

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 16, 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: Lou Martin, Mark Bishop, Candice Neff-Hull, and Penny Palmer

Board Member Absent: Deb Kelly

Attending: Commissioner Vince DiFilippo, Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Becky Shull, Mikayla Kitchen, Brett Schreyer, Rebecca Yearick, Angela Moore, 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 October 19, 2023, second by P. Palmer. Motion carried.

List of Expenditures – On the List of Expenditures you will see HAOCC – Shelter Plus Care – Chronic \$16,073.00 and HAOCC – CCERAP2 for \$61,676.30 are grants for Supporting Housing and Rapid Housing that Housing Authority paid money up front until the grant money from HUD comes; at which time Housing Authority will be reimbursed. The plumbing bill for the new sewer pipe at 114 N. Hanover will be in November’s report. We will be reimbursed by CDBG for this expense.

Report of Treasurer – There is currently no Administrative Budget. Received \$5,000 from HMPA which is a payback of a grant. The Bank statements for the administrative fund are reconciled through October 2023. Administrative Fund has a line item, Advance Receivable \$286,576.70. This amount is for outstanding fees due the Authorities for managing properties i.e., management fees, payroll for manager, maintenance, and supportive services. T. Naylor is reviewing the list. The section marked Liabilities and Equity is really an accrued expense account. In the next two weeks this section will be reconciled through June 30, 2023, and cleaned up and will be listed and used as an accrued expense account. K. Kessler is going to reach out to BDO for advice on how to handle this account going forward. On the Statement of Income & Expenses the current Budget numbers are last year’s Budget numbers. The income from programs \$9,025.00 is low because finance has not been able to pull the management reports for rents paid. The Building Fund still needs to be reconciled. Under rental income

there is no difference. Last year's budget shows a figure for Merakey, and they are no longer a tenant. Plans are to have the Administrative and Building Funds in the new system by January 1, 2024. C. Neff-Hull made a motion to accept the financial reports, second by P. Palmer. Motion carried.

Management Reports -Executive Director – M. Kuna gave a brief overview of the PowerPoint presentation she did for the Commissioners. Staff are doing training for the 2024 HUD changes, which are massive. In January 2024, there will be some shifting of personnel due to exiting the management of six (6) properties. Maintenance is going to start to keep their tools in the garage at 114 N. Hanover Street since there is space, and they need to move tools from the six (6) properties. On April 9, 2024, we will be hosting a Reinvesting in Redevelopment conference at Central Penn College. Response from other organizations regarding sponsorship for the conference has been great. Staff are looking into hosting a Housing Forum in 2024.

Section 8 Housing Choice Voucher Report – Up ten (10) leases but we had 14 terminations due to various reasons i.e., 3 died, 4 voluntaries, 2 became self-sufficient, 2 ported to another county, 1 moved to another subsidized housing and 2 failed to meet family obligations. The 2 clients that have reached self-sufficiency will be on the program for 6 months, without getting subsidized, before they are removed from the program. B. Shull pulled 70 names from the waiting list and her staff is busy contacting them. B. Shull stated she has received 8 to 10 calls from new landlords.

Housing Management Report – A. Moore gave a brief update on public housing. There are a total of 8 vacancies in public housing, 2 in public senior housing and 6 in public family. In public family housing, one (1) unit is off- line due to major repairs that are needed but the other 5 are being turned. Two (2) should be ready on November 17th and an approved applicant ready to move in. Another unit will be ready on November 22 and there is a locked in move in date for an applicant of December 1. The final three (3) are scheduled to be ready by the second week in December. Turning of units has been slow due to some of the maintenance staff being on light duty or out due to injury. Currently, we have 2 active maintenance people. M. Kuna approved hiring an outside construction emergency service to assist in turning units so we can fill vacancies quickly. The outside firm is now working on the unit that is off- line in public family. M. Kuna approved a move in special by waiving the security deposit and first month's rent. This will help our potential tenants with their hardships or delays when moving in. This program has proven effective, in the last 30 days we completed four (4) move-ins under this special. A. Moore is personally walking through units to make sure they are being turned in a timely manner and she is also doing the walk throughs with the potential tenant. A. Moore is also present the day a new tenant moves in. Public Senior has one (1) unit at Two West Penn and one (1) unit at Chestnut Commons vacant. At Chestnut Commons there is an application in process and a move-in date will be set up soon. The one (1) unit at Two West Penn is an efficiency apartment which is a little harder to fill but the staff is working diligently to get it occupied. A Moore is working on a process to get the rent deposit in the system in a timely manner. Finance's new software requires different information regarding rents than the old system. Staff are working to gather the correct information for the new system. Annual re-

certifications have been completed and staff now has more accurate information on delinquencies. A. Moore stated the goal is to have a final number of delinquencies before Christmas. She would like the Board to review the delinquency write-offs.

Board Action

Operating Fund Resolution 11-2023 – L. Martin made a motion to approve the Operating Fund Resolution 11-2023 second by P. Palmer. Motion carried.

General Discussion – none

Adjournment of Housing Authority – L. Martin made a motion to adjourn the Housing Authority Board Meeting at 12:26 pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: December 21, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 16, 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: Candice Neff-Hull, Louis Martin, and Mark Bishop

Board Members Absent: Deb Kelly, and Ginny Mowery

Attending: Commissioner Vince DiFilippo, Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Becky Shull, Mikayla Kitchen, Brett Schreyer, Rebecca Yearick, Angela Moore, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:26 pm.

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 October 19, 2023, second C. Neff-Hull. Motion carried.

List of Expenditures – K. Kessler stated that the List of Expenditure for the Redevelopment Authority shows normal monthly expenses. C. Neff-Hull made a motion to approve the List of Expenditures, second by M. Bishop. Motion carried.

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

Management Reports – Executive Director – Same as reported to the Housing Authority Board.

Community Development Report – M. Kuna gave a brief updated on programs. HOME application is on-line which will make it easier for people to apply. Two (2) applications for LSA projects were submitted, Project Share and New Hope Ministries. The funds are from Casino Revenue and will not be awarded for some time.

Community & Business Development Manager's report – R. Yearick gave her last update to the Board since she is retiring at the end of the year. In Mechanicsburg several businesses used grant funds from About Face to paint the fronts of their establishments. R. Yearick is providing leads and making appointments for Shelly Boulliane from Revelations Spa, to look at property in downtown Mechanicsburg to relocate her business.

Tax Credit Housing Management Report & Federal Senior Housing – A. Moore stated that at the end of December, we will no longer be managing six (6) tax credit properties. Staff are working hard to get all six properties 100% occupied prior to turning them over to a new management firm. Federal Housing continues to have high occupancy.

Board Action

Demolition – 545 Hummel Avenue, Lemoyne – C. Neff-Hull made a motion to approve a grant of demolition funds in the amount of \$56,000.00 to Pennhouse, LLC., for demolition at 545 Hummel Avenue, Lemoyne, second by M. Bishop. Motion carried.

Demolition – 18 Oak Avenue, Enola – M. Bishop made a motion to approve a grant of demolition funds in the amount of \$38,986.50 to Just Bartending, LLC., for demolition at 18 Oak Avenue, Enola, second by C. Neff-Hull. Motion carried.

Demolition – 215 Eutaw Avenue, New Cumberland – C. Neff-Hull made a motion to approve a grant for demolition funds in the amount of \$5,625.00 to Tri-County Housing Development Corporation, Ltd. for demolition at 215 Eutaw Avenue, New Cumberland, second by M. Bishop. Motion carried.

Bid Tab WH-005B – M. Bishop made a motion to award Bid WH-005B to REM Renovations for \$11,274.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by C. Neff-Hull. Motion Carried

Bid Tab WH-006A - C. Neff-Hull made a motion to award Bid WH-006A to Service Oil Company for \$22,150.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by M. Bishop. Motion Carried

Disposition of 117 W. Locust Ave., Carlisle – M. Bishop made a motion to accept the offer of \$5,400.00 from MET Investments, LLC., for the property at 117 W. Locust Avenue, Carlilse, second by C. Neff-Hull. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities C. Neff-Hull made a motion to adjourn the Redevelopment Authority Board meeting at 12:48 pm, second by M. Bishop. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: December 21, 2023,