

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 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, Deb Kelly, Lou Martin, Mark Bishop, and Penny Palmer

Board Member Absent: none

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Linda Hostetter, Kellie Crawford, Kira Kessler, 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.

Chairman M. Bishop said an Executive Session was held at 11:33 to 11:40 am September 21, 2023, to discuss finance matters. No action was taken.

Public Comment: None

Approval of Minutes - D. Kelly made a motion to approve the Board meeting minutes of July 20, 2023, second by P. Palmer. Motion carried.

List of Expenditures – There was no List of Expenditures to approve. Next meeting Kira will bring expenditures from June through September 2023 for both Housing Authority and Redevelopment Authority.

Report of Treasurer – K. Kessler stated that all audits have been completed. Cash reconciliation has been completed through June 2023. They still have July and August to reconcile. K. Kessler handed out draft copies of Public Family Housing, Public Senior Housing, and Housing Choice Voucher reports which show account numbers, descriptions, monthly actuals, monthly budgets, YTD actuals and YTD budgets. She said that she needs to do some clean-up on the accounts i.e., re-class items to make sure they are captured correctly on the report. K. Kessler asked the Board what reports they would like to see each month going forward or if some members of the Board would like to sit with her and go over all the financial reports and determine which ones need to be given to the Board each month. D. Kelly and C. Neff-Hull volunteered to meet with K. Kessler to review the financial reports and report back to the Board.

Management Reports -Executive Director – M. Kuna gave a brief update on activities. Working to get audits completed, re-focusing on Public Housing, gave the County Commissioner an update on CCHRA’s current activities, and met with Tri County Regional Planning to discuss housing data.

Section 8 Housing Choice Voucher Report – M. Kuna stated that there are 1221 units leased and that includes 17 new leases. Unfortunately, there were 16 terminations for various reasons during the month. We have 27 new landlords as of September. There are 2,795 people on the waiting list.

Housing Management Report – A. Moore gave the Board an overview of what is currently happening in Public Family Housing and Public Senior Housing. There are 7 units that are vacant and not ready for occupancy in Public Family. One unit will be ready by September 22, and another will be ready by September 29. The staff is working aggressively to get those units occupied. Four units were vacated unannounced which means the staff was not informed of the move out and only found out the next morning after the resident had already moved out or the day the resident was moving out. A. Moore stated that her maintenance staff is working aggressively to turn the vacant units over within 14 days. Public Senior has 3 vacancies, 2 are ready for occupancy and 1 unit will be ready by September 22. There are applicants in queue to move into the 2 ready units. One reason for the delinquent rents is that several recertifications are incomplete. The residents don’t know the correct amount to pay for rent or they have not been properly informed of the correct amount to pay. There are 49 recertifications and A. Moore will be putting this information in the system this week. Next month A. Moore may have to request a write-off on the delinquencies. A. Moore has reestablished clear roles for the maintenance crew and A. Moore is doing weekly inspections of the units being turned. She is looking to hire two more maintenance technicians. Regarding Health & Safety they did unit inspections at the end of July and beginning of August which resulted in 150 work orders of items that needed to be corrected, i.e., railings, smoke detectors. The work orders were completed by 2 maintenance technicians in 4 days. There is a special team that is assigned to work on Health and Safety issues daily.

Board Action

Approve SEMAP Certification – D. Kelly made a motion to approve the SEMAP Certification, second by C. Neff-Hull. Motion carried.

General Discussion – none

Adjournment of Housing Authority – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 12:34pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: October 19, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 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: Deb Kelly, Louis Martin, Mark Bishop, and Candice Neff-Hull

Board Member Absent: Ginny Mowery

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

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:35 pm.

Roll Call- M. Kuna took roll call.

Chairman L. Martin said an Executive Session was held at 11:40 am to 11:57 am on September 21, 2023, to discuss financial matters and personnel issues. No action was taken.

Public Comment – None

Approval of Minutes – C. Neff-Hull made a motion to approve the Board Meeting minutes from July 20, 2023, second D. Kelly. Motion carried.

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

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

Management Reports – Executive Director – M. Kuna stated that she and her staff are working aggressively on the Blight Board projects. CCHRA plans to host a one-day Blight conference/seminar on April 9, 2024, from 10 am to 4 pm at Central Penn College. We will be hosting outreach events for CDBG applications at the following locations:

- Sept 28th at Mechanicsburg Borough
- Oct 11th at The Link 4 Youth
- Nov 1st on Facebook Live

Community Development Report:

CDBG:

- CAPER is being presented and accepted at both the County and Borough meetings this month to close out PY22.

- COVID funds have only three activities left (1 in Carlisle, 2 in County) and will be spent down soon.

HOME:

- Monitoring extension was approved, working on the updates needed to policies and procedures.
- HOME ARP activities have started to spend down and collecting the needed data quarterly per HUD requirements.

ESG:

- Application for PY23 request was sent in, and we asked for over \$500,000.

Community & Business Development Manager's report –

Mechanicsburg: 11 N. Railroad Ave. sold to 36 West, LLC, August 31, 2023. Owners Chris Patrick and Steve Fleming plan four to five top-shop apartments and leasing the corner unit for a brewery and restaurant. We are working with an area brewery on construction plans and financing. The entire first floor would remain commercial. Financing included \$275,000 in CDBG funds and \$60,000 from Mechanicsburg Borough.

Tax Credit Housing Management Report & Federal Senior Housing– A. Moore gave a brief update on the status of the properties. There are 7 units in the tax credit properties that are vacant. The units are in various stages of being turned but none are more than 30 days from being vacated. Federal Housing has 5 vacancies, and the units are in various stages of being turned. Each unit has an eligible applicant ready to move in.

Board Action

Approve Loan for Railroad Flats – five units – D. Kelly made a motion to approve the 5 loans, one for each unit, at the max of \$50,000 for each unit to the Railroad Flats and to approve M. Kuna to execute all loan documents on behalf of the Board, second by M. Bishop. Motion carried.

Approve Whole Homes Bid Tab 001A & 001B – C. Neff-Huff made a motion to award Bid Tab WH-001A to REM Renovations for \$13,041.00 and a grant up to \$24,950.00 to the homeowner and to award Bid Tab WH-001B to REM Renovations for \$16,731.00 and a grant up to \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Approve Whole Homes Bid Tab 002A & 002B - The items were tabled for the next Board meeting in October.

Approve Whole Homes Bid Tab 003A - The item was tabled for the next Board meeting in October.

Approve Whole Homes Bid Tab 003B – M. Bishop made a motion to award Bid Tab WH-003B to Austin Bradley for \$8,600.00 and grant up to \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Approve Whole Homes Bid Tab 003C – M. Bishop made a motion to award Bid Tab WH-003C to CR Powers for \$9,100.00 and to grant up to \$24,950.00 to the homeowner, second by C. Neff-Hull. Motion carried.

Approve Whole Homes Bid Tab 004 – C. Neff-Hull made a motion to award Bid Tab WH-004 to Harvey Landis for \$12,665.00 and to grant up to \$24,950.00 to the homeowner, second by K. Kelly. Motion carried.

Carlisle Borough Consolidated Plan 24-28 Bids – D. Kelly made a motion to grant the contract to Michael Baker International and Gaito & Associates, and have Mary Kuna, Executive Director, to execute on the Board's behalf all documentations, second by M. Bishop. Motion carried.

CDBG PY 23 Resident Supportive Services – D. Kelly made a motion to approve the \$30,000 in PY 2023 Community Development Block Grant funds and to have M. Kuna execute on the Board's behalf, second by C. Neff-Hull. Motion carried.

HOME CHDO Operating 3rd Party Agreements -Luminest – D. Kelly made a motion to approve the HOME CHDO Operating 3rd Party Agreements -Luminest and to have M. Kuna execute on behalf of the Board, second by M. Bishop. Motion carried.

HOME CHDO Operating 3rd Party Agreements – TCHDC – C. Neff-Hull made a motion to approve the HOME CHDO Operating 3rd Party Agreements – Tri-County Housing Development Corporation LTD (TCHDC) and to have M. Kuna execute on behalf of the Board, second by M. Bishop. Motion carried.

Changes to Personnel Policy – M. Bishop made a motion to approve the following changes to the Personnel Policy:

Added Language regarding Medical Marijuana, Residents Estates, Personal Cell Phones.
Updated/Added Work Hours and Approval, Reporting to Work Late, Time Frame for Expense Reimbursement, Tuition Reimbursement, Remote Work Policy, and Two Week Notice to Receive Any Unused Accrued Vacation Hours.

Second by D. Kelly. Motion carried.

Resolutions LSA:

Project Share - D. Kelly made a motion to approve the Resolution for Project Share to purchase new equipment, second by C. Neff-Hull. Motion carried.

New Hope Ministries – C. Neff-Hull made a motion to approve the Resolution for New Hope Ministries in Enola to purchase a walk-in refrigerator and freezer, 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 1:08 pm, second by M. Bishop. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: October 19,2023