

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 15, 2021 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:03PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFillippo, Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chris Rafferty, Rebecca Yearick and Amber Keeseman.

Public Comment – None

Approval of Minutes – Motion by Palmer/Bishop to approve the March 18, 2021 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the housing assistance payments to landlords, and utility payments. She advised the Housing Authority is the grantee for the federal funds for the Carlisle Supportive Housing Program. Ms. Bower noted the payment to Huntingdon National Bank is the lease payment for energy performance contract equipment. On a Martin/Palmer motion the List of Expenditures for February 2021 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, 2021 noting all are routine. Ms. Bower noted the Admin expenses are under budget due to salaries and benefits. She noted the Admin fees that have been collected for administering the Continuum of Care Grants. Ms. Bower advised the office expense is slightly over in duplicating, mostly due to working remotely and increased mailings. She noted maintenance wages are slightly under budget; some of the February overtime was paid in March and will reflect in March expenses. Ms. Bower advised the Public Family Housing salary, benefits and labor are under budget.

Management Reports – Ms. Kuna presented the Executive Directors Report noting the internet has been upgraded as well as some office spaces at 114 N. Hanover St. She advised she spoke at a Press Conference on behalf of Cumberland County for the Department of Human Services Emergency Rental Assistance Program; the Program is in full operation and has seen significant interest. Ms. Kuna thanks the Housing Choice Voucher staff for their work with the Program. She noted the work with staff to improve signage and engaging with Dickinson College to provide funds for small raised bed gardens at Public Housing. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting total units leased is 1,273. She advised of 14 terminations and 13 new leases. She advised they continue to pull from wait list. Ms. Shull presented the Section 8 Homeownership Option Program Report noting 5 preliminary applications were received and 2 homeowners on the Program. Ms. Yoder presented the Homeless and Special Needs Housing Report noting the HUD Continuum of Care Programs that have been renewed for another year. She noted they are working to fill the vacancies. Ms. Martin presented the Housing Management Report noting 1 vacancy that is currently being processed. She noted the uncollected rents. Ms. Martin noted there are 2 vacancies at Public Senior Housing, 2 applications being processed. Ms. Martin advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

Board Action

Insurance Proposal – On a Bishop/Palmer motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE for 2021 – 2022 as quoted with terrorism coverage in the amount of \$95,739.00. Motion carried.

2021 Comprehensive Housing Counseling Initiative Contract – On a Martin/Palmer motion the board approved and authorized the Executive Director to execute the 2021 Comprehensive Housing Counseling Initiative Contract as presented. Motion carried.

Emergency Rental Assistance Program Admin Agreement – On a Bishop/Martin motion the board approved and authorized the Executive Director to execute the Emergency Rental Assistance Program Admin Agreement as presented. Motion carried.

General Discussion – None.

Adjournment of Housing Authority at 12:24 by a motion from Palmer/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: May 20, 2021

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 15, 2021 – Teleconference (717) 245-9715, PIN 198
 Called To Order by Chairman Martin at 12:25 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chris Rafferty, Rebecca Yearick and Amber Keeseman.

Public Comment – None

Approval of Minutes – Motion by Bishop/Fenton to approve the March 18, 2021 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Grant Admin Fees that have been received, as well as projects and activities that are funded by Carlisle and County CDBG. She advised TCHDC is the developer of a current HOME Project; using HOME funds with the Borough of Carlisle as the grantee. Ms. Bower noted the payment for down payment/closing cost assistance to first time homebuyers. She advised of the payment to Capital Blue Cross for employee benefits. On a Mowery/Fenton motion the List of Expenditures for February 2021 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 – Ms. Kuna presented the Executive Director's Report advising we are the Administrator for ACT 152 Cumberland County Demolition Fund; we will be working through an agreement with the County. She noted the technology upgrades for the Housing Management Staff at the Tax Credit Properties. Ms. Kuna advised she toured Tri-County Housing Development Corporation projects and discussed future funding options. She noted that she attended the Housing Alliance PA Land Bank Network meeting. Mr. Rafferty presented the Community Development Report noting a Substantial Amendment to the CDBG Program has been advertised. He noted staff is working with municipalities and non-profit organizations to implement a wide range of CDBG activities. Mr. Rafferty noted TCHDC is in the process of securing a contractor to construct 2 units of affordable housing at 157-159 E. South St. Ms. Yearick presented the Downtown Program Services Manager's Report noting most of the projects that she is involved in do not involve CDBG funds. She advised of a Three Dog Bakery franchise specializing in dog treats, apparels and supplies looking at Carlisle properties. Ms. Yoder presented the Homeless and Special Needs Housing Report noting a new Rapid Re-Housing program (PHARE funded by PHFA); program will provide short term rental assistance along with case management. She advised of the ESG 2020: PA DCED offered Cumberland County additional funds for Emergency Shelter Case Management activities at Safe Harbour. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting 2 vacancies at East Gate are being processed, 2 vacancies at Enola Chapel: 1 being processed. She advised of 1 vacancy at Molly Pitcher Senior Apartments, 2 vacancies at Sherman's Valley; marketing letters have been sent, flyers distributed and apartment rental advertised in 3 Perry County papers. Ms. Martin noted commercial tenant; Tamzen's Bridal has renewed their lease. She advised the Newport Square commercial tenant is Dream Home Realty. Ms. Martin noted 10 vacancies at One West Penn, working through wait list.

Report of Committees – None.

Board Action

Insurance Proposal – On a Bishop/Fenton motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE for 2021 – 2022 as quoted with terrorism coverage in the amount of \$95,739.00. Motion carried.

2021 Comprehensive Housing Counseling Initiative Contract – On a Fenton/Mowery motion the board approved and authorized the Executive Director to execute the 2021 Comprehensive Housing Counseling Initiative Contract as presented. Motion carried.

Demolition Fund Administrative Agreement, Redevelopment Authority and Cumberland County – On a Mowery/Bishop motion the board approved and authorized the Executive Director to execute the Demolition Fund Administrative Agreement as presented. Motion carried.

Bid Tab

Contract	Contractor	Amount	1 st	2 nd
C-192	B.L. Bradley & Son Builders	\$18,700.00	Bishop	Fenton
CW-306	B.L. Bradley & Son Builders	\$14,470.00	Bishop	Mowery
CW-306A	Harvey Landis	<u>\$3,350.00</u>		
		\$17,820.00		

General Discussion – None.

Adjournment of Redevelopment Authority at 12:46 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: May 20, 2021

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

Meeting: April 30, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Vice-Chairman Fenton at 12:01 PM.

Attending: Roland Fenton, Mark Bishop, Deb Kelly, Mary Kuna, Chris Rafferty and Amber Keeseman.

Public Comment – None

Board Action

Grant Agreement – Annual Action Plan – On a Bishop/Kelly motion the board authorized the Executive Director to execute all Grant Agreements, on behalf of the Redevelopment Authority, with all subrecipients identified on and in accordance with the Amendment to the Annual Action Plans for PY's 2017, 2018, and 2019 approved by the County Commissioners on April 15, 2021. Motion carried.

Grant Agreement – Cumberland County CDBG, HOME Programs – On a Kelly/Bishop motion the board authorized the Executive Director to execute, on behalf of the Redevelopment Authority, all Grant Agreements and Loan Documents necessary to effectuate the Cumberland County CDBG and HOME programs in accordance with the County's Annual Action Plan or any Amendment thereto, upon approval of said Plan or Amendment by the Cumberland County Commissioners. The authorization to execute said documents shall remain with the Executive Director until revoked by the Redevelopment Authority. Motion carried.

Affordable Housing Trust Fund Renewal – On a Bishop/Kelly motion the board approved the renewal of the Affordable Housing Trust Fund Administration Agreement between Cumberland County and the Redevelopment Authority, and authorized the Executive Director to execute the agreement. Motion carried.

Adjournment of Redevelopment Authority at 12:09 PM by a motion from Kelly/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: May 20, 2021