

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 18, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:03 PM

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

Audit – Rich Larsen of Novogradac & Company presented both the Housing Authority and the Redevelopment Authority audited financials for FYE 06/30/18. Both audits were presented with unmodified opinions.

Minutes – Motion by Martin/Palmer to approve the March 21, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments for many of the Homeless and Special Needs Grants. She noted the Permanent Supportive Housing Consolidated was previously the Safe Harbour Supportive Housing Program; HUD is working on consolidating some of the SHP programs. On a Palmer/Bishop motion; the List of Expenditures for February 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 February 28, 2019. She advised of the Homeless Program Admin fee draws that were done in the month of April. Ms. Bower noted we are under budget due to staff vacancies, health insurance lower than budgeted amount and repairs and contracts are lower. She advised the maintenance staff is doing well with controlling costs.

Management Reports – Mr. Whelan presented the Executive Director's Report noting that we continue the work to finalize the management information systems. He advised that we continue our work on the development of the new Five-Year Consolidated Plan. Mr. Whelan noted we filled several of the open staff positions, including the LHOT Coordinator position. Mr. Whelan advised that he along with Commissioner Hertzler participated in a walking tour of West Fairview Village with Governor Wolf to examine blight conditions. He noted that we are serving as a Sub-Developer on the Carlisle Veterans housing project. Mr. Whelan advised that the Dickinson College health assessment report of the One West Penn tenants will be available in late April. He noted that we have begun the recertification process for requalifying Cumberland County as an Urban County with HUD. Mr. Whelan advised we have begun work on the renewals of the Emergency Solutions Grant and Cumberland County MH/IDD services. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting they are continuing to lease; they have added 4 new leases. Mr. Whelan presented the Section 8 Homeownership Report. He advised Maria Coller is now the new Housing Program Specialist; this program will be managed by another Section 8 employee. Mr. Whelan presented the Homeless and Special Needs Housing Report noting the notice of federal assistance should be released in May. Mr. Whelan presented the Housing Management Report noting a few vacancies in Public Family Housing.

Committee Reports – None

Board Action

Insurance Proposal – On a Martin/Palmer motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE. Motion carried.

General Discussion – None

Adjournment at 12:54 PM by a motion from Palmer/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: May 16, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: April 18, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 1:13 PM.

Attending: Roland Fenton, Lou Martin, Mark Bishop, Commissioner Hertzler, Solicitor Tricia Naylor,
Tim Whelan, Peg Bower, and Amber Keeseman.

Minutes – Motion by Bishop/Fenton to approve the March 21, 2019 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the down payment & closing costs assistance. She noted the different year programs under the County CDBG. Ms. Bower advised of the ESG grant for rental assistance. She noted the payment to Pennsylvania Behavioral Health & Aging Coalition was for the purchase of computer equipment. On a Fenton/Bishop motion the List of Expenditures for February 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. Mr. Whelan presented the Downtown Program Services Manager Report noting The Sunrise Café will be opening in Carlisle. He advised the Smoke and Pickles butcher shop is now open. Mr. Whelan presented 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 staff is working diligently to fill the vacancies.

Committee Reports – None

Board Action

Insurance Proposal – On a Fenton/Bishop motion the board awarded the Commercial Property, General Liability and Auto Insurance Policy be awarded to HARIE. Motion carried.

General Discussion – None

Public Comment – None

Adjournment at 1:20 PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant

Next Meeting: May 16, 2019