

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 19, 2023 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Members Absent: Deb Kelly

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:02PM.

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 December 15, 2022, and second P. Palmer. Motion carried.

List of Expenditures – P. Bower gave an update on the List of Expenditures from November 2022. At the end of October 2022, we have spent 62% of the ERAP funds we have received. In November we received 1.6 million from the County for ERAP. An expense of \$14,000 under Public Senior Housing was for cleaning out and rehab of a unit at Two West Penn of trash, new toilet, repairs to floors and walls. \$220,894.88 was returned to US Dept. of HSG & Urban Development per their request. P. Palmer made a motion to approve the List of Expenditures of November 2022, second by L. Martin. Motion carried.

Report of Treasurer – Administrative Revenue Budget was routine as of November 30, 2022. On the Income and Expenses Statement Income was under budget, total Personnel expenses was over budget, Professional services and total office expenses were under budget which made the total general adm. expenses over budget. Public Family and Public Senior expenses were routine.

Management Reports -Executive Director – M. Kuna gave a brief overview of actives and projects for the month. Reviewing all programs and looking at potential programs to discuss with the County Commissioner; looking into ways to streamline processes such as electronic signatures; moving offices at 114 N. Hanover; scanning files and meeting with architect to put together a Plan of Action for public housing regarding priority and cost estimates of projects. Kitchens at 2 West Penn are being updated and the hallways are also being updated. M. Kuna was meeting with Senator Casey's staff this afternoon to discuss housing issues.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief overview for the month of January 2023. There were 31 new leases in January which is up from 26 for prior month. There were 6 terminations for the month and of those 6 terminations, 1 was because a client achieved self-sufficiency.

Housing Management Report – M. Kuna stated staff is working diligently to fill the vacancies at Public Housing. They are actively pulling names from the waiting list. Current delinquency is due to late rent, pending interim recertifications, two waiting to apply for ERAP, and rent from agencies that either help with rent or pay resident bills, was received late in December (after 26th) and was not posted until first week of January after the Holiday.

Board Action

Code of Conduct – was handed out to Board Members to read, sign, and return in stamped self-addressed envelope.

Statement of Financial Interest Forms- was handed out to Board Members to read, sign, and return in stamped self-addressed envelope.

General Discussion – None

Adjournment of Housing Authority at 12:15 PM with a motion by L. Martin and second P. Palmer. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: February 16, 2023

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 19, 2023 – East Gate Senior Apartments/Teleconference (717) 245-9715
PIN 198.

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

Board Member Absent: Deb Kelly

Attending: Solicitor Tricia Naylor, Commissioner DiFilippo, Mary Kuna, Peg Bower, Becky Shull, Heather Tidwell, Linda Hostetter, and Cindy Wise

The Redevelopment Authority Board Meeting was called to order by Chairman Martin at 12:15 pm.

Roll Call was taken by M. Kuna.

Public Comment – None

Approval of Minutes – Motion was made by M. Bishop to approve the Board Meeting Minutes from December 15, 2022, second C. Hull. Motion carried.

List of Expenditures – P. Bower gave a brief overview of the List of Expenditures for November 2022. There were 5 down payment/closing costs totaling \$14,083.55; \$49,361.24 was paid under Carlisle CDBG 2022 fund; and the rest are routine expenditures. M. Bishop made a motion to approve the List of Expenditures for November 2022, second by C. Hull. 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 update on projects and activities for December. The Land Bank is up and running; getting a new system, Neighborly, for Community Development; and meeting with various municipalities to push out more of our programs.

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

- Public Comment Zoom meeting for PY 23 will be held Feb 7th, this is an opportunity for the community members to voice what they would like to see funding go towards.
- We are getting a lot of interest from new groups that want to apply for the grant.

HOME –

- Building the application in Neighborly to learn best practices from other grantees on how they have success in their HOME program.
- Activities cannot have funds obligated towards it till a signed grant agreement:
 - Harbour Village - \$300,000
 - Herman Ave - \$425,000

HOME – ARP –

- Allocation plan is done for the \$1.9 million obligated towards homeless services in the county and has been submitted to the Commissioners for the 19th meeting.
- Funds expire 2030.

ESG –

- Application for PY23 is due April 1, will be meeting with grantees to gather their requests soon.

Other HUD Housing Grants –

- Steady monthly spending is occurring and renewal for majority is due March 31st.

Community & Business Development Manager's report – R Yearick stated that in Carlisle, settlement is scheduled for January 20 for a \$200,000 CDBG loan to Ensemble Real Estate to acquire 19 N. Hanover St.; the partners earlier purchased the neighboring 21 N. Hanover, once Thomas Sewing Center; all units in both buildings will be totally renovated; a southern-style restaurant is planned for 21, while a brewery is forecast for 19.

In Mechanicsburg the CDBG \$50,000 loan request from Tim Myers, Revolutionary Hot Sauce, was presented to the County Board of Commissioners; he will lease a Mechanicsburg property to relocate his food production facility and open a store for his products, café, and future brewery.

Tax Credit Housing Management Report – There are very few vacancies at the tax credit properties and staff is working very diligently to fill all vacancies.

Federal Senior Housing Board Action – There are 7 vacancies and staff is working very diligently to fill them.

Board Action

Approve annual Redevelopment Authority Lease with Carlisle Borough -PBS RACC Annual Agreement RACC Agreement – This is an agreement with the Carlisle Borough for office space for R. Yearick. We are requesting the Board approve the agreement and approve M. Kuna to sign and execute the agreement. M. Bishop made a motion to approve the agreement and to allow M. Kuna to sign and executive the agreement on behalf of the Authority, second by C. Hull. Motion carried.

Bid Tab UC-315 - Has two options for fixing the roof – Option 1 is to clean roof, pressure wash, coat roof with rust-oleum fibered aluminum roof coating; Option 2 is to remove existing metal roof, make repairs to sheathing, and install 26-gauge ABM metal roofing panels. We have received only 2 bids for both options and the lowest bidder for both options was, Austin Bradley with option 1 at \$14,870.00 and option 2 at \$29,070.00. In house estimates for option 1 \$14,5000 and option 2 \$26,000. The loan amount of \$24,500 includes an allowance of \$2,500 in change orders. C. Hull made a motion to award the bid to Austin Bradley and award the homeowner a loan up to \$24,500 and to let the homeowner decide which option they would like to use, second by M. Bishop. Motion carried.

Ratify Loan Modification and Extension Agreement Between Redevelopment Authority and Safe Harbour Inc. M. Bishop made a motion to ratify Loan Modification and Extension Agreement and to allow M. Kuna to sign and execute the Agreement, second by C. Hull. Motion carried.

Code of Conduct – was handed out to Board Members to read, sign, and return in stamped self-addressed envelope.

Statement of Financial Interest Forms- was handed out to Board Members to read, sign, and return in stamped self-addressed envelope.

General Discussion –None

Adjournment of Redevelopment Authorities at 12:35PM with a motion made by M. Bishop to adjourn and C. Hull second. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: February 16, 2023