**MINUTES**

**HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND**

Meeting: March 19, 2020 – Cyberspace, Pitt and Penn Streets. Carlisle, Pa

Called To Order by Chairman Fenton at 12:02PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Becky Shull, Amber Keeseman and JoAnne Burkholder.

**Public Comment –** None

**Minutes –** Motion by Martin/Palmer to approve the February 20, 2020 meeting minutes. Motion carried.

**List of Expenditures –** Mr. Whelan presented the List of Expenditures noting all are routine.

He noted the utility payments for 149 N. Pitt St. renovation project. He noted the payment for the Stormwater Fee. On a Palmer/Martin motion the List of Expenditures for January 2020 was approved. Motion carried.

**Report of Treasurer –** Mr. Whelan presented the Administrative Revenue Actual vs. Budget, the Administrative Fund financial reports, and the Public Family/Public Senior Housing financials as of January 31, 2020 noting all are routine. He advised that we have started to receive HUD funds. On a Martin/Palmer motion the Report of Treasurer for January 31, 2020 was approved. Motion carried.

**Management Reports** – Mr. Whelan presented the Executive Directors Report discussing the concerns regarding COVID-19 and advised the board of the extra measures that staff is doing to keep our properties and offices clean, sanitized and disinfected before and after each use. He noted the properties and offices are restricting visitors. He advised we are doing as much work as possible by telephone. Mr. Whelan noted we have received HUD approval in regard to suspending inspections. He advised the Permanent Supportive Housing application was renewed, however; the Rapid Rehousing application was denied. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 23 terminations, 230 total leases. He advised we are still accepting and processing applications. Mr. Whelan presented the Homeless and Special Needs Housing Report noting all routine with the exception of new enrollments for the Forensic Program. Mr. Whelan presented the Housing Management Report noting 1vacancy at Public Family Housing as well as 1 vacancy at Public Senior Housing, both programs have good wait lists.

**Committee Reports –** None

**Board Action**

**Utility Allowance – PFH/PSH –** On a Palmer/Martin motion the board approved the Utility Allowance effective May 1, 2020 as presented. Motion carried.

**Annual Plan –** On a Martin/Palmer motion the board approved the Annual Plan as presented. Motion carried.

**Public Housing Write-Offs –** On a Palmer/Martin motion the board approved the 2nd quarter Public Housing Write-Offs as presented. Motion carried.

**RA/HA Admin Agreement –** On a Palmer/Martin motion the board approved the RA/HA Admin Agreement as presented. Motion carried.

**Approval of Submission of Parent Pathway Approval of Grant Proposal –** On a Palmer/Martin motion the board approved the Parent Pathway Grant Proposal as presented. Motion carried.

**CF-16-PFH-19006 – Water Heater Replacement Parts –** On a Palmer/Martin motion the board awarded the contract to Thos Somerville Co. Motion carried.

**Use of Tenant Fees to supplement Rapid Rehousing II SHP –** On a Palmer/Martin motion the board approved the Use of Tenant Fees as presented. Motion carried.

**General Discussion – None**

**Public Comment –**

Name of Taxpayer/Resident: Subject of Testimony:

Joanne E. Burkholder Ms. Burkholder distributed a memo from The Office of Open Records regarding the Sunshine Act and COVID-19. She is requesting an alternative method for the public to be involved with the meeting without having to be physically present. She stated the website does not note when and where the board meetings are held.

Ms. Burkholder advised the Cumberland County Housing Authority’s Authorization for Release of Records and Information is still on the website. Correction removes the wording “HUD Form 9886”. She requested that the use of the form be discontinued immediately. Mr. Whelan advised Ms. Burkholder that review of this matter will be undertaken in accordance with the Annual Plan.

Adjournment at 12:41 by a motion from Palmer/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant Next Meeting: April 16, 2020

**MINUTES**

**REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND**

Meeting: March 19, 2020 – Cyberspace, Pitt and Penn Streets. Carlisle, Pa

Called To Order by Chairman Martin at 12:42 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Becky Shull, Amber Keeseman and JoAnne Burkholder.

**Public Comment –** None

**Minutes –** Motion by Fenton/Mowery to approve the February 20, 2020 meeting minutes. Motion carried.

**List of Expenditures –** Mr. Whelan presented the List of Expenditures noting all are routine. He noted we have started to receive CDBG 2019 funds. On a Fenton/Mowery motion the List of Expenditures for January 2020 was approved.

**Report of Treasurer –** Mr. Whelan presented the Administrative Revenue Actual vs. Budget, the Administrative Fund reports are the same as presented during HA board meeting.

**Management Reports –** Mr. Whelan advised the Executive Director’s Report is the same as previously presented. Mr. Whelan presented the Community Development Report noting the CAPER is due to HUD on March 31, 2020. He noted the HOME projects are continuing. Mr. Whelan noted staff is working on the Environmental Review Record for 157-159 E. South St. Mr. Whelan presented the Downtown Program Services Manager Report noting Downtown work has been halted due to COVID-19.

Mr. Whelan advised the Homeless and Special Needs Housing Report is the same as previously presented. Mr. Whelan presented the Tax Credit/Federal Senior Housing Management Report noting 3 vacancies at Enola Commons and 3 vacancies at Roundhouse View.

**Committee Reports –** None

**Board Action**

**RA/HA Admin Agreement –** On a Fenton/Mowery motion the board approved the RA/HA Admin Agreement as presented. Motion carried.

**Approval of Downtown Agreements –** On a Mowery/Fenton motion the board approved the Downtown Agreements as presented. Motion carried.

**Authorize Pursuing Designation of RA as Land Bank for Cumberland County –** On a Fenton/Mowery motion the board authorized the Pursuing of RA as Land Bank for Cumberland County as presented. Motion carried.

**General Discussion –** Mr. Whelan notified the board of a Code of Conduct disclosure made related to work to be performed with Lemoyne Borough. He advised the 2 individuals will not work on any projects together regarding Lemoyne Borough.

**Public Comment –**

Name of Taxpayer/Resident: Subject of Testimony:

Joanne E. Burkholder Ms. Burkholder noted that due to the possible length of COVID-19, she is requesting that her request for electronic meetings is looked into and that a method for the public to be involved other than in person is established.

Adjournment at 12:54 PM by a motion from Fenton/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant Next Meeting: April 16, 2020