

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 17, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:02PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop,
Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Cindy Martin, Chad Stauffer
and Amber Keeseman.

Public Comment – None

Minutes – Motion by Bishop/Palmer to approve the November 19, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the monthly landlord payments for the Shelter + Care Programs. She noted we are in the 7th renewal of the Chronic Program. Ms. Bower advised of the payments for the CARES Rent Relief Program. She noted the expenditures for Public Family Housing as well as Public Senior Housing are routine. Ms. Bower advised of the PPE (personal protection equipment) items purchased with CARES funds for tenants and staff. She noted we are in the process of purchasing the shed to store PPE items as previously approved. On a Martin/Palmer motion the List of Expenditures for October 2020 was approved. Motion carried.

Report of Treasurer – Ms. Bower presented the Administrative Revenue Actual vs. Budget, the Administrative Fund financial reports, and the Public Family/Public Senior Housing financials as of October 31, 2020 noting all are routine. Ms. Bower advised the administrative budget is funded through Housing Programs and Redevelopment Programs. She noted revenue is received from administering Public Housing and Housing Choice Voucher Programs, as well as administering CDBG, HOME Programs, property management and the Homeless and Special Needs Program Grant. She advised the Admin fund is under budget on salaries and wages due to staff vacancies and health insurance less than budgeted amount, meeting and seminars due to attending online trainings, and maintenance wages include budgeted overtime for snow removal. Ms. Bower noted the technology upgrades with CARES funds is an allowable expense per HUD.

Management Reports – Ms. Kuna presented the Executive Directors Report discussing the issues and concerns related to COVID-19. She advised we continue to restrict visitors, advising staff to all necessary precautions. Ms. Kuna noted were doing all that's possible to protect our residents, families and community. She advised the website platform is underway and continues to move smoothly. Ms. Kuna noted the CARES Rent Relief Program has closed to accepting new applications. She advised 137 households were awarded assistance, the funds were paid directly to landlords for rent/back rent. Ms. Kuna noted she met with Perry County Housing staff and will be meeting with Perry County Commissioners to reestablish relationship and provide program updates. She advised she met with MH.IDD Administrator and Mental Health Director for Cumberland County. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting the total units leased is 1,274, units leased has increased by 13, and there were 7 terminations. Ms. Kuna presented the Homeless and Special Needs Housing Report noting the Permanent Supportive Housing Program has a total of 24 vouchers allocated, 27 vouchers provided. She noted the 3 vacancies at the New Visions SRO Program. Ms. Martin presented the Housing Management Report noting 2 vacancies at Public Family Housing, new lease-ups

are being processed. She noted approximately 75% of the uncollected rents have now been collected. She advised there are 11 participants currently enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

Committee Reports – None

Board Action

PA0812L3T091802 Closeout Certification (Rapid Rehousing Cumberland Perry Lebanon) – On a Bishop/Palmer motion the board approved the Closeout Certification as presented. Motion carried.

HVAC Unit – 114 N. Hanover Office server room – On a Martin/Kelly motion the board approved the Installation of the HVAC unit at 114 N. Hanover St. Office server room through Tuckey Mechanical Services in the amount of \$3,199.00. Motion carried.

Rubber Roof Replacement – 114 N. Hanover St. – On a Bishop/Palmer motion the board approved the installation of a new rubber roof at 114 N. Hanover St. through R&R Roofing in the amount of \$15,258.00. Motion carried.

General Discussion –

Ms. Martin advised there are no Public Housing Write-Offs for this quarter.

Ms. Keeseman advised the Code of Conducts will be mailed, please complete and return.

Adjournment of Housing Authority at 12:25 by a motion from Martin/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: January 21, 2021

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 17, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:26 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Cindy Martin, Chad Stauffer and Amber Keeseman.

Public Comment – None

Minutes – Motion by Mowery/Kelly to approve the November 19, 2020 meeting minutes noting the correction made from Chairman Fenton to Chairman Martin; Chairman Fenton noted that the Board met in Executive Session for the purpose of discussing potential litigation on 11/9/20 for approximately 30 minutes. No action was taken by the Board during the Executive Session. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the funding received from 2020 County CDBG is for support services provided at some Cumberland Senior Housing Associates properties as well as Cumberland Perry Housing Initiatives properties. She noted the payment to Infradapt is for technology consulting. Ms. Bower advised the payment to The Gulotta Group, LLC was for the consulting services during the Executive Director hiring process. On a Fenton/Bishop motion the List of Expenditures for October 2020 was approved.

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

Management Reports – Ms. Kuna presented the Executive Director's Report noting we will be expanding activities with the Blighted Property Board. She advised Monarch Development will be transitioning the management of Shepherd's Crossing in February 2021 to their management firm; we will continue future housing development efforts with Monarch. Ms. Kuna advised she met with members of the Real Estate Association as well as the Tenant Landlord Association regarding future housing and redevelopment needs. Ms. Kuna presented the Community Development Report noting staff has sent applications to municipalities and non-profit organizations for Phase II CDBG CV Funding, applications are due on January 15, 2021. She noted staff is conducting the underwriting of the Smith Farm; housing development activity being undertaken by Safe Harbour, LLC. Ms. Kuna noted the home buyer projects in Carlisle, West Fairview, Newville and Lemoyne. Ms. Kuna presented the Downtown Program Services Manager Report noting the settlement of CDBG loan with Dough & Arrows gourmet ice cream in the Carlisle Borough. She advised Ms. Yearick has been meeting with borough businesses discussing financing options. Ms. Kuna noted the construction projects in Lemoyne, the grant project in Mechanicsburg and the street improvements in Mt. Holly Springs. Ms. Kuna presented the Homeless and Special Needs Housing Report noting the programs are in high demand and Ms. Yoder is working to expand some of the programs. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting the Tax Credit property vacancies as reported and the processing of new applications. She advised there are 6 vacancies at One West Penn; applications are being processed.

Committee Reports – None

Board Action

HVAC Unit – 114 N. Hanover Office server room – On a Mowery/Bishop motion the board approved the Installation of the HVAC unit at 114 N. Hanover St. Office server room through Tuckey Mechanical Services in the amount of \$3,199.00. Motion carried.

Rubber Roof Replacement – 114 N. Hanover St. – On a Fenton/Kelly motion the board approved the installation of a new rubber roof at 114 N. Hanover St. through R&R Roofing in the amount of \$15,258.00. Motion carried.

Renewal of Management Agreements – On a Fenton/Kelly motion the board approved the Renewal of Management Agreements as presented. Motion carried.

Review & Approval – Contract for Professional Services by and between the Redevelopment Authority & Housing Alliance of Pennsylvania – On a Bishop/Fenton the board approved and authorized the Executive Director to execute and enter the contract as presented. Motion carried.

General Discussion –

Mr. Martin advised the Code of Conducts will be mailed.

Adjournment of Redevelopment Authority at 12:48 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: January 21, 2021