

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

**Meeting:** March 16,2023 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Louis Martin, Mark Bishop, Candice Neff-Hull, Deb Kelly, and Penny Palmer

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Becky Shull, Linda Hostetter, Kira Kessler, Rebecca Yearick, Angela Moore, Mikayla Kitchen, 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** – Motion was made by D. Kelly to approve the Board Minutes from February 16,2023. Second by P. Palmer. Motion carried.

**List of Expenditures** – K. Kessler explained that she doesn't have a current List of Expenditures. K. Kessler stated she and her staff have been working with the auditors to finalize the Audits for 2022. The finance department is behind but working diligently to close out 2022 and to put the 2023 budgets in the system. K. Kessler said that HUD and PFHA will be the first financials to get updated and then they will work on the rest. It may be a month or more until everything is closed out for 2022 and 2023 budgets are put into the system.

**Report of Treasurer** - same as above

**Management Reports -Executive Director** - M. Kuna gave an update of current activities. Working closely with staff due to significant staffing changes; visited with Shippensburg Borough and talked about Owner Occupied Rehab programs; Held a Happy Hour for potential Section 8 Landlords and a Patriot news report showed up at the function; REAC inspections and working with a landscaper to set up the community garden at Grandview Court.

**Section 8 Housing Choice Voucher Report** – B. Shull gave a brief update on Section 8 Housing for March 2023. They have leased 8 new units this month and pulled another 70 names from the wait list and staff is working diligently to contact them. The new housing locator has an inventory of units that he is working with to assist clients in finding a place to live. One (1) client graduated from the Family Self-Sufficiency Program and received \$5,000.

**Housing Management Report** – A. Moore gave an update on Public Housing. There was a Meet & Greet held at Two West Penn to meet the new Resident Support Service Coordinator, Deb Hoover. D. Hoover will focus on independent and self sufficiency among the residents. Next week a survey will be sent to the residents asking a few questions on what they would like to see improved, new programs, etc. In Two West Penn new windows and kitchens were installed and the residents are very pleased with them. We have also painted the Common areas at Two West Penn. The residents seem to be more engaged with the day-to-day activity at the facility. Now that the REAC inspections are over, the focus is

turning and filling the vacancies. A new maintenance person has been hired and he is trained in HVAC. The staff is putting together a write-off report of rents that we can't collect due to procedure issues of re-certification and rent increases.

A question was asked about how many residents of Two West Penn usually participate in functions. Usually, 6 or 7 core group. At the Meet & Greet there were about 20 people.

#### **Board Action**

**Approval of the Annual PHA Plan 2023** - B. Shull presented an overview of the Annual PHA Plan to the Board. D. Kelly made a motion to approve the Annual PHA Plan for 2023, second by C. Hull. Motion carried.

**General Discussion** – None

**Adjournment of Housing Authority** at 12:25 PM a motion was made by D. Kelly to adjourn the meeting, second by L. Martin. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: April 27 ,2023

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

**Meeting:** March 16, 2023 – East Gate Senior Apartments/Teleconference (717) 245-9715  
PIN 198.

**Board Members Present:** Louis Martin, Mark Bishop, Deb Kelly, and Candice Neff-Hull

**Board Member Absent:** Ginny Mowery

**Attending:** Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Becky Shull, Linda Hostetter, Kira Kessler, Angela Moore, Rebecca Yearick, Mikayla Kitchen, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:24 pm.

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

**Public Comment** – None

**Approval of Minutes** – Motion was made by M. Bishop to approve the Meeting Minutes from February 16, 2023, second by D. Kelly. Motion carried.

**List of Expenditures** – Same as reported to the Housing Authority Board.

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

**Management Reports – Executive Director** - M. Kuna explained that her main priority last month and this month is collaborating with staff on re-organization. There was a Blight Board meeting this month and word is getting out about the program. Small Landlord Revolving Loan Program is in place; Whole Home Funds Qualified Owner-occupied Loan up to \$50,000, and an incentive program for contractors to collaborate with us and to hire trainees is in place.

**Community Development Report** – M. Kuna gave a brief overview of projects. HUD has allocated more funds to Cumberland County; 1.8 million in requests to get to HUD in May; Home funds we received are more than previous year, and HUD to monitor remotely April 17 to 21, 2023.

**Community & Business Development Manager's report** – R. Yearick gave a brief overview of current projects. In Mechanicsburg Borough, C. Leister, Inspired by U, will acquire a six-unit building at 2 W. Allen St. to relocate and expand; county commissioners okayed \$200,000 in CDBG, and settlement is March 24, 2023, and First National Bank partnered in the financing. In Carlisle Borough settlement for a \$200,000 CDBG loan to Ensemble Real Estate took place to acquire 19 N. Hanover St. The partners also own the neighboring 21 N. Hanover (Thomas Sewing Center); all units are to be renovated; a southern-style restaurant is planned for 21 N. Hanover Street.

**Tax Credit Housing Management Report** – A. Moore gave an update on Tax credit properties. Staff is working with Resident Support Services Coordinator to implement resources for residents who are in jeopardy of termination; implement housekeeping training program(s) and working with outside

agencies to assist residents to keep their units clean and working diligently to keep a high occupancy at each location.

**Federal Senior Housing Board Action** – A. Moore stated at One West Penn the focus is to maintain high occupancy and to work with the residents on resources available to them.

### **Board Action**

**i. Demo Fund Grant Award agreements between:**

- a. **Redevelopment Authority and Kerry Wotring, 173 S. Enola Drive, Enola PA for \$50,000.** M. Bishop made a motion to grant the waiver and to approve the grant award to K. Wotring for \$50,000 and to allow M. Kuna to execute the agreement on behalf of the Authority, second by D. Kelly. Motion carried.
- b. **Redevelopment Authority and Brian & Melissa Kipe, 715 Latimore Road, York Spring PA for \$18,599.70.** D. Kelly made a motion to approve the grant award to B & M Kipe for \$18,599.70 for their property in Mechanicsburg and to have M. Kuna to execute the agreement on behalf of the Authority, second by C. Hull. Motion carried.

**ii. Administrative Agreement between and among the County of Cumberland, Tri-County Housing Development Corporation and The Redevelopment Authority of the County of Cumberland.** C. Hull made a motion to approve the agreement upon solicitors review for \$100,000 to Tri-County Housing and to allow M. Kuna to execute the agreement on behalf of the Authority, second by M. Bishop. Motion carried.

**iii. Administrative Agreement between and among the County of Cumberland, Luminest and The Redevelopment Authority of the County of Cumberland.** C Hull made a motion to approve the agreement upon solicitors review for \$268,955 to Luminest and to allow M. Kuna to execute the agreement on behalf of the Authority, second by M. Bishop. Motion carried.

**iv. Mutual Indemnity Agreement Safe Harbour Inc. and Redevelopment Authority of the County of Cumberland.** C. Hull made a motion to approve the agreement for Health Choice Money being used for Safe Harbour's project, Harbour Village for two (2) units and to allow M. Kuna to execute the agreement on behalf of the Authority, second by M. Bishop. Motion carried.  
C. Hull made a motion to approve the agreement for Health Choice Money to be used for Luminest project, Citrus Grove for two (2) units and to allow M. Kuna to execute the agreement on behalf of the Authority, second by D. Kelly. Motion carried.

**v. Amended and Restated Service Agreement Between Capital Area Behavioral Health Collaborative Inc. and Redevelopment Authority of the county of Cumberland.** C. Hull made a motion to approve the Amended and Re-stated agreement with Safe Harbour's project, Harbour Village, second by M. Bishop. Motion carried.  
C. Hull made a motion to approve the Service Agreement between the Redevelopment Authority and the Capital Area Behavioral Health Collaborative for the Luminest project, Citrus Grove, second by D. Kelly. Motion carried.

**General Discussion – none**

**Adjournment of Redevelopment Authorities** at 12:57 pm with a motion made by C. Hull, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: April 27, 2023