

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 18, 2021 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:02PM

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Jamie Keener, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chad Stauffer, Chris Rafferty, Rebecca Yearick and Amber Keeseman.

Public Comment – None

Approval of Minutes – Motion by Palmer/Bishop to approve the January 21, 2021 meeting minutes.
Motion carried.

Approval of Special Meeting Minutes – February 1, 2021 – Motion by Martin/Palmer to approve the February 1, 2021 special meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the housing assistance payments to landlords. She noted the change to the expenditure report is due to the significant amount of monthly checks. Ms. Bower advised the funds that were not used under the CARES Rent Relief Program were returned to PHFA. She noted the expenditures from Capital Fund as well as Carlisle SHP. Ms. Bower advised of the payment to Zizzi's for the purchase of the previously approved shed is being used to store COVID supplies for PFH tenants and staff. She noted the payment to Philadelphia Indemnity Insurance Co. is for flood insurance coverage as required by HUD for the units located at S. Spring Garden Complex. Ms. Bower advised the payment to Huntingdon National Bank is the lease payment for PNC equipment for the energy performance contract and improvements. On a Bishop/Kelly motion the List of Expenditures for December 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 December 31, 2020 noting all are routine. Ms. Bower noted the admin fees earned from the Rental Assistance Program and the Public Housing Program. She advised of the admin fees that were drawn for the County CDBG Program as well as the County CDBG COVID Grant. Ms. Bower noted the admin fees earned for the Homeless Programs as well as the MHIDD contract that we administer of behalf of the County. She advised of the admin fees received for the CARES Rent Relief Program. She noted the admin fund is under budget on salaries and wages due to staff vacancies, applicable taxes, and health insurance less than budgeted amount. She noted maintenance wages include budgeted overtime for snow removal. Ms. Bower advised the Public Family Housing rental income is slightly under budget. She noted we are over budget on our administrative expenses associated to COVID.

Management Reports – Ms. Kuna presented the Executive Directors Report noting the upcoming Emergency Rental Assistance program for the County from the Treasury Department. She advised the Housing Authority will lead the program starting on March 1, 2021. Ms. Kuna noted there have been bi-weekly Zoom meetings with other Housing Authorities to discuss implementation.

Ms. Shull presented the Section 8 Housing Choice Voucher Report noting 11 terminations, 3 new leases and total units leased is 1,277. She advised they will soon be doing a purge of the wait list; current wait list time is approximately 1 ½ years.

Ms. Yoder presented the Homeless and Special Needs Housing Report noting few vacancies and continuing the process to get the vacancies filled. She advised of the additional Rapid Rehousing Program.

Ms. Martin presented the Housing Management Report noting 4 vacancies at Public Family Housing with 4 pending leases. She advised staff is working diligently to collect the uncollected rents. Ms. Martin noted there are 2 vacancies at Public Senior Housing; working through wait list to fill the vacancies. Ms. Martin advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

Report of Committees - None

Board Action

Physical Needs Assessment and Energy Audit – On a Martin/Bishop motion the board awarded the Physical Needs Assessment and Energy Audit to Bureau Veritas in the amount of \$33,625.00. Motion carried.

114 N. Hanover St. Installation of four Handicap Door Openers – On a Kelly/Palmer motion the board approved the installation of four Handicap Door Openers at 114 N. Hanover St. through Stanley Access Technologies in the amount of \$9,595.00. Motion carried.

Approval and Execution of Storage Lease Agreement for 114 N. Hanover St. Garage between CCHRA and Downtown Carlisle Association – On a Bishop/Palmer motion the board approved and authorized the Executive Director to execute the garage space lease agreement between the Authorities and Serve the City as presented. Motion carried.

Supplemental Board Action

Two West Penn – Building Jetting – On a Martin/Bishop motion the board approved the building jetting to be completed by Pronto Plumber in the amount of \$9000.11. Motion carried.

General Discussion – None.

Adjournment of Housing Authority at 12:24 by a motion from Bishop/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: March 18, 2021

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: February 18, 2021 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:25 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Jamie Keener, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chad Stauffer, Chris Rafferty, Rebecca Yearick, Amber Keeseman and J. Burkholder.

Chairman Martin noted that the Board met in Executive Session on 2/18/21 at 11:45AM for approximately 12 minutes.

Public Comment –

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:
The reason for Executive Session was not mentioned.
Mr. Martin advised it was for personnel matters.

Approval of Minutes – Motion by Mowery/Fenton to approve the January 21, 2021 meeting minutes. Motion carried.

Approval of Special Meeting Minutes – January 14, 2021 – Motion by Fenton/Kelly to approve the January 14, 2021 special meeting minutes. Motion carried.

Approval of Special Meeting Minutes – February 1, 2021 – Motion by Bishop/Fenton to approve the February 1, 2021 special meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the expenditures are for projects funded from the County CDBG Program as well as the Borough of Carlisle. She advised of the payments that were funded by the Carlisle CDBG COVID Grant. Mr. Rafferty provided a brief summary regarding the Small Business Grants that were approved by the Borough of Carlisle. Ms. Bower advised of the payment to Corporate Payment Systems ~~was for~~ included the purchase of new winter coats for maintenance and two new snow blowers. On a Bishop/Fenton motion the List of Expenditures for December 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 – Ms. Kuna presented the Executive Director's Report noting the Blighted Property Reinvestment Board approved the revisions to the by-laws; staff will implement the changes at the next meeting. She advised the Shepherd's Crossing transition to Monarch is now complete and thanked Finance, Housing Management and Facilities staff for their help during the transition. Ms. Kuna is creating an application to administer Act 152 demo funds.

Mr. Rafferty presented the Community Development Report noting applications were received for CDBG CV Phase II Funding. He advised staff is preparing a Substantial Agreement to the CDBG and HOME Program. Mr. Rafferty noted the underwriting of the Smith Farm has been completed. He advised TCHDC is in the process of securing a contractor to construct 2 units of affordable housing at 157-159 E. South St. to sell to first-time homebuyers.

Ms. Yearick presented the Downtown Program Services Manager Report noting a tractor-trailer incident that resulted in property damage at Main and Walnut St. in Mechanicsburg; property owner has been approached and offered a remedy to the issue. She advised of working with Carlisle Borough to open/update the zoning ordinances.

Ms. Yoder advised the Homeless and Special Needs Housing Report is the same as previously presented.

Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report providing updates with the current unit vacancies and advised applications and leases are being processed.

Report of Committees – None.

Board Action

Physical Needs Assessment and Energy Audit – On a Bishop/Fenton motion the board awarded the Physical Needs Assessment and Energy Audit to Bureau Veritas in the amount of \$33,625.00. Motion carried.

114 N. Hanover St. Installation of four Handicap Door Openers – On a Fenton/Kelly motion the board approved the installation of four Handicap Door Openers at 114 N. Hanover St. through Stanley Access Technologies in the amount of \$9,595.00. Motion carried.

Approval and Execution of Storage Lease Agreement for 114 N. Hanover St. Garage between CCHRA and Downtown Carlisle Association – On a Bishop/Fenton motion the board approved and authorized the Executive Director to execute the garage space lease agreement between the Authorities and Serve the City as presented. Motion carried.

Approval of Energy Solutions Grant ESG CV-2 – On a Kelly/Fenton motion the board approved the Energy Solutions Grant ESG CV-2 as presented. Motion carried.

Supplemental Board Action

Services between Carlisle Borough and Redevelopment Authority – On a Kelly/Bishop motion the board approved the Services between Carlisle Borough and Redevelopment Authority Agreement as presented. Motion carried.

3-T Investors, L.P. Resolution – On a Fenton/Kelly motion the board approved the 3-T Investors, L.P. Resolution as presented. Motion carried.

Board Action – Verbal

Employment Offering – On a Fenton/Bishop motion the board authorizes the Executive Director to adjust leave time policy at initial offering of employment for any management position. Motion carried.

General Discussion – None.

Adjournment of Redevelopment Authority at 12:53 PM by a motion from Fenton/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: March 18, 2021