

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 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, and Penny Palmer

Board Member Absent: Lou Martin and Candice Neff-Hull

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

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:03 pm.

M. Bishop stated that at 11:45 a.m. an Executive Session was held for approximately 5 minutes to discuss personnel matters, no action was taken.

Directly after the Executive Session a closed gathering was held for informational purposes only, no deliberations occurred, and no action was taken.

Roll call - M. Kuna took roll call 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 March 21, 2024, second by D. Kelly. Motion carried.

List of Expenditures – Two (2) questions were asked regarding the expenditures for March 2024. Two (2) payments were made to the Borough of Carlisle, one (1) for \$39,712.28 on 3/25/24 and the other for \$15,417.33 on 3/6/24. K. Kessler stated that both payments to the Borough of Carlisle were quarterly payments for water and stormwater fees. Finance grouped properties, public housing, together when paying the fees. D. Kelly made a motion to approve the March 2024 List of Expenditures, second by P. Palmer. Motion carried.

Report of Treasurer – K. Kessler explained to the Board that her staff is behind in doing the charge backs to different accounts and it will take about three (3) weeks to catch up. Therefore, there is no March Statement to review.

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

- HR will be providing documentation training at our June Staff Meeting.

- Met with Senator Casey's office to discuss grant needs.
- Worked with the County to repurpose \$550,000 in ERAP2 State funds to be utilized by public housing. This has been approved by the State and we plan to use the funds to replace the roofs on 8 public housing facilities. The project will be going out to bid and we are putting all 8 facilities grouped together for the bid process.

Section 8 Housing Choice Voucher Report – B. Shull stated that they were holding steady and were up one (1) new lease. She stated that she pulls monthly from the waiting list for both Cumberland and Perry Counties, but high volume of applications keep coming in monthly. We once again spent more money than HUD allocated us for the month.

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

- One (1) household was for a non-renewal of lease but transitioned to a nursing home at end of March and had been in the Shelter + Care Chronic program for the start of his 9th year.
- One (1) household is in process with Housing Choice Voucher and leasing up for May 1, 2024 (PSHC household).
- In Cumberland County, number of households on the By Name List breakdown by single and family households as of April 11, 2024:
Single (Adults): 182
Family (Adults and Children): 41

Housing Management Report – M. Kuna gave an update on Public Housing. Public Family has three (3) vacancies and two (2) of the units already have residents ready to move in when the units are ready. At Two West Penn there are two (2) vacancies. One (1) unit has a tiny leak that we are unable to find so we have called Pronto to come in and investigate the leak. The re-certification is all caught up. M. Kuna will be talking with BDO about working on getting a list of write-offs together for the Board.

Board Action

Ratify Letter of Support – Carlisle-Harrisburg Metro-Region Building Efficiency and Electrification Project – D. Kelly made a motion to ratify the letter of support for the Carlisle-Harrisburg Metro-Region Building Efficiency and Electrification Project, second by P. Palmer. Motion carried.

Insurance Policies Renewal – Automobile, General Liability & Property - D. Kelly made a motion to approve HARIE Insurance coverage for the following policies and premiums; General Liability with terrorism coverage for \$24,965, Property with terrorism coverage for \$75,412 and automobile for \$6,863, second by P. Plamer. Motion carried.

Audit Services Award – P. Plamer made a motion to approve Smith and Marion for Audit Services based on their experience, timeline, authority understanding and staffing, second by D. Kelly. Motion carried.

General Discussion – none

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:29 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: May 16, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 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, and Deb Kelly

Board Members Absent: Lou Martin and Candice Neff-Hull

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

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:29 pm.

M. Bishop stated that at 11:45 a.m. an Executive Session was held for approximately 5 minutes to discuss personnel matters, no action was taken. Directly after the Executive Session a closed gathering was held for informational purposes only, no deliberations occurred, and no action was taken.

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

Public Comment – None

Approval of Minutes from February 15, 2024 – D. Kelly made a motion to approve the Board Meeting Minutes from February 15, 2024, second by G. Mowery. Motion carried.

Approval of Minutes from March 21, 2024 – D. Kelly made a motion to approve the Board Meeting Minutes from March 21, 2024, second by G. Mowery. Motion carried.

Approval of Special Meeting Minutes of Redevelopment Authority from April 4, 2024 – D. Kelly made a motion to approve the Special Board Meeting minutes from April 4, 2024, second by G. Mowery. Motion carried.

List of Expenditures – K. Kessler stated that in the February and March 2024 List of Expenditures the expenses were routine. G. Mowery made a motion to approve the List of Expenditures for February and March 2024, second by D. Kelly. Motion carried.

Report of Treasurer – K. Kessler stated that the Administrative Fund had routine expenditures for the month of March 2024.

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

- Toured Senator Casey around Newport Square and Hotel (credit to Toby Keeseman and Tracy Smith for coordinating, maintaining, and offering such hospitality!).
- Attended Mechanicsburg Borough meeting and part of Strategic Planning Committee for the Borough.
- Hosted the Inaugural Community Development Conference, attendance was fantastic! Thank you to Mikayla Kitchen for helping lead the event. Thank you to Becky Shull, Brett Schreyer, and Kellie Crawford for assisting in staffing the meeting.

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

Community Development Block Grants (CDBG)

- Award announcements will be made in May.

Emergency Solutions Grant (ESG)

- Acceptance of the \$260,000 award was approved by County Commissioners on Thursday, April 11, 2024.

Cumberland County Demolition Fund

- We are discussing how best to administer the program moving forward to minimize opportunities for fraud, waste, and abuse, including requiring three estimates and paying the contractor directly.

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 introducing a Workforce Development component – by partnering with Pennoni and PEEC, we will be offering Lead Paint Renovation, Repair, and Painting (RRP) Training **free** to Public Housing residents.
 - The certification is good for 5 years.

Other Updates

- We are beginning to plan another Party on Pitt event, which was a hit last year.
- Grandview Court will be receiving after school programming from YWCA as well as gardening classes for residents following the completion of their Community Garden.

Tax Credit Housing Management Report – As of May 1, 2024, we will no longer manage Sherman’s Valley Senior apartments. They will be managed by PMI. We need to look for a commercial tenant for Newport Square, since Dream Realty has been dissolved.

Federal Senior Housing – M. Kuna stated that the Federal Housing is One West Penn. All 130 re-certifications have been completed. This process is done once a year and is done between January and March by floor. M. Kuna stated that the building needs to have all the windows replaced, which will cost approximately 1.5 million dollars. M. Kuna is going to speak to Senator B. Casey about this situation.

Board Action

Ratify Letter of Support – Carlisle-Harrisburg Metro-Region Building Efficiency and Electrification Project - D. Kelly made a motion to ratify the letter of support for the Carlisle-Harrisburg Metro-Region Building Efficiency and Electrification Project, second by G. Mowery. Motion carried.

Approve Bid Tab – WH-018 – G. Mowery made a motion to award bid tab WH-018 to Weber Trucking and Excavating for \$7,200.00 plus \$4,350.00 tapping permit and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Approve Bid Tab WH-019 – D. Kelly made a motion to award bid tab WH-019 to Strickland Brother’s Construction LLC for \$7,760.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

Ratify Bid Tab WH-020A – G. Mowery made a motion to ratify bid tab WH-020A to Weber Trucking and Excavating for \$ 7,600.00 and tapping permit of \$4,350 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Insurance Policies Renewal – Automobile, General Liability & Property - D. Kelly made a motion to approve HARIE Insurance coverage for the following policies and premiums; General Liability with terrorism coverage for \$24,965, Property with terrorism coverage for \$75,412 and automobile for \$6,863, second G. Mowery. Motion carried.

Ratify Letter of Support for Downtown Carlisle Association – G. Mowery made a motion to Ratify the Letter of Support for Downtown Carlisle Association, second by D. Kelly. Motion carried.

Approve Subcontract for Planning Assistance under the Cumberland Plans Grant Program – G. Mowery made a motion to approve the Subcontract for Planning Assistance under the Cumberland Plans Grant Program, second by D. Kelly. Motion carried.

Approve Lead RRP Training – D. Kelly made a motion to approve Pennoni to do RRP Training on two (2) separate dates with locations to be determined, second by G. Mowery. Motion carried.

Audit Services Award – D. Kelly made a motion to approve Smith and Marion for Audit Services based on their experience, timeline, authority understanding and staffing, second by G. Mowery. Motion carried.

Consolidated Plan RFP Award – G. Mowery made a motion to approve the staff’s recommendation of Michael Baker and award him the Five (5) year Cumberland County Consolidated Plan Consultant, second by D. Kelly. Motion carried.

Approve Demolition Fund – 420 Bosler Avenue, Lemoyne- G. Mowery made a motion to Approve \$4,241.25 in demolition funds to Greg Lebo for his project at 420 Bosler Avenue, Lemoyne, PA, 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 1:01 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: May 16, 2024