

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 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, Candice Neff-Barnett, Deb Kelly, and Penny Palmer

Board Member Absent: Lou Martin

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

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

Roll call – A quorum was present.

Public Comment - None

Approval of Minutes from November 21, 2024 – D. Kelly made a motion to approve the Housing Authority Board meeting minutes from November 21, 2024, second by C. Neff-Barnett. Motion carried.

List of Expenditures for November 2024 – K. Kessler stated that the List of Expenditures for November 2024 were mostly routine monthly expenses. The check register shows an expense for \$12,000 for Pronto Plumbing for a new water line for the property on West Street. The total for Housing Voucher should be \$126,560.62 and for HSG Consolidated the total is \$128,746.17 these totals did not print correctly on the report. D. Kelly made a motion to approve the List of Expenditures for November 2024, second by C. Neff-Barnett. Motion carried.

Reports of the Treasurer – K. Kessler said Public Family is under Budget for Dwelling Rental and HUD Operation Subsidiary, and over Budget on salaries. Public Senior is under Budget for Dwelling Rental and over Budget for Salaries. For both Family and Senior Housing, the salaries are high due to maintenance labor.

Management Reports -Executive Director – M. Kuna gave a brief report on activities. Staff at Public Housing is working on cleaning up files and updating recertification. Maintenance has found a lot of issues with the properties and issues with units when the tenant moves out. Spray insulation was used in the crawl spaces, and it is now causing the ceilings to come down. They are diligently working to correct the issues. Inspection of the units is on a schedule. M. Kuna stated we are having some difficulty getting our COC grants on a timely manner. M. Kuna will be having a discussion with HUD.

Section 8 Housing Choice Voucher Report – B. Shull stated Housing Choice Voucher is holding steady. We did receive money from HUD for our short fall. HUD cautioned us to use the 2025 funding carefully because a shortfall in money may happen in 2025. B. Shull stated that the rent increase for 2025 will be \$50.00 which is less than prior years.

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

One person is currently facing eviction from Carlisle SHP due to non-compliance and non-payment of rent.

In Cumberland County, number of households as of December 10, 2024: 287; 240 prior month.

Adults: 218	188 prior month
Adults and Children: 69	52 prior month

In Perry County number of households as of December 10, 2024: 27; 24 prior month.

Adults: 19	16 prior month
Adults and Children: 8	8 prior month

Housing Management Report – Staff has cleaned up the tenant ledgers. They are actively looking for applicants to fill the vacancies. Staff is trying to collect from tenants who left owing money. They will be talking to a collection agency for assistance in collecting the money owed.

Board Actions

Purchase Fire Extinguishers – P. Palmer made a motion to approve the purchase of 203 fire extinguishers from Kint General Fire Equipment for \$12,362.52, second by C. Neff-Barnett. Motion carried.

Lease for Community CARES – P. Palmer made a motion to approve the Lease for Community CARES, and M. Kuna will reach out to them again regarding signing the lease and if they do not, to give notice of lease termination, second by D. Kelly. Motion carried.

Approve New Software – D. Kelly made a motion to approve moving to a new software provider, PHA-Web for \$48,580 for one year with a set-up fee of \$11,500, second by P. Palmer. Motion carried.

Capitalization Policy Increase – P. Palmer made a motion to increase Capitalization for Public Housing from \$1,000 to \$10,000 per suggestion by BDO to K. Kessler, second by D. Kelly. Motion carried.

Write Off Public Housing Balances – P. Plamer made a motion to approve the Write Off for Public Housing Balances in the amount of \$32,427.16, second by D. Kelly. Motion carried.

General Discussion – None

Adjournment of Housing Authority – D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 12:36 pm, second by P. Palmer. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: January 16, 2025

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 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, Ginny Mowery, Candice Neff- Barnett, and Deb Kelly

Board Members Absent: Lou Martin

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

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:36 pm.

Roll Call- A quorum was present.

Public Comment – None

Approval of Minutes from November 21, 2024 – D. Kelly made a motion to approve the Redevelopment Board Meeting Minutes from November 21, 2024, second by C. Neff-Barnett. Motion carried.

List of Expenditures for November 2024– K. Kessler stated that the List of Expenditures for November 2024 were routine. There was an expense of \$5,000 for Spur & Sprout LLC which is for our Strategy Plan. C. Neff- Barnett made a motion to approve the List of Expenditures for November 2024, second by G. Mowery. Motion Carried.

Report of Treasurer – K. Kessler stated our income with up and the wages are down but year-to-date we are operating at a loss.

Management Reports – Executive Director – M. Kuhn gave a brief update on activities related to the Redevelopment Authority. The Department of the Treasury IRS did an audit. They did not find any discrepancies. M. Kuna will be making some changes, i.e. streamline some of our programs. We hired a new Communication & Development Coordinator.

Community Development Report – M. Kitchen reported the following:
CDBG / HOME - PY24 CDBG applications now open to the public.

Cumberland County Blighted Property Reinvestment Board - Two Lemoyne Borough properties are to go before the Cumberland County Planning Commission on 12/19 to be certified as blighted and referred to the Redevelopment Authority for further action. Staff toured the U.S. Army Heritage Center and Education Center on Friday, 12/13/24 as a possible venue for our

2025 annual conference. We are making efforts to reach more contractors and may be planning a casual informational event like Housing Choice Happy Hours.

Tax Credit Housing Management Report – B. Shull stated that the new Property Manager, Dallas Wertz is doing very well. Our Commercial location is still available to rent.

Federal Senior Housing – B. Shull stated that we have two vacancies, but we have a healthy waiting list for this location. Staff is working to fill the vacancies.

Board Action

Approve Bid Tab – WH-026A – G. Mowery made a motion to award Bid Tab WH-026A to Austin Bradley for \$29,750.00 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-0024A – G. Mowery made a motion to award Bid Tab WH-0024 to Strickland Brothers for \$47,118.00 and to approve a grant up to but not exceed \$50,000.00 which is the maximum the State allows, to the homeowner, second by C. Neff-Barnett. Motion carried

Approve Bid Tab – WH-025B – D. Kelly made a motion to award Bid Tab WH-025B to Austin Bradley for \$16,420.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried

Approve New Software – G. Mowery made a motion to approve moving to a new software provider, PHA-Web for \$48,580 for one year with a set-up fee of \$11,500, second by D. Kelly. Motion carried.

Approve Demolition Funds for 200 S. York St- C. Neff-Barnett made a motion to approve demolition funds of \$1,200.00 to Mechanicsburg Volunteer Fire Department for their project at 200 S. York Street, Mechanicsburg, PA. and we are waiving the 25% match, second by G. Mowery. Motion carried.

Approve Demolition Funds for 91 Pepper Avenue - D. Kelly made a motion to approve demolition funds of \$27,150.00 to G. Sullenberger for their project at 91 Pepper Avenue, Enola, PA., second by C. Neff-Hull. Motion carried.

RA Resolution for Sale - D. Kelly made a motion to approve the Redevelopment Authority of the County of Cumberland Resolution of Board of Directors for Sale of Carlisle Townhomes, Second by G. Mowery. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – D. Kelly made a motion to adjourn the Redevelopment Authority Board Meeting at 1:00 pm, second by C. Neff-Hull. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: January 16, 2025