

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 20, 2025, 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, Taryn Walters, 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.

M. Kuna introduced the newest member of the Board, Taryn Walters, to everyone. T. Walters joined the meeting today via Zoom.

Public Comment - None

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

List of Expenditures for December 2024 – K. Kessler stated that the List of Expenditures for December 2024 were mostly routine monthly expenses except the \$19,922.00 for H. B. McClure which was to replace a hot water boiler. P. Palmer made a motion to approve the List of Expenditures for December 2024, second by D. Kelly. Motion carried.

Reports of the Treasurer – K. Kessler said Public Family's dwelling rent is over Budget because staff has been working on cleaning up back rent, but we are still behind in revenue. Public Senior is breaking even.

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

Strategic Planning:

Staff participated in focus groups and our Steering Committee met to discuss some outcomes and possible goals for the plan based on those discussions. The Strategic Plan may be a five (5) year plan instead of a three (3) year plan.

Operations:

- Future of property management and nonprofits being evaluated. Some of the properties are reaching their thirty (30) year mark and their loans are coming due.
- After meeting with several financial institutions, we will be issuing a banking services RFP.

CCHRA Events/Programming:

- Party on Pitt, May TBD
- 2nd Annual Community Development Conference: **Leading Locally: Real Estate, Land Use, and Funding Solutions** September 23rd, 2025, AHEC.

Advocacy:

- Participated in the PAHRA Board Strategic Planning Session.
- Working with NAHRO to advocate for protection of housing and community development funding.

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- Studying potential RAD options.
- Maintenance staff is doing a great job at reviewing contracts and cutting spending.
- Survey out to residents on Future Programming interest.

Section 8 Housing Choice Voucher Report – B. Shull stated that we are not pulling any new names from the waiting list or opening any new leases. When we have open vouchers due to terminations or evictions, we will then pull from the waiting list. B. Shull said in April she has a call with HUD to discuss short fall for 2025. It seems that many Housing Authorities will be having the same short fall issue in 2025.

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

There is one (1) Client who is voluntarily leaving program and unit at Safe Harbour at the end of February 2025.

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

In Cumberland County, number of households on the By Name List as of February 13, 2025: 254 **(206)**: Adults: 203 **(166)**; Adults and Children: 51 **(40)**.

In Perry County, number of households on the By Name List as of February 13, 2025: 15 **(10)**: Adults: 14 **(9)**; Adults and Children: 1 **(1)**.

K. Crawford wanted to share some good news about several of our clients. She stated that three (3) clients have received their social security income and one (1) client, who has their BA, is going to take classes to become a pharmacy assistant.

Housing Management Report – B. Shull stated that staff sent letters out to tenants that have uncollected rents/delinquency on January 28, 2025, giving them thirty (30) days to respond via paying the back rent or showing their receipts that they have paid already.

Board Actions

Approve Resolution 2025-1 – D. Kelly made a motion to approve Resolution 2025-1, second by P. Palmer. Motion carried.

Ratify LOS for PA Small Business Development Centers – P. Palmer made a motion to Ratify LOS for PA Small Business Development Centers, second by D. Kelly. Motion carried.

Approve Insurance Renewal - Automobile, Property & General Liability – M. Kuna did an in depth look at the insurance especially the property insurance. There were several locations listed on the policy that we do not handle, and they were removed. The General Liability insurance is lower because we have fewer locations and fewer people, so the exposure is less. D. Kelly made a motion to approve the Property and General Liability coverage with Terrorism and Automobile for 2025 for a total amount of \$106,938, second by P. Palmer. Motion carried.

Approve a Contract with MRI – M. Kuna advised the Board that PHA-Web is backlogged and could not upload us to their program/system until August 2025, so M. Kuna talked to MRI, our current program/system, about a one-year contract instead of auto renew month to month like our old contract with them states. M. Kuna stated we will have two providers from August 2025 until February 2026 but that will allow us to test out the new system and all the programs before going to one system. The One-year contract is \$35,000. T. Naylor provided added language that needs to be in the contract regarding termination. P. Palmer made a motion to approve the one-year contract with MRI with the new language T. Naylor provided, second by D. Kelly. Motion carried.

Approve Procurement Policy Revisions – D. Kelly made a motion to approve the Procurement Policy revisions, second by P. Palmer. Motion carried.

Community CARES Lease Renewal - M. Kuna stated she wanted to table this item until the next meeting.

General Discussion – P. Palmer stated that the letter sent out about rent has caused some concern with residents. B. Shull stated that the resident(s) with questions need to come into the office and talk to the staff. If they have receipts showing they paid the rent in question they need to bring them into the office and the staff can reach out to finance to find out what happened i.e. posted wrong, check not cashed etc.

Adjournment of Housing Authority – P. Palmer made a motion to adjourn the Housing Authority Board Meeting at 12:38 pm, second by D. Kelly. Motion carried.

Respectfully submitted,
Cindy Wise,
Executive Assistant

Next Meeting: April 17, 2025

**MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND**

Meeting: February 20, 2025 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, 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 and Cindy Wise.

The Redevelopment Authority Board Meeting was called to order by Vice-Chairman M. Bishop at 12:39 pm.

Roll Call- A quorum was present.

Public Comment – None

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

List of Expenditures for December 2024– K. Kessler stated that the List of Expenditures for December 2024 were routine. D. Kelly made a motion to approve the List of Expenditures for December 2024, second by G. Mowery. Motion Carried.

Report of Treasurer – K. Kessler stated that the management fee income is behind approximately \$302,000. Income overall is lower than Budget.

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

- Met with Beahive Affordable Housing Outreach Inc. regarding potential partnerships.
- Met with Newville Borough and discussed blight process
- AHTF board met and are pleased with financial transparency and progress, working on creating policies/applications for funds

Community Development Report – M. Kitchen reported the following:
CDBG - In January, we held CDBG Problem-Solving Virtual Clinics and were able to answer questions for several current and future grantees.

Cumberland County Blighted Property Reinvestment Board

- Five municipalities are currently participating with twelve properties.

Other Updates

- We are putting together a training for social service providers & practitioners across the County on how to accurately and efficiently complete Housing Choice Voucher applications.
- We held a Housing Choice Happy Hour event on January 8th; the next one is scheduled for April 9th. We will be working closely with local Chambers to co-host these events.

Tax Credit Housing Management Report – B. Shull stated there are three (3) vacancies; two (2) at American House and one (1) at Enola Chapel. Staff is working on getting applicants for the units. The commercial location at Newport Square is still available to rent. The property is going to be re-advertised.

Federal Senior Housing – B. Shull shared that the floor-by-floor re-certifications are complete. There are six (6) vacant units of which three (3) units are ready for new residents.

Board Action

Ratify Bid Tab WH-026A - G. Mowery made a motion to ratify Bid Tab WH-026A to Austin Bradley for \$24,550.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner, second by D. Kelly. Motion carried

Approve Bid Tab WH-027- D. Kelly made a motion to award Bid Tab WH-027 to Jeffrey A. Wilbur Plumbing and Heating for \$24,999.00 and to approve a grant up to but not exceed \$24,950.00 to the homeowner and that the homeowner will pay the extra \$49.00, second by G. Mowery. Motion carried.

Approve Resolution 2025-1 – Fee Schedule – G. Mowery made a motion to approve Resolution 2025-1 – Fee schedule, second by D. Kelly. Motion carried.

Approve Resolution 2025-2 – D. Kelly made a motion to approve Resolution 2025-2, second by G. Mowery. Motion carried.

2024-25 HUD CES Agreement – D. Kelly made a motion to approve the 2024-2025 HUD CES Agreement, second by G. Mowery. Motion Carried.

Ratify BCS – Supportive Service Agreement - G. Mowery made a motion to Ratify BCS – Supportive Service Agreement, second by D. Kelly. Motion Carried.

Ratify LOS for PA Small Business Development Centers – D. Kelly made a motion to ratify LOS for PA Small Business Development Centers, second by G. Mowery. Motion carried.

Approve Furniture for 219 N. Pitt Street - G. Mowery made a motion to approve purchasing the furniture for 219 N. Pitt Street from Tanner Furniture for \$7,690.00, second by D. Kelly. Motion carried.

Approve Insurance Renewal-Automobile, Property & General Liability - D. Kelly made a motion to approve the Property and General Liability coverage with Terrorism and Automobile for 2025 for a total amount of \$106,938, second by G. Mowery. Motion carried.

Approve Procurement Policy Revisions – D. Kelly made a motion to approve the revisions made to the Procurement Policy, second by G. Mowery. Motion carried.

Approve 2025 Changes to Demo Fund Guidelines – G. Mowery made a motion to approve the 2025 Changes to Demo Fund Guidelines, second by D. Kelly. Motion carried.

Approve Revisions to the Personnel Policy - G. Mowery made a motion to approve the revisions to the personnel policy, 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 1:10 pm, second by G. Mowery. Motion carried.

Respectfully submitted,

Cindy Wise
Executive Assistant

Next Meeting: April 17, 2025