

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: October 17, 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, 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, Mikayla Kitchen, 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 – C. Wise took roll call, and a quorum was present.

Public Comment - None

Approval of Minutes from September 19, 2024 – D. Kelly made a motion to approve the Housing Authority Board meeting minutes from September 19, 2024, second by P. Palmer. Motion carried.

List of Expenditures for August 2024 – K. Kessler stated the expenditures for August 2024 were routine monthly expenses. P. Palmer made a motion to approve the List of Expenditure for August 2024, second by D. Kelly. Motion carried.

Reports of the Treasurer – K. Kessler stated the expenses for Public Housing were routine for August 2024. She also stated that we have submitted to HUD for the operating subsidiary, and she did not make a draw-down in September but she was able to do a draw-down in October. In July 2025 Public Family and Public Senior financials will be combined under Public Housing. The CD for the money for the roof project for Public Housing is coming to maturity. The Board agreed to renew the CD since the roofing project will not take place until spring 2025.

Management Reports -Executive Director – M. Kuna stated she will be back to work fulltime on October 28, 2024. She stated she was able to submit to HUD the 2025 Operating Fund and we are now waiting to hear back from HUD. M. Kuna sent Community Cares a lease for them to review and sign but as of today she has not heard back from them. She will follow-up with their director. Hope Station (PEEC) has moved out of 129 Pitt Street, and we are looking to paint and put in new flooring at this location.

Section 8 Housing Choice Voucher Report – B. Shull stated that we have a short fall in funds, but HUD has agreed to help us with the shortfall. HUD advised us not to pull any names from the waiting list or sign up any new vouchers for the remainder of 2024. There are two (2) people enrolled in the Family self-sufficiency (FSS) program. There are 17 new leases in Cumberland County and four (4) new leases in Perry. There were seven (7) termination in Cumberland and one (1) in Perry County.

Housing Programs (HSN) – K. Crawford stated that the Household reported in previous month of transitioning to HCV through Move on Strategies remains under Homeless and Special Needs, one (1) new enrollment at Project Based Shelter + Care Safe Harbour, and three (3) terminations. K. Crawford informed the Board of a change that was effective September 10, 2024. The Eastern PA CoC Coordinated Entry System will shift from Rapid Re-Housing, Permanent Supportive Housing, and other Permanent Housing programs “pulling” the next prioritized, eligible household from the By Name List (BNL) in PA HMIS to a new Governing Board approved “Push BNL” in which housing providers will receive a referral from their Coordinated Entry Regional Manager when they have openings in their program(s). She is currently setting up a meeting with our Coordinated Entry Manager, Chris Kapp and staff for more details and information for the new “Push BNL” and provide more insight to our programs.

In Cumberland County, number of households on the By Name List as of October 8, 2024: 217

Adults: 167

Adults and Children: 50

In Perry County, number of households on the By Name List as of October 8, 2024: 23

Adults: 16

Adults and Children: 7

Housing Management Report – Staff is doing two-person teams to inspect the public housing properties. When a property doesn’t pass the inspection, the client is informed, and they are put on a list for the team to re-visit at a future date. The rent ledger has been cleaned up and staff is in the process of collecting delinquent rent. Staff is pulling a larger number of names off the wait list in-order to fill the vacancies.

Board Action

Ratify 2023 CoC Multi-Grant Agreement – P. Palmer made a motion to Ratify the 2023 CoC Multi-Grant Agreement, 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 12:25 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: November 21, 2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: October 17, 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, Perry County Commissioner Frank Campbell, Cumberland County Commissioner Jean Foschi, Mary Kuna. Mikayla Kitchen, Kira Kessler, Becky Shull and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:26 pm.

Roll Call- C. Wise took roll call and a quorum was present.

Public Comment – None

Approval of Minutes from September 19, 2024 – G. Mowery made a motion to approve the Redevelopment Board Meeting Minutes from September 19, 2024, second by D. Kelly. Motion carried.

List of Expenditures for August 2024– K. Kessler stated the expenditures for August 2024 were routine monthly expenses and grant expenses. G. Mowery made a motion to approve the List of Expenditures for August 2024, second by D. Kelly. Motion Carried.

Report of Treasurer – K. Kessler stated that cash is in good shape. She stated that we are ahead of Budget for income, maintenance salary, and benefits.

Management Reports – Executive Director – M. Kuhn stated that on Friday, October 18, 2024, she will hold a staff meeting at the Giant Community room on Trindle Road. She said that CCHRA is fully staffed and in the future, she will be looking at policies and procedures.

Community Development Report – M. Kitchen stated that the CDBG and HOME funds were accepted by the Cumberland County Commissioners on October 10, 2024. We have one public outreach event scheduled at the Shippensburg Library for October 25. Staff met with Capital Area Rental Property Owners Association (CARPOA) on October 3, 2024, to present options available to landlords to fix up properties or transform blighted properties.

Tax Credit Housing Management Report – B. Shull gave a brief update. We hired a new property manager for the tax credit properties. We are still looking for a commercial tenant for Newport Square property. One of the vacancies at Enola Chapel has been filled.

Federal Senior Housing – All requests/reports have been submitted to HUD in a timely manner. Staff is work diligently to fill the 6 vacancies.

Board Action

Approve 2025 Vision Insurance – G. Mowery made a motion to approve the staff's recommendation of Capital Blue Cross for 2025 vision carrier, second by D. Kelly. Motion carried.

Approve Loan Modification and Extension Agreement Roundhouse View – D. Kelly made a motion to approve the Loan Modification and Extension Agreement Roundhouse View, second by G. Mowery. Motion carried.

Letter of Support, Cumberland County – G. Mowery made a motion to approve the Letter of Support Cumberland County, second by D. Kelly. Motion carried.

Ratify 91 Beaver Ave., Demolition Fund Change – D. Kelly made a motion to Ratify 91 Beaver Avenue Demolition Fund change for an additional \$17,797.00, 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 12:36 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: November 21, 2024