

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 21, 2024 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, 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 October 17, 2024 – D. Kelly made a motion to approve the Housing Authority Board meeting minutes from October 17, 2024, second by P. Palmer. Motion carried.

List of Expenditures for October 2024 – K. Kessler stated the expenditures for October 2024 were routine monthly expenses. The expense for Borough of Carlisle of \$9,468.77 was for water bills and the SERPRO for \$22,219.42 was for smoke alarm equipment only, staff will be installing. P. Palmer made a motion to approve the List of Expenditures for October 2024, second by D. Kelly. Motion carried.

Reports of the Treasurer – K. Kessler said there were a few items she wanted to point out to the Board on the income statement for Public Family Housing. The dollar amount for CUP checks is high because staff was behind in issuing the checks, Interest Income is high due to the 3-month CD coming to maturity and the Salaries are higher than Budgeted. Public Senior Housing had routine monthly expenses.

Management Reports -Executive Director – M. Kuna gave a brief report on activities.

Finance:

- Focusing on audit preparation and gathering information regarding long term loans from the Authorities.

Administration:

- Met with Spur & Sprout to discuss and prep for Strategic Planning process to take place over the coming months. The Board will see goals and documents by their February meeting. CCHRA Committee is K. Kessler, B. Shull and K. Crawford.
- Appointed to PAHRA Board of Directors.

Housing Authority:

- Consolidating activities of Public Housing into 114 N Hanover.
- Public Housing roofs are scheduled for the Spring. Reporting on funds to DHS and continuing to ensure the Authority utilizes the funds within the required timeframe.

Section 8 Housing Choice Voucher Report – B. Shull stated you will see a drop in new leases and new vouchers since we had to stop giving out new ones in September. This was a HUD requirement since they will be assisting us with our shortfall in funds. Staff is working on purging our waiting list. There are now three (3) people enrolled in Family Self-Sufficiency.

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

Two (2) participants are leaving at the end of November due to moving to York County.

Two (2) participants discharged from program end of October 2024 and one (1) is pending eviction process as of November 12, 2024.

In Cumberland County, number of households as of November 13, 2024: 240; prior month 217.

Adults: 188 prior month 165

Adults and Children: 52 prior month 50

In Perry County number of households as of November 13, 2024: 24; prior month 23.

Adults: 16 prior month 16

Adults and Children: 8 prior month 7

Housing Management Report – Staff is working to clean up the tenant ledgers so a write off report can be given to the Board next month. Staff is actively looking for applicants to fill the vacancies.

Board Action - None

General Discussion – None

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:18 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: December 19, 2025

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 21, 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 12:18 pm.

M. Bishop stated the Executive Board met in session at 11:35 am to 11:50 am on November 21, 2024, to discuss personnel issues and potential litigation. No action was taken at this time.

Roll Call- A quorum was present.

Public Comment – None

Approval of Minutes from October 17, 2024 – G. Mowery made a motion to approve the Redevelopment Board Meeting Minutes from October 17, 2024, second by D. Kelly. Motion carried.

List of Expenditures for October 2024– K. Kessler stated Enola Chapel expense of \$17,500 was for cement leveling. The rest of the expenditures are normal monthly expense. C. Neff- Barnett made a motion to approve the List of Expenditures for October 2024, second by G. Mowery. Motion Carried.

Report of Treasurer – K. Kessler stated that revenue is under performing Budget, but the expenses are lower than what was budgeted. She stated the expenses are normal monthly item.

Management Reports – Executive Director – M. Kuhn gave a brief update on activities related to the Redevelopment Authority.

- Presented to the South-Central Pennsylvania Planning Chapter on strategies to sustain affordable housing.
- Issued an RFP for Federal Grant Writing Services, issued an RFQ for engineers, working on RFP for 91 Beaver Ave. Enola (Conserved Blighted Property)
- Working to get RFP out for 149 Pitt St. Carlisle.

- Attended McKonly and Asbury's Affordable Housing Seminar

Community Development Report – M. Kitchen reported the following:

CDBG / HOME - We have one public outreach event scheduled on November 22nd at the Silver Springs Township building, and then we will host a virtual Q&A.

Cumberland County Blighted Property Reinvestment Board - Two are in contact to use Demolition Fund and four are in the process of coming under our conservatorship.

PHARE Grant - We have submitted one application for \$100,000 under Housing Counseling Services.

Tax Credit Housing Management Report – B. Shull stated that the staff is working on filling the two (2) vacancies and we are re-advertising the vacant commercial property.

Federal Senior Housing – B. Shull stated in October and November four (4) vacancies were filled and two (2) move-ins are planned for December.

Board Action

Approve Organizational Chart- D. Kelly made a motion to approve the Organizational Chart, second by C. Neff-Barnett. Motion carried.

Approve Bid Tab – WH-026A – This item was tabled until the December Board Meeting.

Approve Bid Tab – WH-0024A - This item was tabled until the December Board Meeting.

Approve Demolition Fund for 202 East High Street – G. Mowery made a motion to approve demolition funds of \$15,000 for the project at 202 E. High Street, second by C. Neff-Barnett. Motion carried.

RA Resolution 2024-6 – D. Kelly made a motion to approve RA Resolution 2024-6, second by G. Mowery. Motion carried.

RACC Non-discrimination Policy – C. Neff-Barnett made a motion to approve the RACC Non-discrimination Policy, 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 12:38 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: December 19, 2024