

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 17, 2025, at 219 N. Hanover Street, Carlisle, PA 17013, via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Mark Bishop, Taryn Walters, Deb Kelly, and Penny Palmer

Board Member Absent: Lou Martin

Attending: Solicitor Tricia Naylor, Cumberland County Commissioner Jean Foschi, Perry County Commissioner Frank Campbell, Mary Kuna, Mikayla Kitchen, Kellie Crawford, Kira Kessler, Becky Shull, Tracy Smith, and Cindy Wise.

The Housing Authority Board Meeting was called to order by Chairman M. Bishop at 12:00 pm.

Roll call – Roll call was taken, and we had a quorum.

Public Comment - None

Approval of Minutes from February 20, 2025– D. Kelly made a motion to approve the Housing Authority Board meeting minutes from February 20, 2025, second by P. Palmer. Motion carried.

List of Expenditures for January, February and March 2025 – K. Kessler stated that for January, February and March 2025 the expenses and grants were routine except for the following: Hilton Lock Services Inc. \$3,995.00 for new lock on One West Penn's Community room door, Gnatt Services Inc. \$13,080.00 for 2/3 down payment for nine (9) PTAC's & wireless T-Stat for Public Family paid from the Capital Fund and Kint Corporation for \$11,662.75 for smoke alarms at Public Housing also paid from the Capital Fund. K. Kessler stated that the Audit for Housing has been completed and will be presented at the May Board meeting. D. Kelly made a motion to approve the List of Expenditures for January, February and March 2025 as presented, second by P. Palmer. Motion carried.

Reports of the Treasurer – K. Kessler stated that the cash for Public Family is in a good position. Staff are currently cleaning up the receipts. On the Balance Sheet under advance pay \$342,116.16 was advanced to cover payroll since we did not receive the drawdown for HUD Operating Subsidiary at that time. A new procedure for drawing down the money for the operating subsidiary will happen after each payroll. Public Senior had regular every day in and out of expenses. The HUD Operating Subsidiary is showing a loss but once everything gets back on track with the drawdowns that item will be corrected. K. Kessler stated we should see a difference in April's report.

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

Strategic Planning:

- Workgroups met and flushed out action steps for the 4 goals determined through the planning process.
- Discussing potential contractors to assist with the implementation of SOPs and policies.

Operations/Assets/Contracts:

- Working with the County to improve Affordable Housing Trust Fund operations, old ordinance, no true procedures in place, CCHRA has a process in place and waiting for the County to determine a more suitable process.
- Working with Finance on better understanding of existing loans and developing better procedures for tracking/

CCHRA Events/Programming:

- Nuts and Bolts February 25th, 2025, Buhrig's Gathering Place (75+ attendees, great turnout, Becky Shull and Kellie Crawford were excellent presenters and have taken the show on the road to other nonprofits.)
- 2nd Annual Community Development Conference: **Leading Locally: Real Estate, Land Use, and Funding Solutions** September 23rd, 2025, AHEC, website up and seeking sponsorships, currently working on finalizing speakers.

HUD Update:

- Having challenges with Continuum of Care funding with HUD and still working through if it is an isolated employee at HUD or a larger systemic problem with the entire program.
- Funding has remained steady. Future uncertain but actively working to focus on metrics and creating self- sufficiency for residents.

HOUSING AUTHORITY

- Public Housing roofs are scheduled for mid-April. Reporting on funds to DHS and continuing to ensure the Authority utilizes the funds within the required timeframe.
- CARES lease was provided in a timely manner with their solicitor comments, on the agenda for your review.

CCHRA Cumberland Connection space operational and will begin bringing in external programs for residents

Section 8 Housing Choice Voucher Report – B. Shull stated staff sent a purge letter out to the people on the waiting list asking if they are still interested in being on the waiting list. They have thirty (30) days to respond. If no response is received, they are purged from all waiting lists. One client has achieved self-sufficiency. B. Shull and M. Kuna had a phone call with HUD on the topic of short fall. Currently we are not in short fall. The ten (10) new leases became available due to ten (10) terminations for various reasons.

Housing Programs (HSN) – K. Crawford gave a brief update. One (1) new move will take place on April 1, 2025, at Carlisle SHP- Pitt Street.

In Cumberland County, number of households on the By Name List as of April 7, 2025: 252 (254)

Adults: 201 (203)

Adults and Children: 51 (51)

In Perry County, number of households on the By Name List as of April 7, 2025: 23 (15)

Adults: 17 (14)

Adults and Children: 6 (1)

Updates: Key: Previous month (): January 2024 numbers

Housing Management Report – T. Smith gave an update on Public Housing. In public family, there are 9 vacancies. Staff are actively pulling names off the waiting list to get applicants for the vacancies. Staff are actively working with our clients to collect the back rent. We are asking them to come in with all their receipts and a member of the staff will go through the payment log with them to make sure our records match their receipts. We have found that several calculation errors have been made. Staff are working with clients to arrange a payment plan but if they don't pay delinquent rent, it can end in eviction. HUD regulations state we must give them thirty (30) days for the right to appeal.

Board Actions

- Approve Purchasing of a Truck/PFH – P. Palmer made a motion to approve the buying of a 2024 Ford F-250 truck for Public Housing, second by D. Kelly. Motion carried.

Chairman M. Bishop recessed the Housing Authority at 12:38 pm.

Chairman M. Bishop resumed the Housing Authority Board meeting at 12:51 pm.

- CARES Lease & CARES Good Neighbor Policy – D. Kelly made a motion to not approve the CARES Lease as presented and not to approve the CARES Good Neighbor Policy, second by P. Palmer. Motion carried.

General Discussion – None

Adjournment of Housing Authority –D. Kelly made a motion to adjourn the Housing Authority Board Meeting at 1:36pm, second by P. Palmer. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: May 15, 2025

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 17, 2025 at 219 N. Pitt Street, Carlisle, PA 17013 via Zoom -
<https://us06web.zoom.us/j/82786562907?pwd=NkZVaVdFbWdiZkt3ZzMySnBKWHN6dz09>
Meeting ID: 827 8656 2907; Passcode: 877034

Board Members Present: Mark Bishop, Ginny Mowery, Taryn Walters, 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, Tracy Smith, and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:38 pm.

Roll Call- Roll call was taken, and a quorum was present.

Public Comment – None

Approval of Minutes from February 20, 2025 – D. Kelly made a motion to approve the Redevelopment Board Meeting Minutes from February 20, 2025, second by G. Mowery. Motion carried.

List of Expenditures for January, February, and March 2025– K. Kessler stated the grants and expenses were routine except for \$5,000 to Spur & Sprout, LLC the company working with staff on the strategic plan and \$139,275.85 to the Borough of Mechanicsburg to transition Mechanicsburg Loan Program to the Borough. G. Mowery made a motion to approve the List of Expenditures as presented, second by D. Kelly. Motion carried.

Report of Treasurer – K. Kessler stated that the Administrative Audit is complete. We have a decent amount of cash and staff are currently cleaning up receivables. We are currently down for the year in income due to public housing payroll being behind.

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

- Met with a developer regarding an affordable housing project in Carlisle, connected them with MH IDD.
- Blighted property conservatorships, the main priority over the coming months. Including funding options.
- Working with a new developer to develop a CHDO and understand future funding.

Community Development Report – M. Kitchen reported the following:

Community Development Block Grants (CDBG) - Application period is now closed; allocations from HUD are expected in the week of May 12-16th, at which time we will be able to make final funding decisions.

- On June 4th, we will hold a ribbon cutting ceremony to celebrate the opening of our new public meeting space, Cumberland Connection.
- Staff will be presenting at a meeting of the Women in Commercial Real Estate group on May 28th in our Cumberland Connection space.
- Staff attended the Temple University Empowering Nonprofits conference on April 10th.

Tax Credit Housing Management Report – T. Smith gave an update on tax credit housing.

American House has two (2) vacancies, Enola Chapel has one (1) vacancy and Newport Square has one (1) vacancy. There is a possible tenant for the commercial area at Newport Square. Staff are pulling from the waiting list, to get applicants for the vacancies.

Federal Senior Housing – T. Smith stated that One West Penn is getting their fob system updated. Letters were sent/given to residents with a balance or credit. Recertifications are completed.

Board Action

- Approve K. Crawford to attend Nation Alliance to End Homelessness Conference – Washington DC– G. Mowery made a motion to approve K. Crawford traveling to Washington, DC to attend the Nation Alliance to End Homelessness Conference, second by D. Kelly. Motion carried.
- Approval of Loan Between RA & 36 West LL - \$200,000 – D. Kelly made a motion to approve the loan between RA & 36 West LL for \$200,000 to be paid back over a five (5) year period with regular payments of \$11,000, second by G. Mowery. Motion carried.
- Approve Bid Tab- WH-029 – G. Mowery made a motion to award Bid Tab WH-029 to UGI Heating, Cooling and Plumbing for \$9,622.00 and award a grant up to \$12,000 to the homeowner, second by D Kelly. Motion carried.
- Approve Personnel Policy Work Hours Revision – D. Kelly made a motion to approve the Personnel Policy Work Hours Revision, second by G. Mowery. Motion carried.
- Approve Demolition Funds for Mechanicsburg Fire Dept. for 200 S. York Street, 208 S. York Street, 212 S. York Street, and 333 W. Simpson Street – D. Kelly made a motion to approve CF Contractors to demolish the four (4) properties for \$159,742.00, second by G Mowery. Motion carried.
- Approve Matching Funds Waiver – D. Kelly made a motion to waive the 25% matching funds for Mechanicsburg Fire Dept. demolition project, second by G. Mowery. Motion carried.
- Approve Safe Harbour AHTF Individual Grant Agreement and Approve the works and all subsequent agreements of AHTF grants for Safe Harbour up to \$50,000 with authority for the Executive Director to execute. – G. Mowery made a motion to approve AHTF Individual Grant Agreement and all subsequent agreements for Safe Harbour up to \$50,000 for repair projects and to have M. Kuna execute the future agreements, second by D. Kelly. Motion carried.

General Discussion - none

Adjournment of Redevelopment Authorities – D. Kelly made a motion to adjourn the Redevelopment Authority Board Meeting at 12:51 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: May 15, 2025