

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 15, 2024, at 114 Hanover Street, Carlisle, PA or via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Deb Kelly, Mark Bishop, Candice Neff-Hull,

Board Member Absent: Lou Martin and Penny Palmer

Attending: Solicitor Scherer, Perry County Commissioner Frank Campbell, 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 12:00 pm.

Roll call was taken by M. Kuna.

Public Comment: None

Approval of Minutes -D. Kelly made a motion to approve the Housing Board meeting minutes of December 21, 2023, second by C. Neff-Hull. Motion carried.

List of Expenditures – K. Kessler stated that during the month of December 2023 and January 2024 the List of Expenditures were routine expenses and there were no unusual expenses to note. C. Neff-Hull made a motion to approve the List of Expenditures for December 2023 and January 2024, second by D. Kelly. Motion carried.

Report of Treasurer – K. Kessler stated that a client achieved Family self-sufficiency and received \$6000. There are no statements for Public Housing because she doesn't have the rent report. She said this should be resolved in March.

Management Reports -Executive Director – M. Kuna gave an overview of activities and projects for January and February 2024.

- Working on RFP for RAD consultant for public housing.
- Met with three affordable housing developers to discuss tax credit projects and interest in Cumberland County.
- Discussed tax credits and CRA opportunities with multiple banks.
- Met with YWCA, going to resume programming for children at Grandview Ct.

Upcoming Events

- Wednesday, March 27, 2024, Housing Happy Hour at Appalachian Brewing Mechanicsburg.
- Tuesday, April 9, 2024, Reinvesting in Redevelopment Conference at Central Penn College.
- Saturday June 15, 2024, Party of Pitt at PEEC.

Section 8 Housing Choice Voucher Report – B. Shull gave a brief review of January and February 2024. In January there was one (1) new lease, fourteen (14) terminations in Cumberland County. Zero (0) in Perry County, and three (3) Clients achieved self-sufficiency. In February there were thirteen (13) new leases, eleven (11) terminations in Cumberland County and three (3) terminations in Perry County. In both months we used all the HAP allotted money for the month.

Housing Management Report – M. Kuna advised the Board, in the first week of March, Public Housing will have an inspection. The maintenance staff is working to make sure the properties are in better shape than last year for the inspection. We still have some challenges, but we are hoping for a better report this year.

There are four (4) vacancies in Public Housing, two (2) units have residents ready to move in and two (2) are being turned. M. Kuna is looking into repurposing some County grant money to Public Housing, approx. \$500,000 for work on all the sidewalks and M. Kuna is doing an RFP for an engineer. M. Kuna also stated that there is a safety grant available for public housing that she is looking into which will be used for smoke and carbon monoxide detectors and to upgrade the cameras at the premises. T. Keeseman is working on getting quotes for these items.

Board Action

LOS SRTA – D. Kelly made a motion to approve the Letter of Support for the Susquehanna Regional Transportation 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 12:20 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: March 21, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 15, 2024 at 114 Hanover Street, Carlisle, PA or via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Candice Neff-Hull, Deb Kelly, Ginny Mowery, and Mark Bishop

Board Members Absent: Lou Martin

Attending: Solicitor Scherer, 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 12:20pm.

Roll Call- M. Kuna took roll call.

Vice-Chairman M. Bishop stated the Executive Board met on February 15, 2024, at 11:45 am to 11:53 am to discuss real estate. No action was taken.

Public Comment – None

Approval of Minutes – D. Kelly made a motion to approve the Board Meeting minutes from December 21, 2023, second by G. Mowery. Motion carried.

List of Expenditures - K. Kessler stated that during the month of December 2023 and January 2024 the List of Expenditures were routine expenses and there were no unusual expenses to note. G. Mowery made a motion to approve the December 2023 and January 2024 List of Expenditures, second by D. Kelly. Motion carried.

Report of Treasurer – K. Kessler stated they are working on getting the finalized numbers for June 30, 2023. Once that is completed, they will get the Budget of 2024 completed.

Management Reports – Executive Director – M. Kuna gave an overview of activities and projects for January and February 2024.

- Infradapt has resized our contract, will be hosting training for staff on the new platform and cyber security.
- Working on RFP for banking and audit.
- Met with Board president of OWP, reengaging with COH and added new board members to Hometown Development Corporation.
- Discussing demolition assistance for major property in New Cumberland.

- Met with Perry County to discuss Blight Process/Collaboration.
- Working with multiple HOME development projects.
- Working with County to reallocate ERAP funds to align with Capital Fund/HOME.
- Met with and scheduled multiple meetings with various municipalities.

114 N Hanover St. UPDATES

- The front window was vandalized, currently being replaced.
- The storm window fell from the second floor during major winds, replaced.
- Met with Sadler to discuss their space needs, looking into potential lease opportunities.

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

- Applications are currently open and due March 1st.
- Monitoring for all open subrecipients is in February.

Emergency Solutions Grant (ESG)

- Application for PY23 included request for \$531,797.00. Award announcement will be sometime in January or February.

Cumberland County Demolition Fund

- Nine (9) properties entered the program in 2023, all of which have been granted funds totaling \$232,713.20.

Cumberland County Blighted Property Reinvestment Board

- Seven (7) municipalities are currently participating with eleven (11) properties.

Local Share Account (LSA)

- Applications were submitted for two LSA projects. Expecting award announcements in Spring 2024.

Other HUD Housing Grants

- Awaiting processing of several grant applications and seeking more opportunities for grant monies.

Whole Home Repairs Program

- Seventy-two (72) total applications received, eleven (11) projects went out to bid, and two (2) are completed.

Other Updates

- Working on bringing online payment options to our website for application fees.
- Streetview Grant Program is being transformed to a combination grant and loan program supporting façade and building repairs for businesses.

Homeless and Special Needs Housing – K. Crawford gave an overview to the Board.

Currently working on helping clients and landlords in PSHC (Permanent Supportive Housing Consolidated) with ERAP (Emergency Rental Assistance Program) applications (new and continued assistance) due to a shortage in the grant for the months of February, March, and April 2024.

Twenty-three (23) out of twenty-six (26) households were assisted through this process. Two (2) households had utilized ERAP previously and maxed out on funds and were not eligible and one (1) household was incarcerated and transitioning to inpatient at Lebanon VA and paperwork was not able to be filled out by the client. This grant is to be renewed April 2024. Additional requests for ERAP funds may be utilized in the future.

In Cumberland County, number of households on the By Name List as of February 2, 2024: 210

A new staff member was hired for Homeless and Special Needs Division on Monday, January 29, 2024. Her name is Carrie Wenzel. She will be our Intensive Housing Case Manager.

Tax Credit Housing Management Report - At the end of December 2023, CCHRA stopped managing seven properties: Crossroads, East Gate Senior, Historic Iroquois Senior, Historic Molly Pitcher Senior, Molly Pitcher Phase II, Roundhouse View and Valley Ridge. In January 2024 the remaining tax credit properties are American House, Brethren House, Enola Chapel, Newport Hotel Senior, Newport Square, and Sherman's Valley Senior. It is a challenge to fill the three (3) vacancies at Sherman's Valley Senior due to the special requirements. Staff are working diligently to find applicants.

Federal Senior Housing – Which is One West Penn. Right now, we do not have a property manager since the position became part-time. All 130 re-certifications are completed. The Maintenance Manager is working on the Roundabout project and how it will affect One West Penn's property and residents. We made sure to have a generator at One West Penn in case the electricity is turned off during the road work. This will allow our residents to have power.

Board Action

Approve a 2-yr contract with Infradapt – G. Mowery made a motion to approve the 2-year contract with Infradapt, second by C. Neff-Hull. Motion carried.

Bid Tab – WH008B – D. Kelly made a motion to award bid tab WH-008B to Austin Bradley for \$16,350.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by C. Neff-Hull. Motion carried.

Bid Tab – WH009B – D. Kelly made a motion to award bid tab WH-009B to REM Renovations for \$ 17,796.00 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-010AB - C. Neff-Hull made a motion to ratify bid tab WH-010AB to Snoke's Excavating and Paving, Inc. for \$ 5,844.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried.

Ratify Bid Tab – WH 011A – D. Kelly made a motion to ratify bid tab WH- 011A to Snoke’s Excavating and Paving, Inc. for \$5,158.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by G. Mowery. Motion carried.

Approve Demolition Grant for David Brill - C. Neff- Hull made a motion to approve grant for demolition funds in the amount of \$12,000.00 to David Brill for demolition at 15 E. Simpson Street, Mechanicsburg, PA 17055 second by G. Mowery. Motion carried.

Approve Demolition Grant for Beauty Seven LLC – G. Mowery made a motion to approve grant for demolition funds in the amount of \$18,000 to Beauty Seven LLC for demolition at 1245 Harrisburg Pike, Carlisle, PA 17013, second by C. Neff-Hull. Motion carried.

Approve Demolition Fund Program Guidelines Revisions – C. Neff-Hull made a motion to approve the revisions to the Demolition Fund Program Guidelines as outlined by M Kitchen, second by D. Kelly. Motion carried.

COH Maintenance and Management Agreements – D. Kelly made a motion to approve the COH (Carlisle Opportunity Homes, Inc) Maintenance and Management Agreements, second by G. Mowery. Motion carried.

LOS SRTA- G. Mowery made a motion to approve the Letter of Support for the Susquehanna Regional Transportation Authority, second by D. Kelly. Motion carried.

Carlisle Senior Housing Assoc. Management Agreement – G. Mowery made a motion to approve the Carlisle Senior Housing Assoc. Management Agreement, second by C. Neff-Hull. Motion carried.

Approval of Addendum to Personnel Policy – Tabled until the next CCHRA Board Meeting in March 2024.

Resolution 2024-1 - D. Kelly made a motion to approve Resolution 2024-1, second by G. Mowery. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – C. Neff-Hull made a motion to adjourn the Redevelopment Authority Board meeting at 1:02 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: March 21, 2024