

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

**Meeting:** August 20, 2020 – Teleconference (717) 245-9715, PIN 198  
Called To Order by Chairman Fenton at 12:01PM

**Attending:** Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, and Amber Keeseman.

Chairman Fenton advised that all votes taken by the Board will be considered unanimous unless verbal opposition is indicated by a Board member.

**Public Comment** – None

**Minutes** – Motion by Martin/Palmer to approve the July 16, 2020 meeting minutes. Motion carried.

**List of Expenditures** – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments for the Continuum of Care and Homeless and Special Needs Grants. She advised of the expenditures related to the rehab of 149 N. Pitt St., Carlisle. Ms. Bower noted the payment to BESCO Service Company, Inc for a new trash dumpster at Two West Penn Apartments. On a Kelly/Palmer motion the List of Expenditures for June 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 June 30, 2020 noting all are routine. Ms. Bower noted we have received admin fees for the administration of CDBG programs and the Homeless Programs. She advised the preliminary fiscal year-end reports will require adjustments; pending guidance from HUD on COVID -19 reporting. Ms. Bower noted the Admin fund is under budget due to staff vacancies, health insurance less than budgeted amount, delayed start with Infradapt contract, less over time with the Maintenance staff. She advised Public Family Housing rental income is over budget, due to quick turnover and lease-ups. Ms. Bower noted Public Senior Housing rental income is slightly under budget due to vacancies.

**Management Reports** – Mr. Whelan presented the Executive Directors Report discussing the issues related to COVID-19; the disruptions and modifications that will continue for many months. He advised some staff have returned to working remotely. Mr. Whelan noted we are administering the Rent Relief Program for Cumberland County. He advised applications will continue to be accepted until September 30, 2020. Mr. Whelan noted Chris Rafferty is working to get the CDBG COVID application process finalized. He advised we have received additional funds from the CARES Act to help support the Public Housing/Public Senior Program and the Housing Choice Voucher Program. Mr. Whelan noted that he along with Chris Rafferty continue to serve on the Cumberland County COVID-19 County Relief Block Grant Program. Mr. Fenton would like to express appreciation to the staff for helping with not only normal business, but also with responding to COVID-19. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting units leased has increased by 3, vacancies are low. Mr. Whelan presented the Homeless and Special Needs Housing Report noting two program vacancies; CPARC and New Visions. Mr. Whelan presented the Housing Management Report noting several vacancies, good wait lists.

**Committee Reports** – None

**Board Action**

**Review and Approval of SEMAP** – On a Martin/Kelly motion the board approved the SEMAP Resolution as presented. Motion carried.

**Technology Upgrade Contract** – On a Palmer/Kelly motion the Technology Upgrade Contract was awarded to Infradapt, LLC. in the amount of \$58,995.45. Motion carried.

**Website Revision Contract** – On a Martin/Palmer motion the Website Revision Contract was awarded to Pixel and Hammer in the amount of \$5,100.00. Motion carried.

**Furniture Purchase** – On a Kelly/Palmer motion the board approved the furniture purchase from Guernsey in the amount of \$2,701.37. Motion carried.

Adjournment of Housing Authority at 12:29 by a motion from Palmer/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: September 24, 2020

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

**Meeting:** August 20, 2020 – Teleconference (717) 245-9715, PIN 198  
Called To Order by Chairman Martin at 12:30 PM.

**Attending:** Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Commissioner DiFilippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, and Amber Keeseman.

**Public Comment – None**

**Minutes –** Motion by Mowery/Kelly to approve the July 16, 2020 meeting minutes. Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting many of the expenditures are for CDBG activities both for Carlisle and Cumberland County. She noted new loans through the Shopsteading and Revolving Loan Programs. Ms. Bower advised of the advanced funds from the unrestricted funds; pending receipt of HUD funding. On a Mowery/Fenton motion the List of Expenditures for June 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 advised the Executive Director’s Report is the same as previously presented. Mr. Whelan presented the Community Development Report noting the work continues with the CDBG COVID subrecipient agreements. He advised the plan year 2021 County CDBG Program applications have been posted on the website. He noted staff has completed the Environmental Review for 157-159 E. South St. and DCED has authorized the project to proceed. Mr. Whelan presented the Downtown Program Services Manager Report noting Ms. Yearick’s work with the area businesses and their struggles to adhere to the CDC and PA Dept. of Health guidelines. He noted the Commissioners resolution to enact a \$15.00 deed/mortgage fee to combat blight. 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 4 vacancies at East Gate Apartments. Mr. Whelan noted few vacancies at Public Senior Housing; there are lease-ups scheduled for July.

**Committee Reports – None**

**Board Action**

**Website Revision Contract –** On a Fenton/Kelly motion the Website Revision Contract was awarded to Pixel and Hammer in the amount of \$5,100.00. Motion carried.

**Bid Tab**

<b>Contract</b>	<b>Contractor</b>	<b>Amount</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>
C-190-A	B.L. Bradley & Son Builders	\$20,000.00	Mowery	Fenton

Adjournment of Redevelopment Authority at 12:40 PM by a motion from Fenton/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: September 24, 2020