

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

**Meeting:** November 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, Penny Palmer, Deb Kelly, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Becky Shull, Noell Scott, Karen Michael, Tara Burrell and Amber Keeseman.

**Hoopy/Heckler Awards** – Ms. Shull presented the Housing Choice Voucher Yvonne Heckler Award to [REDACTED] Ms. Michael presented the Public Family Housing George C. Hoopy Award to [REDACTED]

Recessed for lunch at 12:08 PM

Reconvened at 12:27 PM

**Public Comment** – None

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

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments from the Continuum of Care Grants. She noted the Capital Fund expenditures. Ms. Bower noted the payment for the annual inspection of the fire extinguishers throughout the Public Family Housing Complexes. On a Bishop/Palmer motion; the List of Expenditures for September 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 September 30, 2019. She advised of the Admin fees that have been drawn from County CDBG. Ms. Bower advised we are under budget due to repairs and contracts. She noted maintenance wages are under budget due to no overtime. Ms. Bower advised we are able to use Capital Funds for operations on the Public Housing Programs.

**Management Reports** – Mr. Whelan presented the Executive Directors Report noting that we continue the updating of our management information systems there have been a few issues and struggles. He noted the team at Infradapt have been helpful and responsive. Mr. Whelan advised the HCV Secretary/ Receptionist position has been filled, one staff vacancy remains. He noted we have received approval from the Cumberland County Commissioners of the 5-Year Consolidated Plan and 2020 Annual Plan. Mr. Whelan advised we have submitted a PHARE grant proposal, we anticipate a decision Spring of 2020. He noted we have been working with Cumberland County Planning Department and Cumberland Area Economic Development Corporation on developing a new blight remediation strategy for the county. Mr. Whelan advised the application for Riverton Woods has been submitted, if funded we will provide supportive services. He along with Ms. Shull met with Cumberland County Children and Youth Department in regard to a new voucher program to provide housing and case management assistance to former foster care children transitioning to independent living. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 3 new lease ups, 11 leaving the program. Mr. Whelan along with Ms. Bower discussed the SEMAP score. Mr. Whelan presented the Homeless and Special Needs

Housing Report noting the PHARE grant has been submitted. Mr. Whelan presented the Housing Management Report noting there are few vacancies at Public Family Housing and Public Senior Housing.

**Committee Reports – None**

**Board Action**

**PA0443L3 T091705** – On a Palmer/Kelly motion the board approved the West Shore SHP II closeout as presented. Motion carried.

**Bid Tab**

Contract	Contractor	Amount	Homeowner	1 <sup>st</sup>	2 <sup>nd</sup>
CCHA-149	Retro Environmental, Inc.	\$25,100.00	[REDACTED]	Bishop	Palmer

**General Discussion – None**

**Public Comment – None**

Adjournment at 1:06 PM.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: December 19, 2019

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

**Meeting:** November 21, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa  
Called To Order by Vice - Chairman Fenton at 1:07 PM.

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

**Public Comment – None**

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

**Special Meeting Minutes –** Motion by Kelly/Bishop to approve the October 30, 2019 meeting minutes. Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the payments relating to County and Carlisle CDBG. She noted the internal transfer of funds to cover admin fees and payroll until the drawdowns are completed and admin fees are received. Ms. Bower noted the payment to Corporate Payment Systems is for the Visa account. She advised the payments to Paul Primrose; Housing Authority Hearing Officer. On a Bishop/Kelly motion the List of Expenditures for September 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. Whelan presented the Community Development Report noting we are continuing to work with Tri-County on projects in Carlisle, West Fairview, Newville and Lemoyne. He noted the Environmental Workforce Development and Job Training program was closed-out and all final reports and drawdowns will be completed on time. Mr. Whelan advised the new Environmental Workforce Development and Job Training grant proposal was not funded. Mr. Whelan presented the Downtown Program Services Manager Report noting the Cumberland County Commissioners approved the CDBG financing request to relocate and expand Dalicia Bakery. 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 higher than normal vacancies. He noted slow/challenging lease ups.


**Committee Reports – None**

**Board Action**

**Out of State Travel Request –** On a Kelly/Bishop motion the board approved the Out of State Travel Request as presented. Motion carried.

**Bid Tab**

Contract	Contractor	Amount	Homeowner	1 <sup>st</sup>	2 <sup>nd</sup>
C-187	Harvey Landis	\$3,160.00		Bishop	Kelly

C-187-A	Harvey Landis	\$5,136.00		Kelly	Bishop
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**General Discussion – None**

**Public Comment – None**

Adjournment at 1:16 PM by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: December 19, 2019