

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 19, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:04 PM

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

Moment of Silence in Memory of Jimmie George

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Expressed concern about the amount of time
she had to review agenda before public
Comment.
Requested the remaining board packet
Documents.

Mr. Whelan advised of the written comments provided by Ms. Burkholder and will provide copies to the
board members. He advised of the changes to the distribution of the board meeting materials.

Expressed concerns about what she believed to
be deficiencies with the Americans with
Disabilities Act (114 N. Hanover St. restroom
facilities).

Requested that the board establish a council
For persons of varying disabilities to review all
the policies and procedures of the board and
CCHRA.

Ms. Burkholder read her written comments to
the board.

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

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Housing Assistance
Payments from the Continuum of Care Grants. She advised that HUD has consolidated those grants into
a permanent supportive housing consolidated grant. Ms. Bower noted the payment to Nolt's Power
Equipment LLC for the purchase of a tractor for the Public Family Housing division. Ms. Burkholder
advised this is a violation of the Sunshine Law; the public has not had access to the documents/expense
that are being approved. On a Martin/Palmer motion; the List of Expenditures for October 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
October 31, 2019. She advised the Admin fees for HOME and County CDBG are being drawn monthly.
Ms. Bower advised we are under budget due to staff vacancies and repairs/contracts. She noted the
overtime built into the maintenance division for the winter time months.

Management Reports – Mr. Whelan presented the Executive Directors Report noting that we continue the updating of our management information systems there have been a few issues and struggles. Mr. Whelan advised of two staff vacancies; full time Resident Manager and full time Maintenance Tech. He noted the funding has ceased for the Forensic Program. Mr. Whelan advised we will be submitting a request for additional Emergency Solutions Grant Funding by year end. He noted we submitted a LIHTC application for Riverton Woods; decision is expected in Spring 2020. Mr. Whelan advised we submitted a PAHRE grant proposal for funding to support homeless individuals and families in our community; decision is expected in Spring 2020. He advised that we have started to finalize arrangements for Hope Station to take over the operation of Cyberspace from Community CARES. Mr. Whelan advised the Eastern Continuum of Care will be providing assistance to substantially underwrite the costs of the regional Coordinated Entry System Manager for 2020. He advised the EPA Grant that we helped to administer for the Brownfield sites (Tyco, IAC, Tire & Wheel) won the People’s Choice Award.

Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 18 terminations, 15 new lease ups. He advised the recent application pull were for applications that had been completed in January/ February 2018, wait list is approximately 2years long. Mr. Whelan presented the Homeless and Special Needs Housing Report noting a few vacancies. Mr. Whelan presented the Housing Management Report noting there are two vacancies at Public Family Housing as well as two vacancies at Public Senior Housing.

Committee Reports – None

Board Action

Public Housing Write-Offs – On a Bishop/Martin motion the board approved the Public Housing Write-Offs in the amount of \$6,008.54. Motion carried.

License Agreement between Hope Station and Housing Authority – On a Kelly/Palmer motion the board has approved a one-year license agreement, as presented, for HOPE station to use the property known as Memorial Park Railroad Station. Motion carried.

General Discussion – Amber requested the Board to complete the Code of Conducts forms and return them to her.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Said that there were not any documents for public review.
Expressed that she believes the transparency of staff and attorney leave much to be desired.
Requested that the board and staff embrace the spirit of the Right to Know Law and The Sunshine Law and the public’s right to participate in these proceedings.

Adjournment at 12:32 by a motion from Palmer/Kelly. Motion carried.

Respectfully submitted,
Amber Keeseman, Administrative Assistant

Next Meeting: January 16, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: December 19, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 12:57 PM.

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

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Requested copies of all documents that will be acted upon during meeting so public comment can be made in advance of board action.

Requested access to the building before the meeting begins.

Wanted to know who the Code of Conduct applies to, board members of staff.

Wanted to know when the board would be deliberating on the previous and current requests of JoAnne E. Burkholder. Ms.

Burkholder requested that her requests be added the agenda, and would like to be present.

Requested the board to vote on the distribution of documents given to the public for right to know purposes. Expressed concern about the public's ability to comment on matters in advance of board action.

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

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payments for the administration of the down payment/closing costs assistance funded from the County's Affordable Housing Trust Fund. She advised of few expenditures related to Carlisle CDBG. Ms. Bower noted a draw from County CDBG to fund LHOT Coordinator position. On a Bishop/Kelly motion the List of Expenditures for October 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 noting HUD has informed Cumberland County that we have not met the timeliness standard for the expenditure of CDBG funds.

Mr. Whelan presented the Downtown Program Services Manager Report noting the new cake and baked goods shop; Nothing Sweeter is opening on Pomfret St., Central Wedge Cheese Shop will be opening on N. Hanover St., Carlisle. He advised we are finalizing settlement for Dalicia restaurant and bakery 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 few vacancies; properties have good wait lists. He advised all the commercial properties are occupied. Mr. Whelan noted there are only three vacancies at One West Penn.

Committee Reports – None

Supplemental Agenda – Mr. Whelan presented the Community Development Report noting staff prepared a response to HUD's letter regarding the timely expenditure of CDBG funds. He advised that HUD approved the Consolidate Annual Performance and Evaluation Report. Mr. Whelan advised that that staff completed and submitted a HOME program application to DCED for 157-159 E. South St.; the goal is to acquire the property , construct new housing, and sell the united to first-time homebuyers.

Board Action

CDBG Admin Agreement – On a Bishop/Fenton motion the board approved the CDBG Admin Agreement, as presented, between the County of Cumberland and the Redevelopment Authority for the Redevelopment Authority to administer the County CDBG program. Motion carried.

HOME Admin Agreement – On a Kelly/Fenton motion the board approved the HOME Admin Agreement, as presented, between the County of Cumberland and the Redevelopment Authority for the Redevelopment Authority to administer the County HOME program. Motion carried.

General Discussion –

- i. Farewell and Recognition to Commissioner Hertzler - Chairman Martin thanked Commissioner Hertzler for his support, guidance and help.
- ii. Amber requested that the Board complete the Code of Conduct forms and return them to her.

Public Comment – None

Adjournment at 1:17 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant

Next Meeting: January 16, 2020