

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

**Meeting:** September 19, 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, Mikayla Kitchen, Becky Shull, 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**

**D. Paker from Smith Marion was present to review the Housing Authority Audit ending June 2023.** – He went over the findings from the audit in 2023 and stated we are in a good position to start the 2024 Audit on time. D. Kelly made a motion to approve the audit from June 2023, second by P. Plamer. Motion carried.

Chairman M. Bishop recessed the Housing Authority Board Meeting at 12:08 pm to allow the Redevelopment Authority Audit to be presented.

Chairman M. Bishop called the Housing Authority Board Meeting back to order at 12:14 pm.

**Approval of Minutes from August 15, 2024** – P. Palmer made a motion to approve the Housing Authority Board meeting minutes from August 15, 2024, second by D. Kelly. Motion carried.

**List of Expenditures for August 2024** – M. Kuna stated that the List of Expenditures for August 2024 was routine monthly operating expenses. L. Martin made a motion to approve the List of Expenditures for August 2024, second by C. Neff-Hull. Motion carried.

**Reports of the Treasurer** – M. Kuna stated that Public Family and Public Senior finances showed routine monthly operating expenses.

**Management Reports -Executive Director** – M. Kuna stated she will be back to work on October 21, 2024. She gave thanks to B. Shull and her staff for all their hard work keeping the

housing portion of CCHRA running smoothly. She said that we have promoted one of our current staff to the position of Property Manager for Housing and she is doing great.

**Section 8 Housing Choice Voucher Report** – B. Shull gave an overview of Section 8. We will have a short fall in December 2024. B. Shull meet with HUD regarding the short fall. HUD will give us additional funds, but we need to stop issuing new vouchers and stop pulling names from the waitlist for the rest of the year. B. Shull stated that we now have two clients in our Family Self Sufficiency (FSS) program and two more are scheduled for in-take on October 1, 2024.

**Housing Programs (HSN)** – B. Shull gave an update on the Housing Program. The following is happening with our clients:

- Deceased: 1 at Safe Harbour S+C Chronic.
- Voluntary termination: 2 S+C Chronic and CPHI-Carlisle SHP
- Transitioned to Housing Choice Voucher Program (HCV) through Move on Strategies: (1 Household still in progress and lease up planned for 10.01.2024)
- Terminated: 3 in process; one with appeal submitted as of 09.03.2024 (PSHC), waiting for hearing date, one household from PSHC and one household from CPHI, Carlisle SHP.

In Cumberland County, number of households on the By Name List as of September 4, 2024: 363

Adults: 284

Adults and Children: 76

In Perry County, number of households on the By Name List as of September 4, 2024: 64

Adults: 44

Adults and Children: 20

**Housing Management Report** – In Public Housing we have a new Property Manager, Tracy Smith. T. Smith is a CCHRA employee who worked with the tax credit properties, and she will hand those duties over to a new property manager for Tax Credit in October. T. Smith and her staff are currently working on getting rents collected, month end process, pulling from waiting list and trying to make all processes run smoothly and efficiently. There are two (2) move-ins scheduled.

#### **Board Action**

**Approve Resolution 2024-2 The Pennsylvania Local Government Invest Trust** – D. Kelly made a motion to approve Resolution 2024-2 the Pennsylvania Local Government Invest Trust, second by P. Palmer. 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: October 17, 2024

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

**Meeting:** September 19, 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, Lou Martin, Ginny Mowery, Candice Neff-Hull, and Deb Kelly

**Board Members Absent:** None

**Attending:** Solicitor Tricia Naylor, Perry County Commissioner Frank Campbell, Cumberland County Commissioner Jean Foschi, Mary Kuna, Mikayla Kitchen, Becky Shull and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Chairman L. Martin at 12:08 pm to review the June 2023 Audit for the Redevelopment Housing Authority.

**D. Paker from Smith Marion was present to review the Redevelopment Authority Audit ending June 2023.** – He went over the findings from the audit in 2023 and stated we are in a good position to start the 2024 Audit on time. M. Bishop made a motion to approve the audit from June 2023, second by D. Kelly. Motion carried.

Chairman L. Martin recessed the Redevelopment Authority Board meeting at 12:13 pm to allow the Housing Authority Board Meeting to resume.

Chairman L. Martin called the Redevelopment Authority Board Meeting back to order at 12:25 pm.

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

**Public Comment** – None

**Approval of Minutes from August 15, 2024** – M. Bishop made a motion to approve the Redevelopment Board Meeting Minutes from August 15, 2024, second by D. Kelly. Motion carried.

**List of Expenditures for August 2024**– M. Kuna advised the Board that the List of Expenditure for August 2024 was routine monthly expenses. D. Kelly made a motion to approve the List of Expenditures for August 2024, second by C Neff-Hull. Motion carried

**Report of Treasurer** – Same as reported at the Housing Authority Board.

**Management Reports – Executive Director** – M. Kuhn gave praise to her staff for handling/managing Redevelopment issues during her leave. She also thanked Kristin Courtney for handling payroll and being our go between with the HR Consultants. Things have been running smoothly.

**Community Development Report** – M. Kitchen gave an updated report. Cumberland County Demolition Fund has some proposed guidelines changes. The guidelines will need to be reviewed and approved by the Board.

Cumberland County Blighted Property Reinvestment Board currently has 21 properties in the blight process from seven (7) municipalities.

#### Other Grants

- PHARE applications have opened; we are working through putting an application together to rehab blighted properties across the county.
- We are applying for a PA Local Share Account on behalf of New Hope Ministries.

**Tax Credit Housing Management Report** – On October 7, 2024, the new Tax Credit Property Manager will start. The commercial space at Newport Square is still vacant. We are going to start advertising the rental space. Enola Chapel has a move-in scheduled for October.

**Federal Senior Housing** – Is One West Penn Senior Apartments. A new property manager and supportive services coordinator started this month. They are both doing well and are trying to fill the vacancies by pulling from the waiting list.

#### Board Action

**Approve Bid Tab 830** – D. Kelly made a motion to award Bid Tab 860 Doubling Gap Road to Weber Trucking and Excavating for \$8,950.00, second by C. Neff-Hull. Motion carried.

**Approve Bid Tab WH-025A** – G. Mowery made a motion to award Bid Tab WH-025A to Prime HVAC for \$10,981.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

**Ratify MOU Between Redevelopment Authority & the United Way of Pennsylvania** – M. Bishop made a motion to ratify the MOU between Redevelopment Authority & the United Way of Pennsylvania, second by D. Kelly. Motion carried.

**Approve Revised Demolition Fund Guidelines** - G. Mowery made a motion to approve the revised Demolition Fund Guidelines, second by C. Neff-Hull. Motion carried.

**Approve Resolution 2024-5 The Pennsylvania Local Government Invest Trust** – M. Bishop made a motion to approve Resolution 2024-5 The Pennsylvania Local Government Investment Trust Fund, second by D. Kelly. Motion carried.

**Approve Dental Insurance** - D. Kelly made a motion to approve staff's recommendation of dental Insurance, United Concordia Dental for 2025, second by G. Mowery. Motion carried.

**Approve Resolution 2024-6 for New Hope Ministries LSA Application** – C. Neff-Hull made a motion to Approve Resolution 2024-6 for New Hope Ministries LSA Application, second by D. Kelly. Motion carried.

**General Discussion** - none

**Adjournment of Redevelopment Authorities** – D. Kelly made a motion to adjourn the Redevelopment Authority Board Meeting at 12:45 pm, second by M. Bishop. Motion carried.

Respectfully submitted,

Cindy Wise  
Executive Assistant

Next Meeting: October 17, 2024