks. M. Kuna will contact our maintenance department to have them start to water the reseeded grass and to make sure they are mowing in between Timmons Landscaping since we are having a wet spring.

**Adjournment of Housing Authority** – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 12:09 pm, second P. Palmer. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: June 22, 2023

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

**Meeting:** May 18,2023, 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:** Mark Bishop, Ginny Mowery, Deb Kelly, Lou Martin, and Candice Neff-Hull

**Board Member Absent:** none

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Kira Kessler, Angela Moore, Rebecca Yearick, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:10 pm.

Chairman Martin advised the Executive Board held a meeting on Thursday, May 18, 2023, at 11:40 am for about 10 minutes on personnel issues. No action was taken.

**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 April 27, 2023, second by G. Mowery. Motion carried.

**List of Expenditures –** K. Kessler stated that there is nothing unusual for March in the List of Expenditures. Spent CDBG Funds and we are spending down grants especially now that spring has arrived. D. Kelly made a motion to approve the report for the List of Expenditures, second by G. Mowery. Motion carried.

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

**Management Reports – Executive Director –** M. Kuna gave an update of activities. On May 24<sup>th</sup> M. Kuna and several staff members will be attending breakfast at the Realtors & Lenders Day event. This is a great opportunity for networking with local realtors and lenders and educating them on the programs we offer like the 1<sup>st</sup> Time Home Buyers. On May 6<sup>th</sup> we held “Party on Pitt” which was a huge success. The primary reason for the party was to get more applications for public housing so we can build our wait list. The potential applicants came with all the necessary paperwork requested on the application. Our 4 housing representatives were busy from 9:30 am until around 12 noon when they received their first break.

**Community Development Report –** CDBG funds allocated to Cumberland County 2023 are more than what was received in 2022. The County’s Action Plan has been sent to HUD. The Borough of Carlisle received less CDBG funding in 2023 than in 2022. The Borough’s Action Plan has been approved and will be sent to HUD prior to May 15. Working on an RFP for Home Funding.

**Community & Business Development Manager's report** – R. Yearick stated negotiations continue for a developer to buy 9 N. Railroad Ave. which is a three-story, multi-unit, commercial building that houses De'Rielle Cosmetology Academy. This parcel includes what were once three buildings and the Mechanicsburg Club. The proposed redevelopment includes first-floor commercial and upper-floor apartments. The Authority is working with the Mechanicsburg Borough to address several issues related to the new use.

**Tax Credit Housing Management Report & Federal Senior Housing Board Action** – A. Moore stated that both Tax credit properties and Federal Senior Housing are maintaining high occupancy. With the recent back-to-back vacancies, applicates were quickly identified and their applications quickly processed all within the 30-day time limit. The 30 days starts when we are notified the tenant(s) are moving out. The commercial tenant at the Historic Iroquois Hotel will be moving out in July. We are already looking for a new commercial tenant and plan to increase the rent on the commercial property which will help with funding for the Historic Iroquois Hotel.

### **Board Action**

**Bid Tab MC-198** - M. Bishop made a motion to award the bid to Austin Bradley for \$19,570.00 and to approve a loan amount up to \$22,070.00 to the homeowner which includes \$2,500.00 for change orders, second by D. Kelly. Motion carried.

**Staff/Org chart Changes** - G. Mowery made a motion to approve the changes to the staffing/organizational chart per M. Kuna's request, second by C. Hull. Motion carried.

**Maintenance Service Agreement between Carlisle Opportunity Homes Inc. and Redevelopment Authority of the County of Cumberland** – D. Kelly made a motion to approve the Agreement for Maintenance Services between Carlisle Opportunity Homes Inc. and the Redevelopment Authority, second by G. Mowery. Motion carried.

**Adjournment of Redevelopment Authorities** – D. Kelly made a motion to adjourn the Redevelopment Authority Board meeting at 12:25 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: June 22, 2023