

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

Meeting: May 16, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:02 PM

Attending: Roland Fenton, Penny Palmer, Deb Kelly, Ginny Mowery, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Dan Richardson, Les Jumper, Rebecca Yearick and Amber Keeseaman.

Minutes – Motion by Palmer/Kelly to approve the April 18, 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 noted the Permanent Supportive Housing Consolidated was previously the Safe Harbour Supportive Housing Program; HUD is working on consolidating some of the SHP programs. Ms. Bower advised of the payments to Orkin was for preventative maintenance for the months of February and March. She noted the payment to Nolt's Engine Service was for the purchase of a lawn mower. On a Kelly/Palmer motion; the List of Expenditures for March 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 February 28, 2019. She advised we have not drawn down the full amount of the Admin fees due to vacancies, benefits being lower than originally budgeted. Ms. Bower noted we are under budget due to staff vacancies, health insurance lower than budgeted amount and repairs and contracts are lower. She noted the admin budget will be presented during the June CCHRA meeting.

Management Reports – Mr. Whelan presented the Executive Director's Report noting that we continue the work to finalize the management information systems contract. He advised that we continue our work on the development of the new Five-Year Consolidated Plan. Mr. Whelan noted we have one vacant position for the Tax Credit Resident Manager as well as a vacant position in the Homeless & Special Needs Department. He advised the LHOT Manager Position has been filled. Mr. Whelan advised that we are serving as a Sub-Developer on the Carlisle Veterans housing project; he noted the possibility of settlement in June. He advised we have begun the process for requalifying Cumberland County as an Urban County with HUD. Mr. Whelan noted we have begun work on two significant grant/contract renewals and the County MH/IDD proposal has been submitted. He advised that we are working on a proposal to EPA for another Environmental Workforce Development and Job Training Grant; this will be a joint proposal with the Harrisburg Housing Authority. Mr. Whelan advised that in cooperation with CAEDC and Cumberland County Planning Department, we are exploring submitting a Wells Fargo Community Development grant proposal with an emphasis on West Fairview Village. He noted we have hired very good candidates for the vacant staff positions. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting they are continuing to lease; they have added 12 new leases. Mr. Whelan presented the Homeless and Special Needs Housing Report noting New Visions Single Room Occupancy has 4 vacancies. He advised the Forensic Program is doing well. Mr. Whelan presented the Housing Management Report noting a few vacancies in Public Family Housing.

Committee Reports – None

Board Action

Approval of Housing Authority Audit – On a Palmer/Kelly motion the board approved the audit as presented. Motion carried.

Approval of Public Housing Budget – On a Kelly/Palmer motion the board approved the Public Housing Budget as presented. Motion carried.

Budget Renovations & Roofing, INC. – change order 1300 Block Grandview Ct. – On a Kelly/Palmer motion the board approved the change order as presented. Motion carried.

General Discussion – None

Recess for Executive Session at 12:35 PM.

Reconvened at 1:50 PM.

Adjournment at 1:50 PM by a motion from Kelly/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: June 20, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 16, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 12:53 PM.

Attending: Roland Fenton, Penny Palmer, Deb Kelly, Ginny Mowery, Commissioner Hertzler,
Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Dan Richardson, Les Jumper, Rebecca
Yearick and Amber Keeseman.

Minutes – Motion by Mowery/Kelly to approve the April 18, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the down payment & closing costs assistance. She noted the disbursements for Carlisle CDBG Entitlement. Ms. Bower advised that due to funds not yet being received from HUD, unrestricted funds were advanced to Rapid Rehousing II, Permanent Supportive Housing Consolidated Grant and Shelter plus Care Non-Chronic for renewal grants. She noted the admin fund expenditures are routine. On a Kelly/Mowery motion the List of Expenditures for March 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. Ms. Yearick presented the Downtown Program Services Manager Report noting Mechanicsburg Borough has sold 4 properties on Main Street, one of which was previously condemned. She noted Dalicia Bakery is currently located in Harrisburg; they are relocating to Mechanicsburg. 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; he advised that staff is working diligently to lease the vacant units. Mr. Whelan noted the number of vacancies at One West Penn has decreased significantly. Mr. Whelan presented the Community Development Report noting that the Fulton St. Project has been completed and a buyer has been identified. He advised that the CHDO Operating Grant has been executed. Mr. Whelan noted the CoC projects are currently being monitored by HUD.

Committee Reports – None


Board Action

Approval of Redevelopment Authority Audit – On a Kelly/Mowery motion the board approved the audit as presented. Motion carried.

Out of State Travel Authorization – A. Riegel-Kanth – On a Kelly/Mowery motion the board authorized and ratified the Out of State Travel as requested. Motion carried.

Resolution to Approve Environmental Workforce Development and Job Training Grant – On a Mowery/Kelly motion the board approved the grant as presented. Motion carried.

Bid Tab

Contract	Contractor	Amount	Homeowner	1st	2nd
CW-303-A	Shaffer Concrete & Landscaping	\$10,111.00		Kelly	Mowery

General Discussion – None

Public Comment – None

Recessed for Executive Session at 1:10 PM

Reconvened at 1:50 PM

Organizational Chart – On a Mowery/Kelly motion, the board approved a modified organizational chart to be effective July 1, 2019 as discussed in Executive Session. Motion carried.

Adjournment at 1:51 PM by a motion from Kelly/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: June 20, 2019