

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

Meeting: July 16, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:02PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Amber Keeseman and J. Burkholder.

Chairman Fenton noted that the Board met in Executive Session for 40 minutes for the purpose of discussing personnel matters. No action was taken by the Board during the session.

Public Comment –

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:

Requested to know if the Executive Session involved any deliberations.

Requested the Housing and Redevelopment Authority logo be revised to include the core values of the agency. Recommended to obtain proposals from marketing students at universities to design the logo at no cost.

Written Public Comment:

Requested information on CCHA policies regarding income deductions for rent calculations, notification regarding any disallowing of any deductions and proposed policy changes as well as a request to adopt a notification policy.

Provided a copy of 35 Pa.C.S.A. §5741 Local Government Meetings.

Annual Meeting – Election of Officers approved on a Bishop/Palmer motion. Motion carried.

<u>Name</u>	<u>Office</u>
Roland D. Fenton	Chairman
Louis R. Martin	Vice-Chairman
Deborah Kelly	Treasurer
Mark E. Bishop	Assistant Secretary
Timothy F. Whelan	Secretary

Minutes – Motion by Martin/Palmer to approve the June 18, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the landlord payments for rental assistance funded by the Continuum of Care Grants. She advised of the expenses related to the renovation of the property located at 149 N. Pitt St., Carlisle. Ms. Bower noted the annual payment to Dude Solutions for the Public Family Housing Maintenance Work Order software system. She advised of

the payment to Orkin Pest Control for preventative treatments. On a Martin/Bishop motion the List of Expenditures for May 2020 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 May 31, 2020 noting all are routine. She advised Public Family Housing is under budget due to personnel and operating expenses. Ms. Bower noted the monthly draws for the Admin fees related to administering several Continuum of Care Grants, homeless programs and the MHIDD contract for the County. She advised the Admin income statement is under budget due to salary and wages, health and insurance, as well as repairs and contracts due to Infradapt contract starting later. Ms. Bower noted they are doing a great job with keeping units turned over, leased up and collecting rent. She advised Public Senior Housing rents are slightly under budget due to vacancies.

Management Reports – Mr. Whelan presented the Executive Directors Report discussing the concerns regarding COVID-19 and the Green re-opening phase. He advised we will continue to do everything possible to ensure the safety of tenants and staff while continuing to stay compliant with the Pennsylvania Department of Health and CDC guidelines. Mr. Whelan noted we have received notice of a 2020 Emergency Solutions Grant Award. He advised we have received notice of the ESG COVID-19 award; this award will bring additional funding to the community. Mr. Whelan noted we are administering the CARES Rent Relief Program. He advised we are administering the CDBG-CV application process for both Cumberland County and Carlisle Borough. Mr. Whelan noted HUD has provided additional funds provided through the CARES Act to support Public Housing operations and the Housing Choice Voucher Program. He advised of upgrades at Cyberspace. Mr. Whelan noted we have received 3 proposals for updating of the CCHRA website. He advised funds have been received from the CARES Act in order to help with the relief effort from COVID-19, this program is known as Renew Cumberland County. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting the increase in units leased. He advised of the new landlord recruitment incentive. Mr. Whelan presented the Section 8 Homeownership Report noting there were no First Time Homebuyer Workshops this quarter due to COVID-19. Mr. Whelan presented the Homeless and Special Needs Housing Report noting leasing challenges within the Forensic Program due to COVID-19. Mr. Whelan presented the Housing Management Report noting few vacancies, good wait lists. He advised of the leasing challenges due to COVID-19.

Committee Reports – None

Supplemental Board Action

Lead Base Paint Insurance Renewal – On a Palmer/Martin motion the award is made to Evanston Insurance Company for the Lead Base Paint Policy for 2020-2021. Motion carried.

Multi Family Housing Opportunities Inc.

Annual Meeting of the Member (Housing Authority) – Called To Order by President Fenton at 12:30PM

Approval of Annual Meeting Minutes – July 2019 – On a Bishop/Martin motion the board approved the annual meeting minutes of July 18, 2019. Motion carried.

Election of Directors – On a Palmer/Martin motion, it was moved that the following persons were elected as Directors of the Corporation, to serve until the next Annual Meeting or until such time as their successors are elected: Louis R. Martin, Roland D. Fenton, Deborah Kelly, Mark E. Bishop and Marlene Palmer. Motion carried.

Annual Report – Mr. Whelan advised that Multi Family Housing Opportunities Inc. (sole member of Carlisle Townhomes GP, LLC) property is fully leased and is being managed by Humphrey Management.

On a Martin/Palmer motion the Annual Meeting of the Members adjourned at 12:33 PM. Motion carried.

Adjournment of Housing Authority at 12:34 by a motion from Bishop/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: August 20, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 16, 2020 – Teleconference (717) 245-9715, PIN 198
 Called To Order by Chairman Martin at 12:35 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Amber Keeseman and J. Burkholder.

Chairman Martin stated for the record that the Board met in Executive Session for approximately 40 minutes for the purpose of discussing personnel matters. He stated no action was taken by the Board during the Executive Session.

Public Comment –

Name of Taxpayer/Resident:
 J. Burkholder

Subject of Testimony:

Requested to know what date the Executive Session was held and for what purpose.
 Asked if the Board received written comments she submitted to Mr. Whelan regarding rent calculations. The Board confirmed receipt.
 Recommended to expand the amount of time that a tenant has to respond to paperwork requests from the Housing Authority and to notify tenants in advance before rent calculations are finished and if deductions are being disallowed that a written notice be provided.

Requested when votes are taken that the Members of the Board state their name.
 Advised she sent a public comment email to Mr. Whelan regarding the revision to the Sunshine Law and the holding of Public Meetings.
 Requested the March 2020 minutes be amended to specifically state the correction as "CCHRA authorization for release of information and records was still on the website".

Written Public Comment:

Requested information on CCHA policies regarding income deductions for rent calculations, notification regarding any disallowing of any deductions and proposed policy changes as well as a request to adopt a notification policy.

Provided a copy of 35 Pa.C.S.A. §5741 Local Government Meetings.

Annual Meeting – Election of Officers approved on a Fenton/Bishop motion. Motion carried.

<u>Name</u>	<u>Office</u>
Louis R. Martin	Chairman
Roland Fenton	Vice-Chairman
Deborah Kelly	Treasurer
Mark E. Bishop	Assistant Secretary
Timothy F. Whelan	Secretary

Minutes – Motion by Mowery/Fenton to approve the June 18, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payment for Down Payment and Closing Cost Assistance program. She advised of the CDBG activity for the Owner Occupied Rehab Program. Ms. Bower noted the advancement of funds from the unrestricted funds (until HUD releases grant funding for the Continuum of Care Grants). She advised of the payment to 717 Studios DBA Pixel & Hammer for website maintenance. On a Bishop/Fenton motion the List of Expenditures for May 2020 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 Community Development Report noting the work regarding the County CDBG-COVID 19 funding. He advised staff has completed the Environmental Review Record for 157-159 E. South St. and DCED has authorized the project to proceed. Mr. Whelan presented the Downtown Program Services Manager Report noting new loans being issued to support the development of new businesses in Carlisle Borough. He advised Ms. Yearick is helping the Borough of Mt. Holly Springs as well as the Lemoyne Borough with public parks and grant applications. Mr. Whelan noted construction continues to build the log ADA restroom/potting shed/tool shed at Frankenberger Gardens located at 209 E. Main St. Mechanicsburg. 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 East Gate is expecting to lease 3 of the 4 vacancies. He noted Unique Home Care (Iroquois Hotel Commercial tenant) will be renewing their lease. Mr. Whelan noted 6 vacancies at One West Penn; however there are move-ins scheduled for July & August.

Committee Reports – None

Board Action

3-T Investors Loan Modification – On a Fenton/Bishop motion the board authorized the Executive Director to sign the loan documents for the 3-T Loan Modification term extension as discussed. Motion carried.

Supplemental Board Action

Lead Base Paint Insurance Renewal – On a Fenton/Mowery motion the award is made to Evanston Insurance Company for the Lead Base Paint Policy for 2020-2021. Motion carried.

Bid Tab

Contract	Contractor	Amount	Homeowner	1 st	2 nd
CCHA-149	B.L. Bradley & Son Builders	\$24,800.00	CCHA	Bishop	Fenton

Cumberland Development Initiatives Inc.

Annual Meeting of the Member (Redevelopment Authority) – Called To Order by President Martin at 12:54PM.

Approval of Annual Meeting Minutes – July 2019 – On a Bishop/Fenton motion the board approved the annual meeting minutes of July 18, 2019. Motion carried.

Election of Directors – On a Bishop/Fenton motion, it was moved that the following persons were elected as Directors of the Corporation, to serve until the next Annual Meeting or until such time as their successors are elected: Louis R. Martin, Roland D. Fenton, Deborah Kelly, Mark E. Bishop and Ginny Mowery. Motion carried.

Annual Report – Mr. Whelan advised that Cumberland Development Initiatives Inc. (sole member of Carlisle Townhomes RACC GP, LLC) property is fully leased and is being managed by Humphrey Management.

On a Fenton/Bishop motion the Annual Meeting of the Members adjourned at 12:55 PM. Motion carried.

Adjournment of Redevelopment Authority at 12:56 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: August 20, 2020