

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 20, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:01 PM

Attending: Roland Fenton, Penny Palmer, Deb Kelly, Ginny Mowery, Mark Bishop, Tim Whelan, Peg Bower, Dan Richardson, Karen Michael, Les Jumper and JoAnne Burkholder.

Minutes – Motion by Kelly/Bishop to approve the May 16, 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. Ms. Bower advised the Continuum of Care Grants are consolidating into one. She noted the Capital Fund expenditures. On a Bishop/Kelly motion; the List of Expenditures for April 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 April 30, 2019. She advised we have drawn several Administrative Fees from the grants. Ms. Bower noted MH/IDD contract is under budget due to drawing funds two months at a time. She advised the current MH/IDD contract expires June 30th, 2019; a renewal has been submitted. Ms. Bower noted the income statement is under budget due to staff vacancies, health and other insurance and repairs and contracts.

Management Reports – Mr. Whelan presented the Executive Director's Report noting the management information systems contract has been finalized. He advised that Dan Robinson is continuing the work on the development of the new Five-Year Consolidated Plan. Mr. Whelan noted we are working to finalize the CBDG and HOME Annual Plans for both Cumberland County and the Carlisle Borough. He advised there are currently two positions vacant, the Special Needs Housing Case Manager position has been filled. Mr. Whelan noted there have been several developments on the Carlisle Veterans Housing Project. He advised Hampden Township has voted to "opt-in" to the Urban County designation with HUD. Mr. Whelan noted we have submitted a proposal to EPA for another Environmental Workforce Development and Job Training Grant. He advised that we continue new staff orientation and training. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting they continue to pull from waiting list and new lease ups. Mr. Whelan presented the Homeless and Special Needs Housing Report noting New Visions Single Room Occupancy has 4 vacancies. Ms. Michael presented the Housing Management Report noting Public Family has four (4) vacancies and Public Senior has two (2) vacancies. Staff is working diligently to fill the vacant units.

Committee Reports – None

Board Action

Approval of 2019 Capital Fund Five Year Plan – On a Palmer/Bishop motion the board approved the 2019 Capital Fund Five Year Plan as presented. Motion carried.

D&O Public Official and Employment Practices Liability Insurance – On a Kelly/Bishop motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2019-2020. Motion carried.

Approval of HARIE Safety Grant Application Submission – On a Bishop/Kelly motion the board approved the submission of the HARIE Safety Grant Application. Motion carried.

Public Housing Write-Offs – On a Bishop/Palmer motion the board approved the Public Housing Write-Offs as presented. Motion carried.

General Discussion – Mr. Whelan advised the board that Penny Palmer has be reappointed to serve on the Cumberland County Housing Authority Board for a term of five (5) years.

Public Comment – None

Recess for Executive Session at 12:28 PM.

Reconvened at 2:15 PM.

Review and Approval of Building Budget – On a Palmer/Bishop motion, the board approved the Building Budget for 2019-2020 as presented. Motion carried.

Review and Approval of Admin Budget – On a Palmer/Bishop motion, the board approved the Administrative Budget for 2019-2020 as presented. Motion carried.

Adjournment at 2:18 PM by a motion from Mowery/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: July 18, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 20, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Vice Chairman Fenton at 12:45 PM.

Attending: Roland Fenton, Penny Palmer, Deb Kelly, Ginny Mowery, Mark Bishop, Tim Whelan, Peg Bower, Dan Richardson, Karen Michael, Les Jumper and JoAnne Burkholder.

Minutes – Motion by Mowery/Kelly to approve the May 16, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the disbursements from the Carlisle CDBG program. She advised the ESG grant is a monthly grant for the homeless and special needs program. Ms. Bower noted the payments to M&L for tax credit compliance training. On a Bishop/Mowery motion the List of Expenditures for April 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 is the same as previously presented. Mr. Robinson presented the Community Development Report noting that staff continues to work through several referrals in Lower Allen and North Middleton Townships. He advised a Habitat for Humanity home has been sold and the proceeds will go back into the program. Mr. Whelan presented the Downtown Program Services Manager Report noting that Safe Harbour did not approve the five-year lease with The Vegetable Hunter due to costly improvements. He noted the new Arthur Murray Dance Studio is now open at its new location in Lemoyne. Mr. Whelan advised that the Cristiano Winery will not be opening a retail shop/tasting room. Mr. Whelan presented 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 amount of vacancies at Enola Commons and East Gate is largely due to tenants entering into nursing home facilities.

Committee Reports – None

Board Action

D&O Public Official and Employment Practices Liability Insurance – On a Mowery/Bishop motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2019-2020. Motion carried.

Management Information System Contract – On a Kelly/Mowery motion the board approved the 48 month Management Information System Contract with Infradapt as discussed. Motion carried.

General Discussion – None

Public Comment – Ms. Burkholder asked for table top name tags to be present during the board meetings as well as staff email addresses be available on the CCHRA website. Ms. Burkholder also requested a survey be done pertaining to how much time that tenants have to respond/return Authority requests for information regarding their housing assistance from different housing authorities across the state. Mr. Fenton noted that it may not be appropriate for the board of directors to be on the CCHRA website, and noted that we will provide name tags as requested.

Recessed for Executive Session at 1:02 PM

Reconvened at 2:15 PM.

Effective date for pay increases – On a Bishop/Kelly motion, the board approved the effective date for pay increases to be June 23, 2019. Motion carried.

Review and Approval of Building Budget – On a Mowery/Kelly motion, the board approved the Building Budget for 2019-2020 as presented. Motion carried.

Review and Approval of Admin Budget – On a Mowery/Kelly motion, the board approved the Administrative Budget for 2019-2020 as presented. Motion carried.

Adjournment at 2:18 PM by a motion from Mowery/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: July 18, 2019