

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 15, 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

Public Guest: Shannon Celesnik

Attending: Solicitor Tricia Naylor, Perry County Commissioner Frank Campbell, Cumberland County Commissioner Jean Foschi, Mary Kuna, 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 – C. Wise took roll call, and a quorum was present.

Public Comment:

Name of Taxpayer/Resident:
S. Celesnik

Subject of Testimony:
Verbal Comment on August 15, 2024, to the Board by S. Celesnik regarding applying for housing.

Approval of Minutes from July 18, 2024 – D. Kelly made a motion to approve the Housing Authority Board meeting minutes from July 18, 2024, second by P. Palmer. Motion carried.

List of Expenditures – The July 2024 List of Expenditures was normal monthly expenses. L. Martin made a motion to approve the List of Expenditures of July 2024, second by C. Neff-Hull. Motion carried.

Reports of the Treasurer – No report was given.

Management Reports -Executive Director – M. Kuna stated she is still on maternity leave but has been checking her e-mail and there was nothing new to report.

Section 8 Housing Choice Voucher Report – B. Shull gave an overview of Section 8. In Cumberland County there were 22 new leases and 4 new leases in Perry County. One (1) person achieved self- sufficiency and three (3) new clients have enrolled in the Family Self Sufficiency program.

Housing Programs (HSN) – K. Crawford gave a brief update. One (1) client Transitioned to Housing Choice Voucher Program (HCV).

In Cumberland County, number of households on the List as of August 7, 2024: 252

Adults: 209

Adults and Children: 43

In Perry County, number of households on the List as of August 7, 2024: 61

Adults: 44

Adults and Children: 17

Housing Management Report – L. Smith gave a brief overview of Public Housing.

Public Family Housing as of August 7, 2024:

- There are Seven (7) vacancies, and they are ready for occupancy. There are two (2) applicants who accepted the offers and a move in dates are being scheduled.
- Three (3) denial letters were mailed this week with the opportunity to appeal no later than August 16, 2024.

Public Senior Housing

- There are five (5) vacancies. and three (3) are ready to be occupied.
- There are one (1) new tenant moved-in
- Six (6) waiting list letters scheduled and prepared to mail August 8, 2024.

Board Action

Approve SEMAP Resolution - B. Shull reviewed the SEMAP Certification she would like approved so it may be sent to HUD. P. Palmer made a motion to approve the SEMAP certification, second by D. Kelly. Motion carried.

PHA Board Resolution – HUD – P. Palmer made a motion to approve the PHA Board Resolution approving Operating Budget, second by L. Martin. Motion carried.

General Discussion – None

Adjournment of Housing Authority – L. Martin made a motion to adjourn the Housing Authority Board Meeting at 12:15 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: September 19,2024

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 15, 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, Lou Martin, Candice Neff-Hull, and Deb Kelly

Board Members Absent: Ginny Mowery

Public Guest: Shannon Celesnik

Attending: Solicitor Tricia Naylor, Perry County Commissioner Frank Campbell, Cumberland County Commissioner Jean Foschi, 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 12:15 pm.

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

Chairman L. Martin stated that an Executive Session was held on August 15, 2024, at 11:30 am for about 15 minutes to discuss personnel matters. No action was taken.

Public Comment – None

Approval of Minutes from July 18, 2024 – D. Kelly made a motion to approve the Redevelopment Board Meeting Minutes from July 18, 2024, second by M. Bishop. Motion carried.

List of Expenditures for July 2024 – The List of Expenditures for July 2024 were normal monthly expenses. D. Kelly made a motion to approve the List of Expenditures for July 2024, second by C. Neff-Hull. Motion carried.

Report of Treasurer – No report was presented.

Management Reports – Executive Director – The Executive Director report was the same as reported for the Housing Authority.

Community Development Report – M. Kitchen gave an update on the different grants and programs handled by Community Development.

Community Development Block Grant (CDBG) - 2024 Annual Action Plan has been submitted to HUD for review.

Other Grants - We applied for DCED HOME-ARP funds for \$550,000. No announcements have been made yet.

Tax Credit Housing Management Report – B. Shull gave an update on the tax credit properties as of July 2024. We have applicants for the two (2) vacancies at Enola Chapel, which requires that the applicant be homeless and suffer from mental issues.

Federal Senior Housing – L. Smith stated that Federal Senior Housing has two (2) units ready to be occupied and four (4) units that aren't ready. They are currently reviewing applications.

Board Action

Approve HRR help desk - D. Kelly made a motion to contract HR Resolutions for \$500.00 per month for a consultant to provide any and all HR Services and Support, second by M. Bishop. Motion carried.

Approve Bid Tab WH-023 – M. Bishop made a motion to award Bid Tab WH-023 to Strickland Brothers for \$7,000.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried

Approve Changes to Personnel Policy – C. Neff-Hull made a motion to approve the changes to the personnel policy, second by M. Bishop. Motion carried.

Approve Health Insurance Recommendation - M. Bishop made a motion to approve staff's recommendation to continue medical coverage in 2025 with Cigna Medical Insurance, second by D. Kelly. Motion carried.

Approve Demolition Funds for 1605 High St. Enola - D. Kelly made a motion to approve demolition funds of \$18,675.00 to Delbrook Associates LLC., for their project at 1605 High Street, Enola, PA., second by C. Neff-Hull. Motion carried.

Approve Demolition Funds for 14 State Road, Mechanicsburg - M. Bishop made a motion to approve demolition funds of \$41,212.50 which is less the 25% match to Trindle Spring Lutheran Church for their project at 14 State Road, Mechanicsburg, PA., second by D. Kelly. Motion carried.

Approve Waiver of Match for 14 State Road, Mechanicsburg – M. Bishop made a motion to not waive the match for 14 State Road, second by D. Kelly. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – M. Bishop made a motion to adjourn the Redevelopment Authority Board Meeting at 12:35 pm, second by D. Kelly. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: September 19, 2024