

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 19, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:05 PM

Attending: Roland Fenton, Lou Martin, Mark Bishop, Penny Palmer, Commissioner Hertzler,
Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Jillian Yoder, Becky Shull, Les Jumper,
Cindy Martin, Rebecca Yearick, JoAnne Burkholder and Amber Keeseman.

Public Comment – None

Minutes – Motion by Bishop/Martin to approve the August 15, 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 payments for case management as well as admin expense. Ms. Bower noted the payment to Gantt Services is for replacement of a compressor. She advised the payment to Orkin is for preventative treatment. Ms. Bower noted the payment to Brad Willis is for carpet replacement in a turnover unit. On a Martin/Bishop motion; the List of Expenditures for July 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 July 31, 2019. She advised we recently received notification that the County CDBG funds have become available. Ms. Bower noted we drew the funds to cover the Admin Expense from January through July. She advised we are under budget due to repairs/contracts and health insurance. Ms. Bower noted that funds were drawn from Capital Fund for operations.

Management Reports – Mr. Whelan presented the Executive Directors Report noting the implementation work with Infradapt has begun. He noted we currently have two staff vacancies; one part-time Tax Credit Resident Manager position and the full-time Community Development Director position. Mr. Whelan noted that CDBG/HOME are moving along well. He advised we have received the release of East End funds for the rehabilitation work on 149 N. Pitt St. Mr. Whelan noted the annual financial submission for the 2018-2019 fiscal year has been successfully submitted to HUD by Ms. Bower and the finance department. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting they are up 3 new leases for the month of September and had 12 terminations. She advised they are continuing to pull applicants from the wait list. Ms. Yoder presented the Homeless and Special Needs Housing Report noting the Rapid Rehousing Program continues to have openings due to the tenants continuously transitioning self-sufficiency. Mr. Whelan presented the Housing Management Report noting there are fewer vacancies with good waiting lists.

Committee Reports – None

Board Action

Public Housing Write Offs – Ms. Martin advised payment has been received for one of the debts. On a Bishop/Palmer motion the board approved the Write Offs as presented. Motion carried.

Proposal for Legal Services – On a Martin/Palmer motion the board approved the Legal Services Proposal from Baric Scherer LLC for a three year contract; November 1, 2019 – October 31, 2022. Motion Carried.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Receipt of documents by Agency
Manner of voting by Board Members
Opposed the Solicitor contract

Adjournment at 12:24PM by a motion from Bishop/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: October 17, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: September 19, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 12:44 PM.

Attending: Roland Fenton, Lou Martin, Mark Bishop, Penny Palmer, Commissioner Hertzler,
Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Jillian Yoder, Becky Shull, Les Jumper,
Cindy Martin, Rebecca Yearick, JoAnne Burkholder and Amber Keeseman.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Availability of board packets
Requested Board to vote on her requests
Requested Employee name badges w/job titles.
Opinion of Agency

Minutes – Motion by Bishop/Fenton to approve the August 15, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the CDBG owner occupied expenses as well as LHOT coordinator expenses. She advised of the quarterly payments to UCOMP and HARIE. Ms. Bower noted the payment to MRI Software LLC for the TenMast system. On a Fenton/Bishop motion the List of Expenditures for July 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 presented the Executive Director’s Report noting we received and are currently reviewing applications for the 2020 CDBG & HOME funding. He noted the first-time homebuyer workshops resumed in early September. Mr. Whelan presented the Community Development Report noting our work continues with the Consolidated Plan and the Analysis of Impediments. He noted the work with TCHDC to identify properties for acquisition/rehab/resale. Mr. Whelan advised the EPA grant closes September 30, 2019. Ms. Yearick presented the Downtown Program Services Manager Report noting the Neighbors and Smith project in downtown Camp Hill; vacant property potential tenant phase II for Molly Pitcher Brewing. She noted Mid State Taco is interested in a 2nd location in downtown Mechanicsburg. Ms. Yoder 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 Iroquois Hotel Commercial Space lease has expired; the tenant is interested in possibly renewing.

Committee Reports – None

Board Action

United Way Fundraising/Day Off Work – On a Bishop/Fenton motion the board approved the United Way Fundraising/Day Off Work. Motion carried.

Proposal for Legal Services – On a Bishop/Fenton motion the board approved the Legal Services Proposal from Baric Scherer LLC for a three year contract; November 1, 2019 – October 31, 2022. Motion Carried.

Community Development Training and Technical Assistance Recommendation – On a Fenton/Bishop motion the board approved the CD training and technical assistance to be awarded to Michael Baker International as discussed. Motion Carried.

CDBG Agreement between The Borough of Carlisle and The Redevelopment Authority of the County of Cumberland – On a Bishop/Fenton motion the board approved the agreement as presented. Motion carried.

New Maintenance Truck Purchase – On a Fenton/Bishop motion the board approved the purchase of a 2020 Chevy Colorado maintenance truck from Hondru Chevrolet, financing through Belco Bank and authorization for the Executive Director to begin the purchasing process.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Board member voting and abstaining
Acknowledgement of requests received by
Agency

Adjournment at 1:10 PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: October 17, 2019