

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 15, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:02 PM

Attending: Roland Fenton, Lou Martin, Ginny Mowery, Mark Bishop, Deb Kelly, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Jillian Yoder, Kathy Laser, JoAnne Burkholder and Amber Keeseman.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Change to Meeting Minutes

Minutes – Motion by Fenton/Kelly to approve the July 18, 2019 meeting minutes, as amended to reflect Public Comment: Ms. Burkholder requested the board members' email address, not the phone numbers. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Homeless and Special Needs Grant Housing Assistance Payments. Ms. Bower noted that West Shore I is on renewal 6 of the grant, West Shore is on renewal 5. She advised these grants expired July 31, 2019. Ms. Bower noted that HUD has consolidated all the Supportive Housing Programs into the Permanent Supporting Housing Consolidated. She advised the year end submission to REAC is due August 31, 2019. Ms. Bower noted the year end reconciliation is complete for the MOD Rehab Program. On a Kelly/Bishop motion; the List of Expenditures for June 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 June 30, 2019. She advised we did not need to draw as many admin fees due to the administrative expenses being under budget. Ms. Bower noted the administrative fund income statement is under budget due to salaries/wages, health and other insurance. She noted repairs and contracts are under budget due to the delay with the Infradapt Contract. Ms. Bower noted Public Family Housing contract costs are over budget due to turnover vacancies that require work.

Management Reports – Mr. Whelan presented the Executive Directors Report noting we have started the implementation process for the new hardware and software system. He noted we currently have three staff vacancies; two part-time Tax Credit Manager positions and the full-time Community Development Director position. Mr. Whelan along with Ms. Naylor has been discussing developer fee payments with PIRHL. He noted Carlisle Borough Council authorized the release of funds from East End I,II and III to renovate 149 N. Pitt St., this property is to be sold to a 1st time homebuyer. Mr. Whelan advised we have submitted the Emergency Solutions Grant and are currently working on the Administrative Agreement. He noted we provided supportive testimony on the Cumberland County 2019-2020 Human Services Plan, MH-IDD section. Mr. Whelan advised the operations of Cyberspace may be transitioned to Hope Station. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 16 new leases and 20 terminations. Ms. Yoder presented the Homeless and Special Needs Housing Report noting some programs have expired the end of June 2019. Mr. Whelan presented the Housing Management Report noting there are several vacancies with good waiting lists.

Committee Reports – None

Board Action

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

PA0513L3T091705 – Closeout Certification (Rapid Rehousing II SHP) – On a Bishop/Kelly motion the board approved the Rapid Rehousing II SHP closeout certification. Motion carried.

Out of State Travel Request – On a Kelly/Bishop motion the board approved the Out of State Travel request. Motion carried.

Previously approved – CF-16-PFH-19002 Bathroom remodel – 301A N. Pitt St. – change order for unforeseen conditions – On a Martin/Bishop motion the board approved the change order as discussed. Motion carried.

General Discussion – None

Public Comment – None

Recessed for Executive Session to discuss Personnel/Human Resources matters and Potential Litigation (Breach of Contract) at 12:28 PM by a motion from Kelly/Bishop.

Reconvened at 1:34 PM

Adjournment at 1:35PM by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: September 19, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: August 15, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 12:47 PM.

Attending: Roland Fenton, Lou Martin, Ginny Mowery, Mark Bishop, Deb Kelly, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Jillian Yoder, Kathy Laser, JoAnne Burkholder and Amber Keeseman.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Agency Transparency, Sunshine Law
Compliance, Purpose of Litigation for
Executive Session.

Minutes – Motion by Mowery/Fenton to approve the July 18, 2019 meeting minutes. Motion carried.

Member of the public (Joanne E. Burkholder) interjected to oppose the minutes.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payment to Michael Baker International for a fair housing activity will be funded from 2019 County Community Development Block Grant funds once received from HUD. She noted the 2017 ESG grant for the rental assistance program. Ms. Bower advised of the payment to HARIE is for a portion of workers comp insurance. On a Kelly/Mowery motion the List of Expenditures for June 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 noting the application process for CDBG and HOME for Cumberland County. He advised staff continues to work on the West Fairview, Lemoyne and Newville projects. Mr. Whelan noted we are continuing to start working on the PHARE Grant that we were recently awarded. Mr. Whelan presented the Downtown Program Services Manager Report noting new businesses opening in 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 the high number of vacancies at Enola Commons and One West Penn. He noted all properties have good wait lists. Mr. Whelan advised all the commercial spaces are rented.

Committee Reports – None

Board Action

Out of State Travel Request – On a Bishop/Fenton motion the board approved the Out of State Travel request. Motion carried.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Sunshine Law and Announcements of specific
Reason for Executive Sessions

Recessed for Executive Session to discuss Personnel/Human Resources matters and Potential Litigation (Breach of Contract) at 1:03 PM by a motion from Fenton/Bishop.

Reconvened at 1:34 PM

Adjournment at 1:35 PM by a motion from Bishop/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: September 19, 2019