

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 16, 2020 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 11:59AM

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

Chairman Fenton introduced and welcomed Commissioner DiFilippo.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Ms. Burkholder requested that the remaining documents of the board packet be made available to the public so the public can review and comment on the materials.

Minutes – Motion by Kelly/Bishop to approve the December 19, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments and Admin fees for the Homeless and Special Needs Continuum of Care Grants. She advised of the Capital Funds disbursements for improvements to the Public Housing units. Ms. Bower advised the Public Family Housing expenditures are routine. She noted the payment to BESCO Service Company Inc for service on the compactor at Two West Penn. Ms. Bower advised of the payment to Selective from Building Fund for an insurance premium. She noted half of the payment will be reimbursed from Sadler for the portion of the building that is owned by them. On a Bishop/Kelly motion the List of Expenditures for November 2019 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, 2019. She advised of the Admin Fees in the Section 8 and Public Housing Program. Ms. Bower noted the Homeless Program Admin Fees that were drawn for staff time. She advised of the fees paid to The Redevelopment Authority for property management. Ms. Bower advised we are under budget on wages and health and other insurance, while legal fees are over budget. She noted overtime pay for the Maintenance Department is built into the budget. Ms. Bower noted the Public Family Housing staff is doing a great job at keeping units leased. She advised Public Family Housing Maintenance Department is slightly over budget due to fall projects.

Management Reports – Mr. Whelan presented the Executive Directors Report noting we are moving forward with the integration of the new software and hardware system. He advised of three vacant staff positions. Mr. Whelan noted we completed the HUD consultation on 12/18/19 relating to CDBG. He advised that we have received notice of a \$50,000 grant from HUD for the Family Self Sufficiency Program; Mr. Whelan would like to credit Ms. Shull for submitting a successful grant application. Mr. Whelan advised we submitted a grant application to HUD to support the Supportive Services position at One West Penn. He noted the Point In Time survey will be on January 22, 2020 and January 23, 2020.

Mr. Whelan advised that Tier I applications for the 2019 Continuum of Care applications were approved and will be funded. He noted there will be an Intern from Messiah College starting in February in the Homeless and Special Needs Department. Mr. Whelan advised our current Three-Year Strategic Plan runs through June 30, 2020; we will be working to update and revise the plan for presentation at the June 2020 Board Meeting. He noted that we are experiencing sewer related problems at Public Family Housing and at One West Penn. Mr. Whelan advised we have received approval from DCED for the HOME Agreement modification for 157-159 E. South St. in Carlisle. He noted that work is progressing on 149 N. Pitt St. to remove lead and asbestos hazards; when work is complete the property will be sold to a first time home buyer. Mr. Whelan advised that HOPE Station accepted and executed the License Agreement renewal for 2020. He noted the Carlisle Borough has offered to renew the lease for office space used by our Downtown Services Coordinator in the Borough Hall. Mr. Whelan advised the Authorities are receiving an award from the United Way of Carlisle and Cumberland County for a Top Special Event Award and would like to recognize Amber Keeseman's work in leading our United Way campaign. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting an increase in 5 leases. He advised the wait list is approximately 18 months long. Mr. Whelan presented the Section 8 Homeownership Report noting one person showed interest in the program. Mr. Whelan presented the Homeless and Special Needs Housing Report noting a few vacancies. Mr. Whelan presented the Housing Management Report noting there are three vacancies at Public Family Housing as well as two vacancies at Public Senior Housing.

Committee Reports – None

Board Action

Public Policy Agenda Adoption – On a Bishop/Kelly motion the board approved the Public Policy Agenda Adoption as presented. Motion carried.

Flat Rents – PFH/PSH – On a Kelly/Bishop motion the board approved the Flat Rents for PFH/PSH as presented effective May 1, 2020. Motion carried.

Authorization to Approve Preparing a Lease for Cyberspace with Hope Station – On a Bishop/Kelly motion the board approved the leasing of the Cyberspace property to Hope Station for one year w/automatic monthly renewals to operate a community center and to authorize the Executive Director to execute the Lease Agreement, subject to the Solicitor's satisfactory review and approval of the Lease Agreement.

PA0812L3T091701 Closeout Certification (Rapid Rehousing Cumberland Perry Lebanon) – On a Bishop/Kelly motion the board approved the Rapid Rehousing Cumberland Perry Lebanon Closeout Certification as presented. Motion carried.

General Discussion –

Mr. Whelan asked the Board Members to complete the annual State Ethics Commission Form and return by the February 2020 Board Meeting.

Mr. Whelan advised the Code of Conduct form has been completed by staff and reviewed by the Executive Director; all is in good order.

Public Comment – None

Adjournment at 12:31 by a motion from Kelly/Bishop Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: February 20, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 16, 2020 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Vice-Chairman Fenton at 12:45 PM.

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

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Ms. Burkholder requested that the remaining documents of the board packet be made available to the public so the public can review and comment on the materials.

Minutes – Motion by Mowery/Kelly to approve the November 19, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting a large portion of the AHTF budget funds the Down Payment and Closing Cost Assistance Program; five settlements in the month of November were provided assistance. She advised of the 2018 ESG grant disbursements made to Carlisle CARES for case management and also for essential services. On a Bishop/Kelly motion the List of Expenditures for November 2019 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 noting we have received the new truck for the Tax Credit division. Mr. Whelan presented the Community Development Report noting staff participated in a conference call with HUD regarding the timely expenditure of CDBG funds. He advised that staff continues to work on HOME projects in Newville and Lemoyne. He noted we have received the grant modification for 157-159 E. South St., the project goal is to acquire the property, construct new housing and sell to first-time home buyers. Mr. Whelan presented the Downtown Program Services Manager Report noting various activities in Lemoyne, Mechanicsburg and Mt. Holly. 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 the unusual amount of vacancies at East Gate and Enola Commons, staff are working diligently to lease the units. He advised all the commercial properties are occupied. Mr. Whelan noted there are only two vacancies at One West Penn.

Committee Reports – None

Board Action

Public Policy Agenda Adoption – On a Bishop/Kelly motion the board approved the Public Policy Agenda Adoption as discussed. Motion carried.

Bid Tab

Contract	Contractor	Amount	Homeowner	1st	2nd
CW-304	Harvey Landis	\$16,590.00	[REDACTED]	Mowery	Kelly

Public Comment – None

Adjournment at 12:58 PM by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: February 20, 2020