

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 20,2024 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, Kira Kessler, Mikayla Kitchen, Becky Shull, Kellie Crawford, LeShelle Smith, 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

Approval of Minutes from May 16, 2024 – D. Kelly made a motion to approve the Housing Authority Board meeting minutes of May 16, 2024, second by P. Palmer. Motion carried.

List of Expenditures – K. Kessler stated that the line items marked HAIRE are for insurance. It is 30% of our annual insurance cost. K. Kessler stated it is in a prepaid account, but they will be billing the different accounts monthly. K. Kessler stated she plans to do this with several prepaid accounts i.e. Brightly Software Inc, MRI Software Inc, and Kint Inc. The rest of the expenses are normal monthly expenses. L. Martin made a motion to approve the List of Expenditures for May 2024, second by P. Palmer. Motion carried.

Report of Treasurer – K. Kessler stated that line-item dwelling rent for Public Family, she is working closely with the new property manager and the new software to make sure everything is accurate. For the HUD subsidy she is drawing down what she can. Since our fiscal year ends June 20, 2024, the grant money we receive for expenses will be in next fiscal year. K. Kessler also stated that she is working on consolidating Public Family and Public Senior reporting.

Management Reports -Executive Director – M. Kuna gave a brief overview of activities for the month. M. Kuna introduced LeShelle Smith, the new manager of Public Housing and One West Penn to the CCHRA Board.

➤ Attended the Citrus Grove Ribbon Cutting with members of the HCV staff.

- Worked to get access granted to new public housing staff, working on investing in new tools for Supportive Services and evaluating current tools to improve processes.
- Continuum of Care (CoC) grants are being evaluated. We requested a transfer of Perry County funds to be directly awarded to the Perry Housing Partnership.

Section 8 Housing Choice Voucher Report – B. Shull gave an overview of Section 8. We are up nineteen (19) new leases in Cumberland County and three (3) in Perry County. A staff member has taken on the Family Self-Sufficiency program and is currently contacting prospective clients for the program.

Housing Programs (HSN) – K. Crawford gave a brief update. New Enrollments: 2 (One moved into Carlisle SHP June 01, 2024 and Case Manager engaging with a new individual for Safe Harbour S+C Chronic project base for June 10, 2024. or June 11, 2024, lease up and enrolled in program.

Terminated: 1 (in process)

In Cumberland County, number of households on the By Name List breakdown by Adults and Adults with Children households as of June 7, 2024:

Adults: 253

Adults with Children: 58

In Perry County, number of households on the By Name List breakdown by Adults and Adults with Children as of June 7, 2024:

Adults: 38

Adults with Children: 18

Housing Management Report – L. Smith gave a brief overview of Public Housing. As of June 20, 2024, Public Housing was three (3) Accepted Unit offers/scheduled move-in-dates. In public senior there are six (6) vacancies, three (3) units are ready for occupancy and three (3) units are not ready. They are now waiting for return documents from applicants interested in the units.

Board Action

Approve Fencing at Grandview Court – L. Martin made a motion to approve the commercial grade fencing around the garden at Grandview Court and to award the job to Zach's Custom Company for \$15,133.20, second by P. Palmer. Motion carried.

Approve Resolution #2024-1 – Open records Policy – D. Kelly made a motion to approve the appointment of the Redevelopment Authority Assistant Director as Deputy Open Records Officer, second by C. Neff- Hull. Motion carried.

Rotary Storage Lease – Watering Cart- P. Palmer made a motion to Lease space in the garage at 114 N. Hanover Street, Carlisle, PA to Rotary of Carlisle, PA Inc. for their water cart for the sum of \$1.00 for the term of the lease, second by C. Neff-Hull. Motion carried.

Review and Approve Admin. Budget -This item has been tabled until the Admin Budget is completed.

Approve Public Officials Liability Insurance – P. Palmer made a motion to approve Public Officials Liability Insurance through Greenwich Insurance Company for \$29,097.00, second by D. Kelly. Motion carried.

General Discussion – P. Palmer brought up several concerns regarding the area of 307 N. Pitt Street. Vehicles are speeding through the parking lot, and she was wondering if speed bumps could be installed. She also stated that people who do not belong to the housing complex are parking in the complex's lot and then residents have no parking space. She was wondering if apartment numbers could be painted on the curb or in the parking space and maybe it would deter other people from using the parking area. M. Kuna stated she will touch base with our Maintenance Manager regarding the issues/requests.

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:26 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: July 18,2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 20, 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

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Mary Kuna, 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 12:26 pm.

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

Public Comment – None

Approval of Minutes from May 16, 2024 – M. Bishop made a motion to approve the Board Meeting Minutes from May 16, 2024, second by C. Neff-Hull. Motion carried.

List of Expenditures – K. Kessler stated that the \$62,500 was a pass through and the final payment to Carlisle Auto Industries. The rest of the expenses are normal monthly expenditures. D. Kelly made a motion to approve the List of Expenditure for May 2024, second by M. Bishop. Motion carried.

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

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

- Working with PA CareerLink, going to participate in their Summer Earn & Learn Program. Going to hire a laborer through the program.
- Met with PPL to discuss collaboration and partnership for Homeowner programs.
- Developing an Employer Assisted Housing Program, working with F&M/Pennian to develop focus groups.
- Redevelopment Authority became conservator of 83 Double Gap, Lower Mifflin Township

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.

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.

Cumberland County Demolition Fund

- Three applications are awaiting approval from the Board.

Other 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. Announcements should be made around June 20th.

Tax Credit Housing Management Report – M. Kuna stated that the commercial property at Newport Square is available, and we are actively seeking a new tenant. Enola Chapel has two vacancies which staff are trying to fill.

Federal Senior Housing – L. Smith stated that the maintenance staff cleans out a lot of residents’ personal items after they leave our facility. Either the tenant or their family doesn’t want the items, so they just leave them in the units. We try to charge back the tenant for the expense of cleaning out their units, but we are not always successful. There is no uncollected rent currently. L. Smith is currently working with PFH to clean up any discrepancies in the HAP payment.

Board Action

Resolution #2024-3 – Open Records Policy – C. Neff-Hull made a motion to approve the appointment of the Redevelopment Authority Assistant Director as Deputy Open Records Officer, second by D. Kelly. Motion carried.

Approval of Firm for Strategic Plan for Redevelopment Authority of the County of Cumberland – M. Bishop made a motion to approve Spur & Sprout for \$10,000 as the firm to work on a Strategic Plan for the Redevelopment Authority of the County of Cumberland with staff, second by D. Kelly. Motion carried.

Rotary Storage Lease – Watering Cart – M. Bishop made a motion to Lease space in the garage at 114 N. Hanover Street, Carlisle, PA to Rotary of Carlisle, PA Inc. for their water cart for the sum of \$1.00 for the term of the lease, second by D. Kelly. Motion carried.

Approve HR Resolutions- C. Neff-Hull made a motion to approve HR Resolutions to review our HR policies and to advise staff if our policies are complying or if we need to develop additional policies, second by D. Kelly. Motion carried.

Approve Bid Tab – Demo 91 Beaver Ave – C. Neff-Hull made a motion to award Bid Tab – Demo 91 Beaver Avenue, Enola, PA 17025 to ATO Excavating for \$27,000, second by M. Bishop. Motion carried.

Approve Demolition Fund for 91 Beaver Ave – C. Neff-Hull made a motion to approve demolition funds in the amount of \$27,000.00 to the Redevelopment Authority of the County of Cumberland for demolition of 91 Beaver Avenue, Enola, PA 17025, second by D. Kelly. Motion carried.

Approve Demolition Fund for Match Waiver Request 91 Beaver Avenue - C. Neff-Hull made a motion to approve the waiver for matching funds for demolition at 91 Beaver Avenue, Enola, PA 17025, second by D. Kelly. Motion carried.

Approve Demolition Fund for 149 N. Pitt Street – D. Kelly made a motion to approve demolition funds in the amount of \$16,420.00 to Redevelopment Authority of the County of Cumberland for demolition of 149 N. Pitt Street, Carlisle, PA, second by C. Neff-Hull. Motion carried.

Approve Demolition Fund Match Waiver Request 149 N. Pitt Street – D. Kelly made a motion to approve the waiver of matching funds for demolition at 149 N. Pitt Street, Carlisle, PA, second by C. Neff-Hull. Motion carrier.

Approve Demolition Fund for 6625 Wertzville Road – M. Bishop made a motion to approve demolition funds of \$50,000.00 to Lance Wood for his project at 6625 Wertzville Road, Enola, PA., second by D. Kelly. Motion carried.

Approve Bid Tab WH-011B – C. Neff-Hull made a motion to award Bid Tab WH-108 to REM Renovations for \$28,345.00 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-103B - M. Bishop made a motion to ratify Bid Tab WH-103B to Wilbur Plumbing and Heating for \$12,189.00 and to approve a grant up to but not exceed \$24,950 to the homeowner, second by D. Kelly. Motion carried.

Review and Approve Admin Budget – This item has been tabled until the Admin Budget is completed.

Approve Professional Liability Insurance – D. Kelly made a motion to approve the purchase of Professional Liability Insurance for Non-Profit Work from RLI Insurance Company for \$948.00, second by C. Neff- Hull. Motion carried.

Approve Workman's Compensation Insurance – G. Mowery made a motion to approve purchasing Workmen's Compensation Insurance from HARIE for \$ 58,280, second by M. Bishop. Motion carried.

Approve Cyber Insurance – M. Bishop made a motion to approve the purchase of Cyber Insurance from CFC Underwriting Limited for \$5,920.00, second by C. Neff-Hull. Motion carried.

Resolution #2024-4 – Temporary Signing Authorization – M. Bishop made a motion to appoint the Redevelopment Authority Assistant Director as the temporary signer in lieu of the Executive Director between August 1, 2024, to November 1, 2024, second by D. Kelly. Motion carried.

Approve Public Officials Liability Insurance – D. Kelly made a motion to approve Public Officials Liability Insurance through Greenwich Insurance Company for \$29,097.00, second by G. Mowery. Motion carried.

Approve Lead Base Paint – D. Kelly made a motion to approve the purchase of Lead Base Paint Liability Insurance from Apogee Insurance Group for \$3,061.68, second by M. Bishop. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – M. Bishop made a motion to adjourn the Redevelopment Authority Board Meeting at 1:08 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: July 18, 2024