

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 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, Peg Bower, Becky Shull, Heather Tidwell, Linda Hostetter, Kira Kessler, Rebecca Yearick, Angela Moore, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:03PM.

Roll call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion was made by L. Martin to approve Board Meeting Minutes from January 19, 2023, and second P. Palmer. Motion carried.

Note: The telephone connection was very bad with Chairman Bishop, so L. Martin chaired the rest of the meeting for M. Bishop.

List of Expenditures – P. Bower gave an overview of the List of Expenditures for December 2022. In December 2022 we used about 64% of the funds received for ERAP. We will be receiving a final disbursement from the County approximately 1.16 million in ERAP funds. Public Family Housing paid \$26,492.00 to the Borough of Carlisle for taxes, \$8,800 was paid to Timmons Supreme Services LLC. for landscaping and snow removal. Public Senior Housing paid \$9,622 to the Borough of Carlisle for taxes and \$1,732 in taxes to the Borough of Mt. Holly Springs. D. Kelly made a motion to approve the List of Expenditures for December 2022, second by P. Palmer. Motion carried.

Report of Treasurer – P. Bower said the Actual vs. Budget report was routine. On the Statement of Income and Expenses line-item Personnel Recruitment is higher than budgeted due to ongoing job postings with Indeed, Contract & Agreements show a credit amount of \$21,136.22. The credit is due to drawdown we have received from CDBG for computer equipment. Public Family Housing dwelling rental is up due to high occupancy and CUP checks is for rental assistance.

Management Reports -Executive Director – M. Kuna updated the Board on Programs and Activities during the month.

Highlights 2022 Legislation and Changes:

- PHARE FUNDING has been increased starting July 2023 by up to \$60 million.
- Housing Options Program was approved and will be launched in 2023 with up to \$100 million available for affordable housing.
- Demolition Funding has been made permanent (Act 149 of 2022).
- Landbanks received additional authority including conservatorship (Act 126 of 2022) and local realty transfer tax exemption (Act 125 of 2022).

Housing Authority

- **New CHDO Discussion**
 - * Met with Safe Harbour to discuss CHDO Potential.
 - * Speaking at their Night without a Tux Gala February 25th on affordable housing.
- **Landlord Engagement**
 - * March 14th Landlord Happy Hour will be held at Pizza Boy Brewing.
- **Public Housing**
 - * Upcoming REAC Inspection February 22-23rd.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief update on Section 8 Housing and stated we have 17 new leases for February, but we also had 16 terminations for the month. The waiting list is only out 1 ½ years which is down from 2 years. Our new Housing Locator is doing a great job with finding new landlords and assisting our clients.

Housing Management Report – A. Moore gave an update on Public Housing. In Public Family there are 10 vacancies and Public Senior has 5 vacancies. Eight (8) of the units have clients either waiting for a move in date or waiting for the unit to be move in ready.

Board Action

Installing a 6ft Fence and Removing Bushes at Two West Penn – P. Palmer made a motion to award the bid for installing a 6ft fence and removing bushes at Two West Penn to Fishers Fencing and Siding for \$4,995.00, second by D. Kelly. Motion carried.

Ratify Removal/Replacement of Awnings at Two West Penn – the Board previously approved G. T. Watts, to remove/replace the awnings at Two West Penn but G. T. Watts withdrew their bid and returned our deposit since they would not be able to do the work for the bid price they submitted. P. Palmer made a motion to ratify the award to Fehl Awning Company for \$4,325.00, second by D. Kelly. Motion carried.

Public Policy Agenda – D. Kelly made a motion to approve the 2023 Public Policy Agenda, second by P. Palmer. Motion Carried.

General Discussion – None

Adjournment of Housing Authority at 12:20 PM a motion was made by D. Kelly to adjourn the meeting and second P. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: March 16, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

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

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

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Becky Shull, Heather Tidwell, Linda Hostetter, Kira Kessler, Angela Moore, Rebecca Yearick, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:21 pm.

Chairman Martin stated there was an Executive Session held on February 16, 2023, at 11 am for 10 minutes to discuss personnel. No action was taken at this meeting.

Roll Call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion was made by D. Kelly to approve the Board Meeting Minutes from January 19, 2023, second by P. Palmer. Motion carried.

List of Expenditures – P. Bower reviewed the List of Expenditures for December 2022. Under projects Blight RLF listed \$8,860 to East Gate and \$15,165.91 to Valley Ridge Apartments for roof repairs; Carlisle CV-3 shows 4 checks written to local emergency services response agency for \$10,000 each. PAYCOR Inc. is the vendor we use to process payroll and three checks were issued to them for a total of \$1,258.74. D. Kelly made a motion to approve the List of Expenditures for December 2022, second by G. Mowery. Motion carried.

Report of Treasurer – P. Bower stated Treasurer’s reports are the same as presented during Housing Authority Board meeting.

Management Reports – Executive Director – M. Kuna gave an overview of programs and outreach projects for the month.

• **Redevelopment Authority**

- * Blighted Properties/Demolition Fund - Met with 2 municipalities to discuss blight process and we had 2 new submissions to blight board.
- * Demolition fund inquiries from 3 property owners and a school district.
- * Perry County- Met with multiple Perry County Agencies to discuss blight.
- * Whole Homes Repair Program - Submitted grant application with authorization from the Cumberland County Commissioners. Grant will exceed \$1,800,000 in funding to repair owner occupied home, improve rental housing, and provide stipends for contractor trainings.

- **Outreach**

- * Attended Carlisle Chamber Event and Perry County Chamber Event
- * Met with Representative Kutz.
- * Met with staff from Senator Casey's office, followed up with suggestions/recommendations.

Community Development Report – H. Tidwell gave an overview of Community Development activities.

CDBG

- March 15th, 2023, all CDBG grant applications are due.
- We are getting a lot of interest from new groups that would like to apply for the grant.

HOME

- HUD Monitoring is April 17 – 21 and will be done remotely.

HOME – ARP

- Allocation plan has been sent to HUD and is being reviewed. It is a one-time funding opportunity and funds expire 2030.

ESG

- Wrapping up PY21 funds which expire April 23 and PY22 funds are ready to draw, and the grantees have been notified. Applications for PY23 is due April 1, and meetings with grantees to gather their requests will be in early March.

Other HUD Housing Grants –

- Renewal for majority of Grants is due March 31st.
- Meeting with the CoC and HUD to review programs and establish guidelines for the next application cycle.

Community & Business Development Manager's report – R. Yearick gave a brief overview of current projects.

- **Carlisle-** Molly Pitcher Brewing will relocate its eatery, taproom, and event space to E. South St. where their brewery is located. The owners will buy that property, which includes Fay's Country Kitchen (which will remain) with settlement this month.
- **Lemoyne-** Schoolhouse Flats apartments on Market St., in the former Lemoyne Middle School, are now complete with move-ins underway.
- **Mechanicsburg-** settlement for a \$50,000 CDBG loan request for T. Myers, Revolutionary Hot Sauce, takes place this month; he has leased the former Smoke & Pickles unit and is purchasing their equipment; it will offer his production facility, a store, eatery and future brewery, economic development, and transportation interests
- **Other Communities/Country wide-** assisting L. Mader, FieldGoalsUS, in purchasing a much larger facility with off-street parking. She is revisiting the Zion Lutheran Church property in Enola to relocate and expand her offices, interview/focus group facilities, and state-of-the-art teleconferencing rooms. The facility is listed at \$545,000, to date the buyer will not permit an inspection or appraisal.

Tax Credit Housing Management Report – A. Moore gave an update on Tax credit properties. Staff is maintaining high occupancy at the properties. The properties that have vacancies have clients with approved application and are pending a move in date.

Federal Senior Housing Board Action – A. Moore stated that One West Penn just had a REAC inspection on January 19, 2023, and passed with a score of 87%. The last REAC inspection was in 2018 and One West Penn received a score of 84%. REAC will do an inspection every 2 years. The vacancies are higher than usual due to staff and maintenance team aggressively working to be ready for the REAC inspection. Another factor for the vacancies is that for the last 90 days we have had at least 2 residents each month pass away. Staff and maintenance team are aggressively trying to process applications and make the unit move in ready so the vacancies can be occupied in the next few weeks. A. Moore wanted to thank the maintenance team for all their hard work in preparing for the REAC inspection.

Board Action

Community and Business Development Manager Services Agreement Borough of Mount Holly Springs
The is an agreement for R. Yearick's services for an annual sum of \$4, 000. G. Mowery made a motion to approve the agreement, second by D. Kelly. Motion carried.

Community and Business Development Managers Services Agreement Borough of Lemoyne
The is an agreement for R. Yearick's services for an annual sum of \$7, 000. G. Mowery made a motion to approve the agreement, second by D. Kelly. Motion carried.

Community and Business Development Manager Services Agreement Borough of Mechanicsburg
The is an agreement for R. Yearick's services for an annual sum of \$10, 000. G. Mowery made a motion to approve the agreement, second by D. Kelly. Motion carried.

Public Policy Agenda - D. Kelly made a motion to approve the 2023 Public Policy Agenda, second by G. Mowery. Motion Carried.

Bid Tab – MC-197- This job is to remove and replace front storm door, scrape, and paint trim around rear door, install, and secure a hose bibb, rehang loose siding, fix broken truss web in attic, replace broken window and secure loose toilet on first floor. Two bids were submitted for the job and Harvey Landis' bid of \$8,717.00 was the low bid. G. Mowery made a motion to award the job to Harvey Landis for the bid of \$8,717.00 and to grant a loan to the homeowner up to \$11,217.00, which includes a \$2,500 for any necessary change orders, second by D Kelly. Motion carried.

Org. Chart - Adjustments to some titles in the finance department. D. Kelly made a motion to approve the org. chart changes, second by G. Mowery. Motion carried.

Annual Renewal of Management Agreements – G. Mowery made a motion to approve the renewal of management agreement for properties list in the memorandum, second by D. Kelly. Motion carried.

General Discussion – C. Wise advised the Board that the agenda has the incorrect date for the meeting minutes they approved, but the actual minutes reflect the correct date. The date should be January 19, 2023, instead of December 15, 2022. G. Mowery made a motion to modify the agenda to show the correct date of January 19, 2023, for the meeting minutes for both Housing Authority and Redevelopment Authority, second by D. Kelly. Motion carried.

Adjournment of Redevelopment Authorities at 12:47PM a motion was made by G. Mowery to adjourn the meeting and D. Kelly second. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: March 16, 2023