

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

**Meeting:** June 22, 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, Mary Kuna, Linda Hostetter, Rebecca Yearick, Becky Shull, Kellie Crawford, A. 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 Board Meeting on May 18, 2023, second by D. Kelly. Motion carried.

**List of Expenditures** – M. Kuna gave a brief update. There is nothing out of the ordinary for the month. On page 5, there are rental payments for Cumberland/Perry Housing Initiative (CPHI). Page 6 information was pulled from our new accounting system – check register. It shows our different grants and who was paid from the grant. Working on the 2023 Budgets. The Audit for Housing Authority is completed and the Audit for Redevelopment Authority is being worked on. Public Family and Public Senior have nothing major to report. Maintenance expense for June will be higher due to leaks that need to be fixed from internal pipes.

New accountant will start on Monday, June 23, 2023, in the Finance Department. A Thank you for D. Kelly who has been coming in and assisting Finance. L. Martain made a motion to approve the report on List of Expenditures and Finance, second by D. Kelly. Motion carried.

**Report of Treasurer** – Please see above.

**Management Reports -Executive Director** – M. Kuna stated that she has been working with our Finance Director, K. Kessler. She and several staff members attended the PAHRA Spring Conference 2 weeks ago and have several ideas of future programs they would like to investigate. She is currently working with staff on the Family Self Sufficiency program. M. Kuna received a call from Berks County regarding our Landlord Engagement program and how it works. M. Kuna introduce Kelly Crawford our new Housing Programs Director.

**Section 8 Housing Choice Voucher Report** – B. Shull stated that they are holding steady. They are spending the HUD money they have been given. There were 8 new leases in June; one achieved self-sufficiency, and we had 8 terminations.

**Housing Management Report** – A. Moore gave an updated on Public Housing. In public family there are 7 vacancies of which 4 are pending move-in of new tenant and 3 have pre-approved applicants but we are waiting on verification of the applicant's information. 1 of the 7 vacancies was due to a recent death but she anticipates having the unit filled withing 30 days.

Public Senior has 4 units vacant of which 2 are pending a response to our offer letter and 2 we are waiting for verification of our approved applicant.

M. Bishop asked why it takes so long to fill a unit. A. Moore stated that we are required to get third party verification of the information that applicants give and that takes time. The verification is only good for a certain length of time. There was an incident where the applicant had been approved and verified but when it came to move in the applicant had become ill and could not live independently, so the process had to start again with another applicant. Sometimes we go through the process and when it comes time for the deposit and the rent the applicant has trouble getting the funds. In those cases, we try to work with them on a payment plan for the deposit and rent. M. Bishop asked if the units vacant this month are the same ones from last month and A. Moore stated that it is her policy to first lease the units that have been vacant the longest.

#### **Board Action**

\* **Addendum to Administrative Agreement between the County of Cumberland & Housing Authority of the County of Cumberland** – M. Kuna explained that this is County ERAP money and we need to amend the agreement because we returned 6 million to DHS and kept 2 million for affordable housing. P. Palmer made a motion to approve the addendum to the Administrative Agreement between the County of Cumberland & Housing Authority of the County of Cumberland, second by L. Martin. Motion carried.

**General Discussion** – none

**Adjournment of Housing Authority** – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:16 pm, second C. Hull. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: July 20,2023

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

**Meeting:** June 22, 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, Mary Kuna, Linda Hostetter, Angela Moore, Rebecca Yearick, Becky Shull, Kellie Crawford, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:16 pm.

**Roll Call-** M. Kuna took roll call.

**Public Comment –** None

**Approval of Minutes** D. Kelly made a motion to approve the Board Meeting minutes from May 18, 2023, second by M. Bishop. Motion carried.

**List of Expenditures –** M. Kuna stated that our grant programs are listed and who was paid with the funds such as emergency repairs under AHTF, Carlisle CDBG 2019 funds for Hanover Street Light Projects, Cumberland Demolition Funds for J. Boyd, and G. Lebo and Urban County CDBG -2018 Funds for New Hop Ministries and Shippensburg Township. M. Bishop asked if the List of Expenditures for the Redevelopment Authority will be transitioned to the new finance system like Housing Authority's. M. Kuna said yes but it is a long ongoing process. C. Hull made a motion to approve the List of Expenditures report, second by D. Kelly. Motion carried.

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

**Management Reports – Executive Director –** M. Kuna gave an update of activities. Staff attended Jubilee Day in Mechanicsburg. Several Landlord and tenants stopped by to say hi. As stated before, she is working with the Finance Department and trying to relieve some of their stress. We are working with PFHA to get Housing Counseling Certified.

**Community Development Report –** CDBG County Action Plan has been sent to HUD and is under review; Carlisle Action Plan has been sent to HUD, and there are activities HUD is questioning and is currently working with the Borough Manager. Home RFP for PY23 funds is out and we are having early chats with organizations that may have project(s) soon. Home ARP has an RFP written with allocation set aside for the next 8 HOME projects to get \$50,000 grant for soft cost assistance.

**Community & Business Development Manager's report –** R. Yearick gave an update. Denim Coffee opened their fifth coffee shop at 36 W. Main Street on June 10, 2023. Developers Fleming and Patrick are to buy 9-11 N. Railroad Avenue, Mechanicsburg which is a multi-unit, commercial building housing

De'Rielle Cosmetology Academy. They are going to include first-floor commercial and five upper-floor apartments. Settlement is scheduled for August 15, 2023.

**Tax Credit Housing Management Report & Federal Senior Housing Board Action** – A. Moore said that the Tax Credit properties are doing well with maintaining occupancy. The vacancies we do have staff and maintenance are working hard to find applicant(s) and turn the units over. Source funding has been used to make improvements to the properties at Molly Pitcher, Valley Ridge, and Roundhouse View.

On August 10, 2023, there will be a MOR review at the Federal Property at One West Penn. Last year there was a MOR review and we increased our score by 4 points. A. Moore is confident that we will increase our score again this year. She stated she has made corrections to items that have been repeatedly noted on the MOR reports. Both One West Penn and Mountain View have 100% occupancy. They are doing painting outside of 1 West Penn.

#### **Board Action**

- \* **Bid Tab UC 320** - M. Bishop made a motion to award the bid to Austin Bradley for \$26,440.00 to repair the residence, and to approve a loan in the amount of \$24,500.00 to the homeowner, second by D. Kelly. Motion carried.
- \* **Bid Tab UC -321** – C. Hull made a motion to award the bid to Austin Bradley for \$27,202.00 to repair the residence, and to approve the loan in the amount of \$24,500.00 to the homeowner, second by D. Kelly. Motion carried.
- \* **Accept PHARE Award and Authorize Executive Director to Execute Award Letter and Grant Agreement on Behalf of the Redevelopment** - M. Kuna stated we are waiting for the letter and we don't know when it will arrive, so she is asking the Board to approve the award and if the grant letter comes in before the next Board meeting she can execute the grant on behalf of the Board since it is time sensitive. M. Bishop made a motion to accept the PHARE Award and Authorize M. Kuna to execute the Award Letter and Grant Agreement on behalf of the Redevelopment Board, second by C. Hull. Motion carried.
- \* **PHFA training for National Certification in Chicago August 21 to 25, 2023 for J. Reid** - M. Kuna stated that J. Reid was award a scholarship by PHFA for training for National Certification in August 2023. PHFA will pay for the training. The hotel, airfare and meal will be reimbursed by the local Housing Council Program. D. Kelly made a motion to approve the trip to Chicago in August for J. Reid, second by G. Mowery. Motion carried.

**General Discussion** - none

**Adjournment of Redevelopment Authorities** – M. Bishop made a motion to adjourn the Redevelopment Authority Board meeting at 12:40 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: July 20, 2023