

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 21, 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, Deb Kelly, Mark Bishop, Candice Neff-Hull, and Penny Palmer

Board Member Absent: none

Attending: Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Mikayla Kitchen, Brett Schreyer, Kellie Crawford, 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 Housing Board meeting minutes of November 19, 2023, second by P. Palmer. Motion carried.

List of Expenditures – K. Kessler reviewed the Housing check register, Building Fund check register, and Redevelopment Authority check register. She stated it was routine expenses. The Proto Plumbing bill for 114 N. Hanover Street was paid in November 2023. D Kelly made a motion to approve the List of Expenditures for November 2023, second by P. Palmer. Motion carried.

Report of Treasurer – K. Kessler said that the Auditors stated the Housing Voucher accounts were very clean and so were Public Housing. K. Kessler is looking into consolidating the Building Fund, restructure how we handle the Federal Grants, how to better handle the money in the savings accounts, and to get the 2024 Budget complete and in the system.

Management Reports -Executive Director –

- Provided additional assistance to potential Perry County tax credit project.
- Conducted an interview with CBS regarding the need for affordable housing in Cumberland County.

M. Kuna discussed with the Board that several properties owed management and payroll fees to the Authority. Letters have been written to each property owner about the outstanding fees and she is waiting to hear back from them. One of the properties has agreed to a payment plan to reimburse the money owed. The focus of January 2024 will be Public Housing.

Section 8 Housing Choice Voucher Report – M. Kuna gave a brief update. We broke even on leases meaning we got 7 new leases, but we have 7 new vacancies due to several reasons i.e. 3 voluntaries, 2 failed to fulfill family obligations, and 2 porting vouchers. HUD in 2024 is going to base rents on housing areas in the county which is being done by zip code. The staff is going through extensive training on the new HUD regulations.

Housing Management Report – A. Moore stated that occupancy in Public Housing is 97% and it is projected to be 100% at the beginning of 2024. In Public Family Housing there are 3 vacant units with new tenants scheduled to move in the end of December 2023 and the first week of January 2024. There are 2 units that are not ready for occupancy. One unit was taken off-line due to extensive repairs and clean up and we were just notified of the other vacancy and work is being done to turn over the unit. Public Senior Housing has 2 units ready for occupancy, 1 unit is at Two West Penn and the other unit is at Chestnut Commons. There are no pending vacancies. Our focus in 2024 will be to build our waiting list. We are actively cleaning up and pulling from our current wait list of applicants. We are planning to have several events where potential clients will be able to come in and get assistance completing an application with a housing representative. We had an event like this last year, and it was very successful.

Board Action

Ratify Agreement Between Housing Authority and Borough of Carlisle -P. Palmer made a motion to Ratify the Agreement Between Housing Authority and Borough of Carlisle and to have M. Kuna execute the Agreement on the behalf of the Board, second by D. Kelly. Motion carried.

General Discussion – none

Adjournment of Housing Authority – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 12:45 pm, second by P. Palmer. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: February 15, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 21, 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, Deb Kelly, Ginny Mowery, and Mark Bishop

Board Members Absent: None

Attending: Solicitor Tricia Naylor, Mary Kuna, Kira Kessler, Mikayla Kitchen, Brett Schreyer, Angela Moore, Kellie Crawford, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:45 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 November 19,2023, second by G. Mowery. Motion carried.

List of Expenditures – K. Kessler reviewed the Redevelopment checking account. She stated the report showed routine expenses. D. Kelly made a motion to approve the List of Expenditures for November 2023, second by G. Mowery. Motion carried.

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

Management Reports – Executive Director – M. Kuna gave a brief overview of activities.

- Met with Northumberland County to assist in establishing a blight process/scheduled to meet with Dauphin County.
- Transitioning out of property management and refocusing efforts of the Authority on related operations.
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114 N Hanover St. UPDATES

- The front window was vandalized.
- Staff participated in the holiday spirit and luncheon.

Community Development Report

CDBG –

- PY24 application will open Nov 1 due back March 1. We are using an online application.
- Monitoring for all open subrecipients will be in February 2024.

HOME –

- HOME ARP activities have spent down massively, will be looking to apply for the DCED HOME ARP grant when it opens early next year.

Other HUD Housing Grants –

- We are looking into other grant opportunities to fill the gap on rent prices as they continue to increase but HUD has not substantially increased the grant amount per program.
- The current clients working with K. Crawford:
 - S+C = 6 clients
 - Rapid = 3 clients
 - Chronic = 21 clients
 - PSHC= 27 clients
 - ESG Rapid = 0 client
 - CPHI = 9 clients

Tax Credit Housing Management Report & Federal Senior Housing – A Moore stated that in the Tax Credit properties, preparations are being made for six (6) properties to be transferred to Monarch Management. The properties are East Gate, Historic Iroquois, Molly Pitcher I and II, Roundhouse View, and Valley Ridge. The buildings are all in good condition and the files are in good order for the property transfer. Federal Senior has two (2) units ready for occupancy. New clients will be moving in the first week of January 2024.

Board Action

Medical/Dental/Vision Insurance – M. Bishop made a motion to stay with the same insurance carriers we had in 2023 – CIGNA, UCD, and Capital Blue Cross, second by G. Mowery. Motion carried.

Approve Bid Tab WH-005A - D. Kelly made a motion to award the bid tab WH-005A to Austin Bradley for \$17,375.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by C. Neff- Hull. Motion carried.

Approve Bid Tab WH-007 – G. Mowery made a motion to award the bid tab WH-007 to Harvey Landis for \$21,380.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by C. Neff- Hull. Motion carried.

Ratify Bid Tab WH-008A – G. Mowery made a motion to award the bid tab WH-008A to Strickland Brothers Construction LLC for \$15,470.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Approve Bid Tab WH-009 – M. Bishop made a motion to award the bid tab WH-009 to Daflure Heating and Cooling for \$19,263.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

Approve Bid Tab 010A - D. Kelly made a motion to award the bid tab WH-010A to Topline Heating & Air for \$16,753.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

2023-2024 HUD CES Agreement – G. Mowery made a motion to approve the 2023 -2024 HUD CES Agreement pending solicitor review and to have M. Kuna execute the agreement on the behalf of the Authority, second by C. Neff-Hull. Motion carried.

Approve Demolition Grant for AKMK LLC. - G. Mowery made a motion to approve a grant for demolition funds in the amount of \$18,675.00 to AKMK LLC. for demolition at 1245 Harrisburg Pike, Carlisle, PA, 17013, 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 1:15 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 18, 2024