

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

**Meeting:** February 21, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa  
Called To Order by Chairman Fenton at 12:04 PM

**Attending:** Roland Fenton, Mark Bishop, Deb Kelly, Ginny Mowery, Penny Palmer, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Rebecca Yearick, Kate Molinaro, Karen Michael and Amber Keeseman.

**Minutes** – Motion by Kelly/Palmer to approve the January 17, 2019 meeting minutes. Motion carried.

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments for many of the Homeless and Special Needs Grants. She advised of the payment to All Pro Trailer for the purchase of a new snow plow. Ms. Bower noted the payment to Bradley Willis for flooring replacement. She advised of the payment to Cincinnati Insurance Company for the Sadler Condo unit. On a Bishop/Palmer motion; the List of Expenditures for December 2018 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 December 31, 2018. She noted in regard to the Public Family Housing operating budget we are not utilizing as many Admin fees as planned to avoid overdrawing federal funds. Ms. Bower advised of the monthly administrative fees for the Homeless and Special Needs Programs. She advised we are under budget on repairs and contracts mostly due to the Infradapt contract. Ms. Bower noted the budget will be amended when the Infradapt contract is finalized. She advised there was maintenance overtime due to snow removal.

**Management Reports** – Mr. Whelan presented the Executive Director's Report noting the recent media coverage regarding homelessness and the government shutdown. He noted the Public Housing operating fund will increase to a 96% proration, the Public Housing Capital Fund has increased nationwide, Housing Voucher Program has increased to a 99% proration, and Admin fees will increase to 82-83% proration. Mr. Whelan noted that we receive Community Development Block Grant funds for the County and Carlisle. He noted the Townhomes at Factory Square are expected to be fully leased by the end of February. Mr. Whelan advised we continue working to fill staff vacancies. He noted that Ms. Naylor is reviewing newly received information regarding the Infradapt contract. Mr. Whelan advised the 2 year lease renewal with Merakey is effective July 1, 2019. He noted we are working on renewing our lease with the Borough of Carlisle for the office used by our Downtown Program Services Manager. Mr. Whelan advised we are working with a Dickinson College class to conduct an assessment of the One West Penn residents. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting they are continuing to lease. He advised there are 8 additional leases. Ms. Molinaro presented the Homeless and Special Needs Housing Report noting they are continuing to pull for new leases. Ms. Molinaro advised the Safe Harbour Supportive Housing program was funded for the 2018 renewal cycle as a consolidated grant with West Shore SHP I and II program. She noted the Shelter Plus Care Non-Chronic Program and Perry Permanent SHP were not funded. Ms. Michael presented the Housing Management Report noting there are currently 8 vacancies with good wait lists. She advised they are having some difficulty filling the vacancies due to the applicants waiting for other programs.

**Committee Reports** – None

**Board Action**

**Flat Rents – PFH/PSH** – On a Bishop/Kelly motion the board approved the Flat Rents for PFH and PSH as presented. Ms. Michael advised there is no increase or decrease for 2019. Motion carried.

**PA0443L3T091604 Closeout Certification (West Shore SHP II)** – On a Kelly/Palmer motion the board approved the Closeout Certification as presented. Motion carried.

**PA0647L3T091604 Closeout Certification (Shelter Plus Care Chronic)** – On a Bishop/Palmer motion the board approved the Closeout Certification as presented. Motion carried.

**CoC Master Scope of Work** – On a Kelly/Bishop motion the board authorized the Executive Director to execute the CoC Master Scope of Work as discussed. Motion carried.

**General Discussion** – None

Adjournment at 12:26 PM by a motion from Palmer/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: March 21, 2019

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

**Meeting:** February 21, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa  
Called To Order by Vice Chairman Fenton at 12:47 PM.

**Attending:** Roland Fenton, Mark Bishop, Deb Kelly, Ginny Mowery, Penny Palmer, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Rebecca Yearick, Kate Molinaro, Rebecca Yearick and Amber Keeseman.

**Minutes** – Motion by Kelly/Bishop to approve the January 17, 2019 meeting minutes. Motion carried.

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the owner occupied rehab jobs. She noted the rental assistance from the ESG 2017 grant. On a Mowery/Bishop motion the List of Expenditures for December 2018 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. Ms. Molinaro presented the Community Development Report. She encouraged the board members to attend the Housing Summit on March 8<sup>th</sup>, 2019 at Dickinson. Ms. Yearick presented the Downtown Program Services Manager Report noting the potential for a 7-Eleven to open in Lemoyne. Ms. Molinaro noted nothing additional to add to the Homeless and Special Needs Housing Report. Mr. Whelan presented the Tax Credit/Federal Senior Housing Management Report noting the vacancies and advised we are working to lease up as quickly as possible. He noted that One West Penn currently has 3 vacancies.


**Committee Reports** – None

**Board Action**

**AHTF Release of Lien – 838 Erford Road** – On a Bishop/Kelly motion the board approved the AHTF Release of Lien as presented. Motion carried.

**Subrecipient Agreements ESG** – On a Mowery/Kelly motion the board authorized the Executive Director to enter into Subrecipient Agreements ESG subject to Solicitor approval. Motion carried.

**Bid Tab**

Contract	Contractor	Amount	Homeowner	1 <sup>st</sup>	2 <sup>nd</sup>
CW-303	Go Time Home Repair LLC	\$10,375.00		Bishop	Kelly

**Approval of Downtown Agreements** – On a Kelly/Mowery motion the board approved the Downtown agreements with Mechanicsburg, Mt. Holly Springs and Lemoyne. Motion carried.

**ISRP C000064789 Amendment** – On a Mowery/Bishop motion the board approved the amendment as presented. Motion carried.

**General Discussion – None**

**Public Comment – None**

Recess to Executive Session at 12:59 PM.

Reconvened at 1:35PM.

**Organizational Chart** – On a Bishop/Kelly motion the board approved a modified organizational chart as discussed in Executive Session. Motion carried.

Adjournment at 1:36PM by a motion from Kelly/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant

Next Meeting: March 21, 2019