

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 16, 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, Mark Bishop, Deb Kelly, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Amber Keeseman and JoAnne Burkholder.

Public Comment – None

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

List of Expenditures – Ms. Bower presented the List of Expenditures noting all are routine. She noted the landlord payments for the Homeless and Special Needs grants. Ms. Bower advised of the rehab expenses associated with 149 N. Pitt St.; this property is a First-Time Homebuyer project. She noted the payments to F&M Trust are for tenants who are participating in the Family Self Sufficiency program. Ms. Bower advised of the payments to Brad Willis for carpeting, Gleim's painting and Gantt Services performs HVAC services. On a Martin/Palmer motion the List of Expenditures for February 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 February 29, 2020 noting all are routine. She advised Public Family Housing is under budget due to administrative and overhead expenses are under budget. Ms. Bower noted the Admin fees for the Homeless program are being drawn on a monthly basis as well as the Property Management fee for Tax Credit properties and One West Penn. She advised we are under budget due to salary and wages due to staff vacancies and maintenance wages due to the weather.

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 and staff is working remotely as much as possible. Mr. Whelan noted the most significant challenge is with the construction/maintenance staff who are considered essential workers. He anticipates continued disruption at least through the end of May and possibly into June. Mr. Whelan noted the construction on The Flats at Factory Square has been halted due to COVID-19. He noted work has been completed on 2020 ESG grant submission. Mr. Whelan advised we have submitted the grant proposal for the Parent Pathways program. He noted we have submitted our 5 year Public Housing Capital Fund plan and the 2020 Capital Fund plan. Mr. Whelan noted we have received informal notice on the award of COVID-19 CDBG funds for Cumberland County and Carlisle Borough to address the virus response and recovery needs. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 4 new leases. He advised we are still accepting and processing applications, however; there are difficulties with the leasing procedure due to COVID-19. Mr. Whelan presented the Section 8 Homeownership Report noting 2 people are interested in the program. Mr. Whelan presented the Homeless and Special Needs Housing Report noting the difficulties regarding lease ups due to COVID-19.

He advised we continue to accept and process applications. Mr. Whelan presented the Housing Management Report noting limited vacancies at Public Family Housing and Public Senior Housing.

Committee Reports – None

Board Action

Insurance Proposal – On a Bishop/Palmer motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE for 2020-2021 as quoted without terrorism coverage. Motion carried.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Ms. Burkholder notified the Board that she does not agree with how tenants are being notified of changes, specifically housing inspections. Ms. Burkholder stated she felt pressured to do the inspection over the phone, and does not feel this is appropriate as it could have been a scam call. In the future she requests to receive notification and appropriate documentation noting the changes to procedure.

Mr. Whelan advised during this difficult time of COVID-19 we are working to have necessary work completed. He noted the information has been posted on our website.

Chairman Fenton would like to extend his appreciation to all of the RA staff for the very excellent and difficult work they are undertaking to get us through this difficult time.

Adjournment at 12:32 by a motion from Kelly/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: May 21, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 16, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:33 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Mark Bishop, Deb Kelly, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Amber Keeseman and JoAnne Burkholder.

Public Comment – None

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

List of Expenditures – Ms. Bower presented the List of Expenditures noting the settlements for the Affordable Housing Trust Fund program for down payment and closing cost assistance. She advised of the activities for Carlisle and County CDBG programs. On a Bishop/Kelly motion the List of Expenditures for February 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 – Mr. Whelan advised the Executive Director's Report is the same as previously presented. Mr. Whelan presented the Community Development Report noting many disruptions due to COVID-19, most staff are working remotely. Mr. Whelan noted staff is working on the Environmental Review for 157-159 E. South St. Mr. Whelan presented the Downtown Program Services Manager Report noting all work is being done remotely for Carlisle, Lemoyne, Mechanicsburg and Mt. Holly Springs. 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 vacancies at East Gate and Roundhouse View. He anticipates leasing difficulties due to COVID-19. Mr. Whelan advised that a commercial tenant is experiencing difficulties paying rent. He noted we are helping with accessing governmental assistance during this difficult time.

Committee Reports – None

Board Action

Insurance Proposal – On a Fenton/Kelly motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE for 2020-2021 as quoted without terrorism coverage. Motion carried.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Ms. Burkholder requested that board meetings and agendas be placed on the website for ease of public access. She requested the board

meetings to be recorded and available on the website.

Chairman Martin would like to extend his appreciation to all of the RA staff for the very excellent and difficult work they are undertaking to get us through this difficult time.

Adjournment at 12:41 PM by a motion from Bishop/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: May 21, 2020