

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 18, 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

Public Guest: David Love

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

The Housing Authority Board Meeting was called to order by Vice- Chairman L. Martin at 12:00 pm.

Roll call – C. Wise took roll call, and a quorum was present.

Public Comment: None

Nomination of Officers – D. Kelly made a motion to approve the nomination of officers listed below, second by P. Palmer. Motion carried.

- Chairman – Mark Bishop
- Vice-Chairman – Louis Martin
- Treasurer – Deborah J. Kelly
- Assistant Secretary – Marlene Palmer
- Secretary – Mary Kuna

Election of Officers – D. Kelly made a motion to elect the nominated officers, second by P. Palmer. Motion carried.

Approval of Minutes from June 20, 2024 – P. Palmer made a motion to approve the Housing Authority Board meeting minutes from June 20, 2024, second by D. Kelly. Motion carried.

List of Expenditures – K. Kessler advised the Board that the June 2024 expenditures were routine monthly expenses. D. Kelly made a motion to approve the List of Expenditures of June 2024, second by P. Palmer. Motion carried.

Reports of the Treasurer – K. Kessler stated that under Public Family Housing you will note the Grant income of \$505,467.82 which is for the repair of public housing roofs at eight sites. She

also suggested we keep an eye on the water bill since it is a significant amount of money. K. Kessler said she did an analysis for the first half of the year, and she will continue to keep the analysis going forward. She suggested that we have the maintenance crew look for any leaks at the properties inside and out.

The budget is in process. She is having an issue regarding rental income, and she is waiting for write-offs so she can get an accurate picture of rental income.

K. Kessler said that in August a CD at Orrstown Bank will be coming due. The CD amount is \$82,000. She started to call around to different banks to see what their CD and money-market interest rates were currently. K. Kessler found the Mid Penn Bank has the highest interest rate on CDs. She has been looking at several accounts and noticed areas where we could put some funds into high yielding CD.

- The grant money from the County \$505,467 could be put into a short- term CD since the money will not be needed until early fall.
- Roll the \$82,000 back into a CD.
- Take \$350,000 out of the operating expense for Public Family and put into one (1) or two (2) CDs.
- Admin Fund excess cash \$150,000 into a CD.

The Board had a lot of discussion on different banks and their programs. The Board stated that we should have a Bank Resolution which K. Kessler will investigate. The entire Board advised K. Kessler to put the money into Mid Penn Bank CDs since they had the best interest rate.

Management Reports -Executive Director – M. Kuna stated that Hope Station/PEEC at 129 Pitt Street, Carlisle, PA will be turned back over to us effective September 30,2024. M. Kuna plans to make this space a meeting/conference area.

Section 8 Housing Choice Voucher Report – B. Shull gave an overview of Section 8. We have 20 new leases in Cumberland County and 4 new leases in Perry County. They have slowed down their pulling of names from the waiting list due to funding. The wait time on the list is about 1 year to 1.5 years. B. Shull has a meeting with HUD to go over the two (2) year plan since funds are getting short.

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

- Switched Programs: 1 (Rapid Rehousing to S+C Chronic)
- Transitioned to Housing Choice Voucher Program (HCV) through Move on Strategies: 0 (1 Household just pulled and at top of list. Interested in moving on-still in progress as of 06.05.2024.
- Terminated: 2 (End of July from program and from unit with eviction per landlord)

In Cumberland County, the number of households on the By Name List as of July 5, 2024, **240** and in Perry County, **63**.

In Cumberland County,

Adults: 198

Adults and Children: 42

In Perry County

Adults: 43

Adults and Children: 20

Housing Management Report – L. Smith gave a brief overview of Public Housing. Most of the issues with Public Housing are housekeeping issues that she is working on. She is working on making sure all the recertifications are completed, she is enforcing the rent payment timeline with residences, and addressing issues with PTac units at Two West Penn that are not working properly. L. Smith has a new Assistant Property Manager starting on Monday and her primary responsibility will be One West Penn Senior Apartments.

Board Action

Annual Meeting of the Members of Multi-Family Inc. Housing Opportunities

Annual Meeting of the Members – Call to Order – L. Martin called the Annual Meeting of the Members of Multi-Family Inc. Housing Opportunities to order.

Nomination of Board of Directors: D. Kelly made a motion to approve the list of nominations below, second by P. Palmer. Motion carried.

- Louis Martin
- Mark Bishop
- Deborah J. Kelly
- Marlene Palmer
- Candice Neff-Hull

Election of Board of Directors – D. Kelly made a motion to approve the nominated Board of Directors for the Multi-Family Housing Opportunities Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by P. Palmer. Motion carried.

Annual Report – M. Kuna stated that there was nothing new to report.

Adjournment of the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. – C. Neff-Hull made a motion to adjourn the Annual Meeting of the Members of Multi-Family Housing Opportunities Inc. second by D. Kelly. Motion carried.

Roof Replacement Contract - Lobar Associated Master Builders gave a quote of \$511,378.60 to replace the roofs at 8 sites of public housing. The money is coming from extra rental assistance funds from the state that they approved to be used to for upgrading our public housing facilities. D. Kelly made a motion to approve Lobar Associated Master Builders to replace the public housing roofs at 8 sites for \$511,378.60, second by P. Plamer. Motion carried.

General Discussion – None

Adjournment of Housing Authority – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 12:40 pm, second by P. Palmer. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: August 15, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 18, 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

Public Guest: David Love

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Kira Kessler, LeShelle Smith, Mikayla Kitchen, Becky Shull, Kellie Crawford, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:40 pm.

Roll Call- C. Wise took roll call and a quorum was present.

B. Shull stated we need to amend the Agenda under Board Actions to include approval of RA Admin Budget from 2024-2025.

Public Comment – None

Nomination of Officers – G. Mowery made a motion to approve the nomination of officers listed below, second by C. Neff-Hull. Motion carried.

- Chairman – Louis Martin
- Vice-Chairman – Mark Bishop
- Treasurer – Deborah J. Kelly
- Assistant Secretary - Ginny Mowery
- Secretary -Mary Kuna

Election of Officers – D. Kelly made a motion to elect the nominated officers, second by C. Neff-Hull. Motion carried.

Approval of Minutes from June 20, 2024 – P. Palmer made a motion to approve the Board Meeting Minutes from June 20, 2024, second by D. Kelly. Motion carried.

List of Expenditures – K. Kessler stated that the List of Expenditures for June 2024 were normal routine expenses and grant payments. G. Mowery made a motion to approve the List of Expenditures for June 2024, second by C. Neff-Hull. Motion carried.

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

Management Reports – Executive Director – The Executive Director report was the same as reported for the Housing Authority.

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

Community Development Block Grant (CDBG)

- We were allocated \$1,254,163 in CDBG funds. Allocations were finalized and approved by the County Commissioners on July 18th, 2024.

HOME Investment Partnerships Program (HOME)

- We were allocated \$497,075 in HOME funds. M28 Ministries, Esther's House Project Application for \$396,662 in acquisition of a pre-existing apartment building located at 819 Windsor Place, Mechanicsburg, 17055. HOME funds will only apply to two of four units. Project was approved by the County Commissioners on July 18th, 2024.

Other Updates

- We've hired a new Social-Media and Marketing Coordinator who is going to assist in making our presence known in the community. Beginning to plan Party on Pitt and next year's conference, as well as a strategic social media plan.

Tax Credit Housing Management Report – B. Shull gave an update on the tax credit properties. Only one property has vacancies, which is Enola Chapel. In order to fill those vacancies, the person has to be homeless and have mental health issues.

Federal Senior Housing – L. Smith stated One West Penn will soon be at 100% occupancy and that she finally has access to submit HAP for June and July. Hopefully we should receive payment for June in August and July's payment should come in September.

Board Action

Annual Meeting of the Members of Cumberland Development Initiatives Inc.

Annual Meeting of the Members – Call to Order - L. Martin called the Annual Meeting of the Members of Cumberland Development Initiatives Inc. to order.

Nomination of Board of Directors – G. Mowery made a motion to approve the list of nominations below, second by C. Neff-Hull. Motion carried.

- Louis Martin
- Mark Bishop
- Candice Neff-Hull
- Deborah J. Kelly
- Ginny Mowery

Election of Board of Directors - D. Kelly, made a motion to approve the nominated Board of Directors for the Cumberland Development Initiatives Inc. to serve until the next Annual Meeting or until such time as their successors are elected, second by C. Neff-Hull. Motion Carried.

Annual Report – Annual report is the same as given for the Members of Multi-Family Inc, nothing new to report.

Adjournment of the Annual Meeting of the Members Cumberland Development Initiatives Inc. – D. Kelly made a motion to adjourn the Cumberland Development Initiatives Inc., second by G. Mowery. Motion carried.

Approve Bid Tab Wh-016B – C. Neff-Hull made a motion to award Bid Tab WH-016B to Austin Bradley for \$11,520.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried

Approve Demolition Funds for 401 Front St., Enola – D. Kelly made a motion to approve demolition funds of \$18,375.00 to Gerry White for his project at 401 Front Street Enola, PA., second by G. Mowery. Motion carried.

Approve the RA Admin Budget for 2024-2025 - D. Kelly made a motion to approve the RA Admin. Proposed Budget for 2024-2025, second G. Mowery. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – D. Kelly made a motion to adjourn the Redevelopment Authority Board Meeting at 1:05 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: August 15, 2024