

**MINUTES  
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND**

**Meeting:** January 21, 2021 – 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, Commissioner DiFilippo, Solicitor Tricia Naylor, Jamie Keener, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chad Stauffer, Rebecca Yearick and Amber Keeseman.

**Public Comment – None**

**Minutes – Motion by Palmer/Kelly to approve the December 17, 2020 meeting minutes. Motion carried.**

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the housing assistance payments. She advised of the Capital Fund expenditures as well as the Admin fees that were paid from the current year Capital Fund. Ms. Bower noted the payments received from the Housing Authority were from the CARES Rent Relief Program. She advised the payment to Huntingdon National Bank is for the monthly lease payment for the energy improvements equipment; previously paid to PNC Equipment Finance. On a Martin/Palmer motion the List of Expenditures for November 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 November 30, 2020 noting all are routine. Ms. Bower advised Public Family Housing is under budget due to the administrative expenses being under budget. She noted the admin fees that were collected for managing the MH.IDD annual contract. Ms. Bower advised of the property management fees for Tax Credit and Federal Senior Housing Program. She noted the admin fund is under budget on salaries and wages due to staff vacancies, applicable taxes, and health insurance less than budgeted amount. Ms. Bower advised the office supplies is over budget due to remote working. She noted maintenance wages include budgeted overtime for snow removal. Ms. Bower advised we have expended all of the CARES funding that was provided to Public Family Housing.

**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 Mark Bauman has resigned as HR Manager, we are currently searching to fill the vacancy and HR team has a number of potential candidates. She advised of her meeting with the Perry County Commissioners was to explain more about CCHRA and our management of their voucher program. Ms. Kuna discussed the upcoming Emergency Rental Assistance Program that we will be administering for the County from the Treasury Department. She noted we hosted a webinar to dispel the myths of accepting vouchers as a landlord; Becky Shull, Jillian Yoder and Maureen Mahr Nations did a fantastic job and we received great feedback. Ms. Kuna advised of the discussions with Carlisle Action Network (CAN) regarding COVID vaccine distribution and education. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting there are a few terminations; 15 new leases and total units leased is 1,274. She advised there was 1 individual that has completed the FSS Program and they have received their escrow account. Ms. Shull presented the Homeownership Report noting there is continued interest in the Program and information packets have been mailed. Ms. Yoder presented the

Homeless and Special Needs Housing Report advising the Forensic Program expired on December 31, 2020; this program ran for approximately 2 ½ years and assisted 11 households. Ms. Kuna presented the Housing Management Report noting 4 vacancies at Public Family Housing and 0 vacancies at Public Senior Housing. She noted wait list of 782 at Public Family and 293 at Public Senior. Ms. Kuna advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

**Board Action**

**Flat Rents – PFH/PSH** – On a Martin/Kelly motion the board approved the Flat Rents for PFH/PSH as presented effective May 1, 2021. Motion carried.

**114 N. Hanover Personal Stair Lift** – On a Palmer/Martin motion the board approved the Installation of the Personal Stair Lift at 114 N. Hanover St. Office through Butler Dynamic, LLC in the amount of \$5,395.00. Motion carried.

**114 N. Hanover St. Installation of four Handicap Door Openers** – On a Palmer/Martin motion the board approved the installation of four Handicap Door Openers at 114 N. Hanover St. through Susquehanna Door Service in the amount of \$9,235.00. Motion carried.

**Public Policy Agenda 2021** – On a Martin/Bishop motion the board approved the Public Policy Agenda as presented. Motion carried.

**Lease Agreement – garage space located behind 114 N. Hanover St. between the Authorities and Serve the City** – On a Palmer/Kelly motion the board approved the garage space lease agreement between the Authorities and Serve the City as presented. Motion carried.

**Approval of Merakey Lease Extension** – On a Martin/Bishop motion the board approved the Merakey Lease Extension as presented. Motion carried.

**Supplemental Board Action**

**PA0647L3T091806 – Closeout Certification (Shelter Plus Care Chronic)** – On a Palmer/Kelly motion the board approved the Shelter Plus Care Chronic Closeout Certification as presented. Motion carried.

**Citrus Grove Senior Living Letter of Support – Approval/Execution** – On a Bishop/Kelly motion the board approved the Letter of Support and authorized the Executive Director to execute. Motion carried.

**Approval of Merakey Lease Extension** – On a Martin/Bishop motion the board authorized the Executive Director to execute the Merakey Lease Extension. Motion carried.

**Lease Agreement – garage space located behind 114 N. Hanover St. between the Authorities and Serve the City** – On a Bishop/Martin motion the board authorized the Executive Director to execute the garage space lease agreement between the Authorities and Serve the City as presented. Motion carried.

**General Discussion** – None.

Adjournment of Housing Authority at 12:31 by a motion from Palmer/Kelly. Motion carried.  
Respectfully submitted,

Amber Keeseman – Administrative Assistant

Next Meeting: February 18, 2021

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

**Meeting:** January 21, 2021 – Teleconference (717) 245-9715, PIN 198  
Called To Order by Chairman Martin at 12:32 PM.

**Attending:** Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFillippo, Solicitor Tricia Naylor, Jamie Keener, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chad Stauffer, Rebecca Yearick and Amber Keeseman.

Chairman Martin noted that the Board met in Executive Session for the purpose of discussing personnel matters on 1/21/21 for approximately 10 minutes. No action was taken by the Board during the Executive Session.

**Public Comment – None**

**Minutes – Motion by Fenton/Bishop to approve the December 17, 2020 meeting minutes. Motion carried.**

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the purchase of Employee gift cards. She advised of the payment to the ESG 2020 Program. Ms. Bower noted we had 1 closing funded from the Down Payment/Closing Cost Assistance Program. She advised of the CDBG Owner Occupied activities. Ms. Bower noted the largest expenditure is related to payroll, applicable taxes, retirement and health insurance. On a Fenton/Kelly motion the List of Expenditures for November 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 with the help of Kirk Stoner and Jamie Keener we held a Bight Update for municipalities. She advised that we are working with Monarch Development's management firm to transition management of Shepherd's Crossing. Ms. Kuna noted her discussion with Penn State for Interns. She advised Enola Commons is for sale and we have met with a representative and potential buyers. 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 have been received and are being reviewed. She advised staff is preparing a Substantial Amendment to the CDBG and HOME Program. Ms. Kuna noted staff is conducting the underwriting of the Smith Farm. She advised the CAPER will be submitted to Borough Council for approval. Ms. Kuna noted TCHDC is in the process of securing a contractor to construct 2 affordable units at 157-159 E. South St. Ms. Yearick presented the Downtown Program Services Manager Report noting the opening of Chef de Crepe and Dalicia Ristorante & Bakery. She advised the upper pavilion at Negley Park has been replaced. Ms. Yoder advised the Homeless and Special Needs Housing Report is the same as previously presented. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report providing updates with the unit vacancies and advised applications are being processed.

### Board Action

**114 N. Hanover Personal Stair Lift** – On a Fenton/Bishop motion the board approved the Installation of the Personal Stair Lift at 114 N. Hanover St. Office through Butler Dynamic, LLC in the amount of \$5,395.00. Motion carried.

**114 N. Hanover St. Installation of four Handicap Door Openers** – On a Fenton/Kelly motion the board approved the installation of four Handicap Door Openers at 114 N. Hanover St. through Susquehanna Door Service in the amount of \$9,235.00. Motion carried.

**Public Policy Agenda 2021** – On a Fenton/Bishop motion the board approved the Public Policy Agenda as presented. Motion carried.

**Lease Agreement – garage space located behind 114 N. Hanover St. between the Authorities and Serve the City** – On a Mowery/Kelly motion the board approved the garage space lease agreement between the Authorities and Serve the City as presented and authorized the Executive Director to execute the lease agreement. Motion carried.

**Approval of Merakey Lease Extension** – On a Fenton/Mowery motion the board approved the Merakey Lease Extension as presented and authorized the Executive Director to execute the lease extension. Motion carried.

### Supplemental Board Action

**Citrus Grove Senior Living Letter of Support – Approval/Execution** – On a Fenton/Kelly motion the board approved the Letter of Support and authorized the Executive Director to execute the letter of support. Motion carried.

**Approval of Revised Organizational Chart** – On a Fenton/Kelly motion the board approved the Revised Organizational Chart as presented. Motion carried.

**General Discussion** – None.

Adjournment of Redevelopment Authority at 12:49 PM by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: February 18, 2021

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

**Meeting:** January 14, 2021 – Teleconference (717) 245-9715, PIN 198  
Called To Order by Chairman Martin at 11:00 AM.

**Attending:** Roland Fenton, Lou Martin, Deb Kelly, Mark Bishop, Solicitor Tricia Naylor, Peg Bower,  
Mary Kuna, Chris Rafferty and Amber Keeseman.

**Public Comment – None**

**Board Action**

**Appraiser and Review Appraiser Services – Blighted Property – 120-124 S. Front St. Wormleysburg, Pa.**  
On a Kelly/Bishop motion the board awarded the appraisal services to William A. Bigham, Inc. in the amount of \$3,000.00. On a Fenton/Bishop motion the board awarded the review appraiser services to RSR Appraisers and Analysts in the amount of \$1,000.00. Motion carried.

Adjournment of Redevelopment Authority at 11:07 AM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: January 21, 2021