

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 27, 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, and Penny Palmer

Board Member Absent: Deb Kelly, Louis Martin

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Kira Kessler, Rebecca Yearick, Angela Moore, 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 March 16, 2023, Board Meeting, second by C. Hull. Motion carried.

List of Expenditures – K. Kessler stated that there was nothing out of the ordinary for expenditures. One of the Board members asked why there were so many stop-payments for checks. K. Kessler and M. Kuna advised the Board that it was mostly due to ERAP checks being sent to landlords. The checks come back because the landlords' changed addresses or they had a name changed and need to do a new W9. Under the rent portion of the expenditures, you will see a corresponding entry. P. Plamer made a motion to approve the report on the List of Expenditures, second by C. Hull. Motion carried.

Report of Treasurer – K. Kessler stated that there are no Administrative Budgets at this time. There is nothing out of the ordinary in the Administrative Fund. K. Kessler stated that 95% of Public Family and Public Senior has been transferred to the new accounting system. K. Kessler stated that all reports to the Federal government are up to date, including the VMS reports.

Management Reports -Executive Director – M. Kuna gave an update on current activities during the month of April.

- **PRIORITIES**
 - Working through Capital Fund.
 - Discussed ERAP sunset, returning state funds for ERAP 2, keeping unused funds to develop affordable housing.
 - Securing satellite sites in Cumberland County, Shippensburg & West Shore.
 - Party on Pitt, focus on outreach/increased waiting list for public housing is May 6th and there will be 12 other non-profits at the event.

- **OUTREACH**
 - Met with Luminest, Tri-County Housing Development, PHFA to develop future partnerships.
 - Attended West Shore Chamber & Mechanicsburg Chamber events.

Section 8 Housing Choice Voucher Report – M. Kuna gave an overview for April. Leased 13 new units, had 11 terminations; 4 deceased, 4 voluntary, 2 failed to fulfill family obligations and 1 porting voucher to another county. We will be purging the wait list to get it more up to date.

Housing Management Report – A. Moore gave a brief update on Public Housing. We have begun doing two waitlist pulls per week. As a result, we had 4 intake appointments for new residents that we anticipate leasing in April. From previous waitlist pulls, we did 3 move-ins. We already have 4 more intakes scheduled for April but anticipate more as they respond to notification of their status. We also have an event planned for May 6th, which we hope will generate more qualified applicants for our waitlist. At Two West Penn we have efficiency units available for occupancy. Walk throughs are done with potential tenants so they can see the unit prior to saying yes. A potential tenant can pass only 1 time on an available unit, if they don't take the next unit offered, they will be taken from the wait list. We have hired two additional maintenance people; one is certified in HVAC.

Board Action

Insurance Policies Renewal – Automobile, General Liability & Property – P. Palmer made a motion to approve the Insurance Policies effective 5/15/23 to 5/15/24 as follows- Automobile Insurance for \$6,521, General Liability Insurance with Terrorism for \$24,986 and Property Insurance with terrorism for \$70,631, second by C. Hull. Motion carried.

Ratify Cooperation Agreement Between Perry County Commissioners & Housing Authority of the County of Cumberland for 2022 – P. Plamer made a motion to ratify the agreement between Perry County Commissioners & Housing Authority of the County of Cumberland for 2022, second by C. Hull. Motion carried.

Approve Cooperation Agreement Between Perry County Commissioners & Housing Authority of the County of Cumberland for 2023 - P. Plamer made a motion to approve the agreement between Perry County Commissioners & Housing Authority of the County of Cumberland for 2023, second by C. Hull. Motion carried.

Ratify Administrative Agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2022 - P. Plamer made a motion to ratify the agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2022, second by C. Hull. Motion carried.

Approve Administrative Agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2023 – C. Hull made a motion to approve the agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2023, second by P. Palmer. Motion carried.

General Discussion – None

Adjournment of Housing Authority – P. Plamer made a motion to adjourn the Housing Authority Board Meeting at 12:30 pm, second by C. Hull. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: May 18, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 27, 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, and Candice Neff-Hull

Board Member Absent: Deb Kelly, Louis Martin

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 Vice Chairman Bishop at 12:30 pm.

Roll Call- M. Kuna took roll call.

Public Comment – None

Approval of Minutes – G. Mowery made a motion to approve the March 16, 2023, Board Meeting minutes, second by C. Hull. Motion carried.

Approval of the Special RA Meeting Minutes - G. Mowery made a motion to approve the Special RA Meeting minutes from March 28, 2023, second by C. Hull. Motion carried.

List of Expenditures – K. Kessler stated that there was nothing out of the ordinary on the List of Expenditures. C. Hull made a motion to approve 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.

- PRIORITIES
 - Working through finance changes/upgrades
 - * Met with various financial institutions, gathering information/support for eventual RFP.
 - Presentation to Shippensburg University regarding programs.
 - Discussed potential development projects with developers and provided resources for funding.
 - Working through Whole Homes Repair program.

Community Development Report – CDBG County Action Plan has been approved by the Commissioners, will be sent to HUD after the comment period ends. Carlisle CDBG Action Plan will go in front of the Carlisle Council in early May and once approved we will forward the action Plan to HUD. HUD will be remotely monitoring us from April 17th to 21st. ESG funds are being wrapped up and we are submitting requests for 2022.

Community & Business Development Manager's report – R. Yearick stated that Denim Coffee will lease 36 W. Main, the former Capital Joe coffee unit, with a \$50,000 CDBG equipment loan presented April 27th by the County Board of Commissioners. The Authority first worked with Denim as a new roasting business, then facilitated their first shop in Carlisle. This will be the fifth store, sixth Denim facility, and opens in June. Working with Mechanicsburg Borough to clean up their signage in Downtown Mechanicsburg and they are very interested in the grant About Face.

Tax Credit Housing Management Report & Federal Senior Housing Board Action – A. Moore gave an update. The focus for the staff is to maintain high occupancy at each location, turn units over quickly, build the waiting list, and to make sure the outside of the facilities are kept neat and clean. A. Moore stated that they want to improve all properties so that maintenance doesn't have to react but be proactive when maintaining the properties.

Board Action

Insurance Policies Renewal – Automobile, General Liability & Property – G. Mowery made a motion to approve the Insurance Policies effective 5/15/23 to 5/15/24 as follows- Automobile Insurance for \$6,521, General Liability Insurance with Terrorism for \$24,986 and Property Insurance with terrorism for \$70,631, second by C. Hull. Motion carried.

Ratify Administrative Agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2022 – C. Hull made a motion to ratify the agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2022, second by G. Mowery. Motion carried.

Approve Administrative Agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2023 – G. Mowery made a motion to approve the agreement between The Housing Authority of Cumberland County & The Redevelopment Authority of the County of Cumberland for 2023, second by C. Hull. Motion carried.

Bid Tab UC-319 – G. Mowery made a motion to award Bid UC 319 to Austin Bradley for \$14,984.00 and to approve a loan amount to the homeowner up to \$17,484.00 which includes \$2,500 for unforeseen change orders, second by C. Hull. Motion carried.

Adjournment of Redevelopment Authorities – C. Hull made a motion to adjourn the Redevelopment Authority Board meeting at 12:50 pm, second by g. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: May 18,2023