

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 16, 2024, at 114 Hanover Street, Carlisle, PA, via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

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

Board Member Absent: None

Attending: Solicitor Tricia Naylor, Perry County Commissioner Frank Campbell, Cumberland County Commissioner Jean Foschi, Mary Kuna, Kira Kessler, Brett Schreyer, Mikayla Kitchen, Becky Shull, Kellie Crawford, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:00 pm.

Roll call - M. Kuna took roll call and a quorum was present.

Public Comment: None

Approval of Minutes – D. Kelly made a motion to approve the Housing Authority Board meeting minutes of April 18, 2024, second by P. Palmer. Motion carried.

List of Expenditures – K. Kessler stated that there were no unusual items to report in the List of Expenditures for April 2024. L. Martin made a motion to approve the List of Expenditures for April 2024, second by D. Kelly. Motion carried.

Report of Treasurer – K. Kessler stated there is a bump in rental income in March 2024 which is due to several adjustments to tenant rental allowance done in 2024. Tenants A/R is up significantly, but K. Kessler is working with BDO on preparing a write-off figure for the Board to approve. Would like to have the write-offs completed so they will hit this fiscal year. Operating cash came down because a draw has not been done. K. Kessler stated she will be doing a draw down and it will be reflected in May's numbers. K. Kessler is working with BDO on changing some procedures and reporting in the finance area.

Management Reports -Executive Director – M. Kuna gave a brief overview of activities for the month.

- Received approval from DHS to repurpose ERAP2 funds to complete new roofs for 7 public housing sites in Carlisle (total allocated \$505,467.52), working with General Contractor and Maintenance to get project bid and underway by the fall. Special thanks to our County Commissioners who approved the reallocation of funds. Thanks to the County's

administrative staff for their assistance with working through the ever-changing guidance on COVID related funds.

- Public Housing received a score of 74 on their last NSPIRE inspection in March which is up from the 44 received last year. Thanks to Toby Keeseman and the maintenance staff who said their goal is the high 90s for the next inspection.

Section 8 Housing Choice Voucher Report – B. Shull gave an overview of Section 8. We are up 19 new leases and some of them are due to the new properties, Riverton, Citrus Grove, and The Point at Sporting Hill. There were 16 terminations for various reasons, of which three (3) were for fraud.

Housing Programs (HSN) – K. Crawford gave a brief update.

- Voluntary: One (1) household through Project Based Shelter + Care-Safe Harbour turned in self-termination, 30 days' notice to program and landlord to leave at the end of April and moving to Tennessee with his family.
- One new pull from Connect to Home Coordinated Entry System's By Name List-BNL. The Case Manager is actively engaged in BNL for a potential person interested in either Project Based Shelter + Care Chronic at Safe Harbour unit or CPHI-Carlisle SHP unit, upcoming pre-engagement meeting scheduled for 05.09.2024.

In Cumberland County, Adults and Children households as of May 6, 2024:

Adults: 213

Adults and Children: 50

In Perry County:

Adults: 33

Adults and Children: 11

Housing Management Report – M. Kuna gave an update on Public Housing. The new property manager will be starting on Monday, May 20, 2024. We had several people give notice of their intent to move. Seven (7) in public housing and three (3) in public senior. Staff are pulling names from the list of applicants to fill the vacant units. We plan to do more outreach to try to build our list of applicants for public housing.

Board Action

Approve 2024 Capital Fund Program Amendment- P. Plamer made a motion to approve the 2024 Capital Fund Program Amendment and to have M. Kuna execute the program amendment, second by C. Neff-Hull. Motion carried.

General Discussion – none

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:25 pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: June 20, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 16, 2024 at 114 Hanover Street, Carlisle, PA, via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Mark Bishop, Ginny Mowery, Lou Martin, Candice Neff-Hull, and Deb Kelly

Board Members Absent: None

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mary Kuna, Kira Kessler, Brett Schreyer, Mikayla Kitchen, Becky Shull, Kellie Crawford, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:25 pm.

Chairman L. Martin stated that at 11:00 a.m., on Wednesday, May 15, 2024, an Executive Session was held for approximately 30 minutes to discuss personnel and compensation matters. No action was taken.

Roll Call- M. Kuna took roll call and a quorum was present.

Public Comment – None

Approval of Minutes from April 18, 2024 – M. Bishop made a motion to approve the Board Meeting Minutes from April 18, 2024, second by D. Kelly. Motion carried.

List of Expenditures – K. Kessler stated the List of Expenditures for April 2024 show the grant expenses which are normal monthly activities. G. Mowery made a motion to approve the List of Expenditures for April 2024, second by D. Kelly. Motion carried.

Report of Treasurer – Neighborly software charge of \$22,100 and BDO charge of \$2,137.50 were paid during the month. K. Kessler stated that the Administration Fund is in a good position with \$701,337.12 receivable. The liabilities have not been reconciled to date.

Management Reports – Executive Director – M. Kuna gave a brief overview of activities.

- Working on implementing new software for the tax credit property management division. Finance is working to implement opportunities for tenants to pay direct deposit.
- Finance can start adding electronic payment options as part of the Authority's options for rent and fee payments. The goal is to offer all online payment options, as applicable, throughout the Authorities.

- Met with developers in Newville to discuss funding options for affordable housing. Developers interested in creating owner occupied townhomes and first-time homebuyer opportunities.

Community Development Report – M. Kitchen gave an update on the different grants and programs handle by Community Development.

- *Cumberland County Demolition Fund* - One application awaiting approval from the Board.
- *Other HUD Housing Grants* - We are currently awaiting a decision for Capital Fund Emergency Safety and Security Grant to purchase and install security cameras and smoke detectors at One West Penn and Public Family Housing.
- *Whole Home Repairs Program* - We will be closing on our first landlord loan soon.
- *Other Updates* - We are beginning to plan another Party on Pitt event, which was a hit last year.

Tax Credit Housing Management Report – As of May 1, 2024, we no longer manage Sherman’s Valley Senior Apartments. The tenants in the other five (5) buildings we manage tend to stay for a long time, which allows for none to very low vacancies. The owner of the Newport Hotel and Newport Square, Tri-County, is doing some updates to the properties.

Federal Senior Housing – M. Kuna stated that the Federal Housing is One West Penn. They are in a good financial position. One of our current staff members will be the part-time property manager. The building needs 130 new windows and several other upgrades. We need to get more HUD funding to be able to do the upgrades. M. Kuna is checking into grants.

Board Action

Resolution 2024-2 Fee Schedule - G. Mowery made a motion to approve Resolution 2024-2 Fee Schedule, second by D. Kelly. Motion carried.

Approve Demolition Fund for Palm Capital, LLC – M. Bishop made a motion to approve \$18,712.50 in demolition funds to Palm Capital LLC for his project at 119 7th Street, New Cumberland, PA, second by G. Mowery. Motion carried.

Approve Bid Tab WH-016A - D. Kelly made a motion to award bid tab WH-016A to REM Renovations for \$15,336.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

Approve Bid Tab WH-017A – G. Mowery made a motion to award bid tab WH-017A to REM Renovations for \$23,189.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by C. Neff-Hull. Motion carried.

Approve Bid Tab WH-022 – M. Bishop made a motion to award bid tab WH-022 to Weber Trucking and Excavating for \$9,200.00 plus \$4,350.00 tapping permit and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

Approve Organizational Chart – M. Bishop made a motion to approve the Organizational chart, second by C. Neff-Hull. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – D. Kelly made a motion to adjourn the Redevelopment Authority Board Meeting at 12:57 pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: June 20, 2024