

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 20 , 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, Deb Kelly, Lou Martin, and Penny Palmer

Board Member Absent: Mark Bishop

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Rebecca Yearick, Kellie Crawford, Kira Kessler, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Vice-Chairman L. Martin at 12:00 pm.

Roll call was taken by M. Kuna.

Vice-Chairman L. Martin said an Executive Session was held at 11:30 am on July 20, 2023, for 15 minutes to discuss potential litigation, staff/organizational chart, and potential real estate conservatorship. No action was taken.

Public Comment:

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:
Written comment was submitted on July 7, 2023, to the Board by Ms. Burkholder regarding her request for copies of the CCHRA's Administrative Plan and documents showing the CCHRA Board of Directors and Cumberland County Commissioners approval.

Nomination of Officers:

Chairman – Mark Bishop
Vice-Chairman – Louis Martin
Treasurer – Deborah J. Kelly
Assistant Secretary – Marlene Palmer
Secretary – Mary Kuna

Election of Officers – D. Kelly made a motion to approve the nomination of officers, second by P. Palmer. Motion carried.

Approval of Minutes – K. Crawford noted that her first name is spelt incorrectly in the meeting minutes and will need to be corrected. P. Palmer made a motion to approve the minutes, with

the corrected spelling of Kellie's name, from the Board Meeting on June 22, 2023, second by D. Kelly. Motion carried.

List of Expenditures – M. Kuna stated that the expenses during the month were routine, i.e., Timmons Supreme Service, BaileyB Cleaning Service, Thomas Painting Company etc. D. Kelly made a motion to approve the List of Expenditures for May 2023, second by P. Palmer. Motion carried.

Report of Treasurer – We should have the final Housing Authority Audit report in the next week or two. The Redevelopment Authority Audit has not been finalized at this time.

Management Reports -Executive Director – M. Kuna gave a brief update on activities.

- PHFA visited to discuss opportunities for expansion of the Housing Counseling Program.
- Streamlining Rapid Rehousing and Permanent Supportive Programs to focus on case management.
- Discussed funding opportunities with the YWCA for future endeavors.

Section 8 Housing Choice Voucher Report – M. Kuna stated B. Shull will be sending a monthly update on Housing Choice Voucher program to the Perry County Commissioners. In July we had 16 new leases, down 1 unit lease, 3 active homeownership vouchers and had 17 terminations for various reason.

Housing Management Report – Public Family has 6 vacancies of which 3 have eligible applicants and Public Senior has 3 vacancies and all 3 have eligible applicants. Applied and received \$15,339.00 for tenant rents from ERAP. Public Senior Housing delinquency we received but not posted prior to the end month close.

Board Action

Annual Meeting of the Members of Multi-Family Housing Opportunities Inc.

1. Annual Meeting of the Members – L. Martin called the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. to order.
2. Nomination of Board of Directors:
 - a. Louis Martin
 - b. Mark Bishop
 - c. Deborah J. Kelly
 - d. Marlene Palmer
 - e. Candice Neff-Hull
3. Election of Board of Directors- C. Neff-Hull made a motion to approve the nominated Board of Directors for the Multi-Family Housing Opportunities Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by D. Kelly. Motion carried.

4. Annual Report – M. Kuna stated that Townhouses are being managed by Monarch and everything is going fine.
5. Adjournment of the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. - P. Palmer made a motion to adjourn the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc., second by D. Kelly. Motion carried.

Insurance – Lead Based Paint Liability Coverage – C. Neff-Huff made a motion to award the Lead Base Paint Liability Insurance coverage to Apogee Insurance Group for \$2,653.00, second by D. Kelly. Motion carried.

Insurance - Directors & Officers Liability Coverage - D. Kelly made a motion to award the Directors & Officers Liability Insurance coverage to Professional Governmental Underwriters – Greenwich Insurance Company for \$29,441.00, second by C. Neff-Hull. Motion carried.

General Discussion – none

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:22pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: August 17, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 20, 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, and Candice Neff-Hull

Board Member Absent: Mark Bishop and Ginny Mowery

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Rebecca Yearick, Kellie Crawford, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:22 pm.

Roll Call- M. Kuna took roll call.

Chairman L. Martin said an Executive Session was held at 11:30 am on July 20, 2023, for 15 minutes to discuss potential litigation, staff/organizational chart, and potential real estate conservatorship. No action was taken.

Public Comment – None

Nomination of Officers:

Chairman – Louis Martin
Vice-Chairman – Mark Bishop
Treasurer – Deborah J. Kelly
Assistant Secretary - Ginny Mowery
Secretary -Mary Kuna

Election of Officers- D. Kelly made a motion to approve the nomination of officers, second by C. Neff-Hull. Motion carried.

Approval of Minutes – D. Kelly made a motion to approve the Board Meeting minutes from June 22,2023, second C. Neff-Hull. Motion carried.

List of Expenditures – M. Kuna stated that the List of Expenditures for May 2023 are routine, i.e., grant payments, Down payment and Closing cost, and demolition fund for 173 S. Enola Drive, Enola, PA. C. Neff-Hull made a motion to approve the List of Expenditures for May 2023, second by D. Kelly. Motion carried.

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

Management Reports – Executive Director – M. Kuna stated that her priority is to finalize the Audit for the Redevelopment Authority. Other activities are:

- Staff completed a HOME Monitoring and will be reviewing/revising policies.
- Working on expanding Blighted Property awareness and outreach.
- Discussed projects and opportunities with Dauphin County Redevelopment.

Community Development Report:

CDBG

- Carrying over several projects currently, the majority should be spent down by December.
 - Helps with the next push for timeliness.
 - Only one project has asked for an extension past December.
- Expecting official award for PY 23 in the fall.
 - Beginning the background work of award letters, grants contracts, and ERR so they are all ready once officially awarded funds.

HOME

- Monitoring letter was received, updating processes and policies according to the requirements.
- RFP for PY23 funds is out and having early chats with organizations that may have projects soon.

ESG

- RFP for PY23 is out, expecting the application to be due at the end of the summer.
 - Letters of interest were requested for organizations wishing to apply, received four back.

Other HUD Housing Grants

- Working with CoC and HUD consolidation of permanent supportive housing project to expedite spend down.

Other Notes –

- Policies and procedures for Language Access Plan, Citizen Participation Plan, and CoC policies are all currently being updated to reflect new requirements.

Community & Business Development Manager's report – In Mechanicsburg, settlement for the 11 N. Railroad Avenue sale to 36 West LLC; Chris Patrick and Steve Fleming, is scheduled for August 21, 2023. The building with De'Rielle Cosmetology Academy and three other commercial units will see the addition of four to five top-shop apartments. They will be asking the County to provide \$275,000 in financing for the project.

Tax Credit Housing Management Report & Federal Senior Housing– Staff is working diligently to fill the vacant units in tax credit. Federal Senior Housing is 100% occupied at Mountain View and One West Penn is working diligently to fill their vacancies.

Board Action

Annual Meeting of the Members of Cumberland Development Initiatives Inc.

1. Annual Meeting of the Members – L. Martin called the Annual Meeting of the Member of Cumberland Development Initiatives Inc. to order.

2. Nomination of Board of Directors
 - a. Louis Martin
 - b. Mark Bishop
 - c. Candice Neff-Hull
 - d. Deborah J. Kelly
 - e. Ginny Mowery

3. Election of Board of Directors – D. Kelly made a motion to approve the nominated Board of Directors for the Cumberland Development Initiatives Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by C. Neff-Hull. Motion carried.

4. Annual Report – M. Kuna stated that everything is going well with the properties.

5. Adjournment of the Annual Meeting of the Members of Cumberland Development Initiatives Inc. - C. Neff-Hull made a motion to adjourn the Cumberland Development Initiatives Inc., second by D. Kelly. Motion carried.

Organizational Chart – C. Neff-Hull made a motion to approve the proposed changes M. Kuna brought before the Board, second by D. Kelly. Motion carried.

Fee Resolution 2023-3 – D. Kelly made a motion to approve the new Fee Schedule Resolution, second by C. Neff-Hull. Motion carried.

Conservatorship Resolution 2023-1 – D. Kelly made a motion to approve the Conservatorship Resolution 2023-1 for 91 Beaver Avenue, Enola, PA, second by C. Neff-Hull. Motion carried.

Conservatorship Resolution 2023-2 - C. Neff-Hull made a motion to approve the Conservatorship Resolution 2023-2 for 318 Fourth Street, Summerdale, PA, second by D. Kelly. Motion carried.

Insurance – Lead Based Paint Liability Coverage - C. Neff-Hull made a motion to award the Lead Base Paint Liability Insurance coverage to Apogee Insurance Group for \$2,653.00, second by D. Kelly. Motion carried.

Insurance - Directors & Officers Liability Coverage – C. Neff-Hull made a motion to award the Directors & Officers Liability Insurance coverage to Professional Governmental Underwriters –

Greenwich Insurance Company for \$29,441.00, second by D. Kelly. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – D. Kelly made a motion to adjourn the Redevelopment Authority Board meeting at 12:45 pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: August 17, 2023