

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

**Meeting:** March 21, 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, Candice Neff-Hull, and Penny Palmer

**Board Member Absent:** Lou Martin and Deb Kelly

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:04 pm.

Roll call was taken by M. Kuna and a quorum was present.

**Public Comment: None**

**Approval of Minutes** – P. Palmer made a motion to approve the Housing Authority Board meeting minutes of February 15, 2024, second by C. Neff-Hull. Motion carried.

**List of Expenditures** – K. Kessler stated that the expenditures for February 2024 were routine. C. Neff-Hull made a motion to approve the List of Expenditures for February 2024, second by P. Palmer. Motion carried.

**Report of Treasurer** – K. Kessler hand delivered the following reports to the meeting: Housing Authority Building Fund Statement of Assets and Liabilities for January 31, 2024, Public Family Housing Balance Sheet for February 2024 and Public Family Housing Income statement showing July 2023 to February 2024. A question was asked what is BDO? M. Kuna explained they are an accounting firm that specializes in Housing Authorities. Currently they work with the Housing Authorities of York and Harrisburg. K. Kessler contacts them for guidance of how to handle certain accounting functions, since BDO assist HUD to set-up their accounting requirements. On the Public Family Housing Income Statement, the line-item HUD Operating Subsidy shows \$0 under December 2023. K. Kessler stated they were behind in drawing down the funds, but they are now current with drawing down funds for the HUD Operating Subsidy.

**Management Reports -Executive Director** – M. Kuna gave an overview of activities and projects. Last month M. Kuna and staff were working on finishing up the Audit. M. Kuna has started to plan for when she is out later this year, and she is working on a strategic plan and how to streamline some areas. Community Development functions are now on an online

platform which will be easier to work with. M. Kuna and staff are doing outreach regarding the Blighted Program and other redevelopment opportunities. CCHRA Community Development Conference is April 9, 2024.

**Section 8 Housing Choice Voucher Report** – B. Shull gave a brief update on Section 8 Housing Choice Voucher Program. Sixteen (16) new leases for Cumberland County and two (2) for Perry County. We receive approximately 100 applications a day and we pull 70 names at a time from the waiting list. B. Shull stated that we are spending more than we receive from HAP.

**Housing Programs (HSN)** – K. Crawford presented a brief overview of the Housing Programs. One (1) household is starting the process to find new housing and waiting for more information from Housing Choice Voucher. One (1) new enrollment for Project Based Shelter + Care - Safe Harbour, enrolled in March. In Cumberland County, number of households on the By Name List as of March 13, 2024: 267 (households).

**Housing Management Report** – A Moore stated in Public Family there are two (2) vacancies, and the units are not ready for tenants. We do have two qualified applications in the process waiting for the units to be turned. The maintenance crew was involved with a REAC inspection that took place on March 7<sup>th</sup> to 9<sup>th</sup>, 2024. Prior to the inspection the crew was prepping the properties for the inspection and afterwards they were making repairs to items the REAC team pointed out. Public Family and Public Senior are all current on re-certificates. Public Senior has two (2) vacancies, and the units are ready for occupancy.

### **Board Action**

**Approve Annual PHA Plan 2024**- C. Neff-Hull made a motion to approve the Annual PHA Plan 2024, second by P. Palmer. Motion carried.

**Public Policy Agenda 2024** – C. Neff-Hull made a motion to approve the Public Policy Agenda 2024, second by P. Palmer. Motion carried.

**Letter of Agreement between Merakey Behavioral Health & Cumberland County Housing & Redevelopment Authority** - P. Palmer made a motion to approve the Letter of Agreement between Merakey Behavioral Health & Cumberland County Housing & Redevelopment Authority, second by C. Neff-Hull. Motion carried.

**General Discussion** – none

**Adjournment of Housing Authority** –C. Neff- Hull made a motion to adjourn the Housing Authority Board Meeting at 12:30 pm, second by P. Palmer. Motion carried.

Respectfully submitted,  
Cindy Wise,  
Executive Assistant

Next Meeting: April 18, 2024

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

**Meeting:** March 21, 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:** Candice Neff-Hull, and Mark Bishop

**Board Members Absent:** Lou Martin, Ginny Mowery, and Deb Kelly

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

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:31 pm.

**Roll Call-** M. Kuna took roll call and we did not have a quorum.

**Public Comment** – None

**Approval of Minutes** –Minutes for February 15, 2024, could not be approved due to no quorum.

**List of Expenditures** - List of Expenditures for February 2024 could not be approved due to no quorum.

**Report of Treasurer** – K. Kessler handed out Redevelopment Authority Administrative Fund report for February 2024 to the Board. The report showed routine expenses. K. Kessler stated at the April Board Meeting the Administrative Fund report will show the new chart of accounts because it is being transferred to the new finance system.

**Management Reports – Executive Director** – M. Kuna stated that we are getting everything aligned for the audit. She stated that we will be done with the Audit on time this year. April 9, 2024, is CCHRA’s Community Development Conference.

**Community Development Report** – M. Kitchen gave a brief update of grant and fund activities.

**HUD Housing Grants**

- Currently applying for Capital Fund Emergency Safety and Security Grant to purchase and install security cameras and smoke detectors at Public Housing.

**Cumberland County Blighted Property Reinvestment Board**

- Five (5) municipalities are currently participating with twelve (12) properties.

**Whole Home Repairs Program**

- Twenty projects are in progress with five (5) completed.
- Main obstacle is lack of contractors.

Streetview Grant Program is being transformed to a combination grant and loan program supporting façade and building repairs for businesses.

**Tax Credit Housing Management Report** – A Moore stated that as of May 1, 2024, we will not be managing Sherman’s Valley Senior. In Tax Credit we are down one manager.

**Federal Senior Housing** – There are two (2) vacancies as of March 21, 2024, and the units are ready for occupancy. The two (2) units have applicants that will be moving in on April 1, 2024.

**Board Action**

Since the Redevelopment Authority Board meeting did not have a quorum, no action was taken by the Board.

**General Discussion** - none

**Adjournment of Redevelopment Authorities** –The Redevelopment Authority Board meeting adjourned at 12:44 pm.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: April 18, 2024