

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

**Meeting:** February 20, 2020 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa  
Called To Order by Chairman Fenton at 12:01PM

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

**Public Comment – None**

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

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting there are several programs receiving rental assistance from the Continuum of Care Grants. She advised of the Capital Fund expenditures. Ms. Bower advised the Public Family Housing expenditures are routine. She noted the payment to PNC Equipment Financing is for energy improvement equipment. Ms. Bower advised the payment to GANTT services for HVAC services at Public Senior Housing. On a Martin/Palmer motion the List of Expenditures for December 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 December 31, 2019. She made note of the Admin Fees that were collected. Ms. Bower advised we are under budget on salary and wages, staff vacancies, repairs and contracts and maintenance wages due to the weather. She noted the Public Family Housing rental income is over budget due to keeping the units leased. Ms. Bower advised of a few vacancies at Public Senior Housing.

**Management Reports –** Mr. Whelan presented the Executive Directors Report noting the Infradapt Contract is almost fully implemented. He advised the Maintenance Tech position has been filled; there are 2 remaining staff vacancies. Mr. Whelan noted we have not yet received a response in regard to the Continuum of Care grant Tier Two grant application. He advised the he along with Kirk Stoner and Jamie Keener presented to The County Commissioners Finance Committee a comprehensive strategy to address blight in Cumberland County. He noted work is progressing on 149 N. Pitt St. to remove the lead and asbestos hazards. Mr. Whelan advised The Trump Administration proposal was not helpful to either the Housing Authority or Redevelopment Authority programs. He noted the work is continuing of the Annual and Five Year Plans for Public Housing and the Housing Choice Voucher program. Mr. Whelan advised The Flats at Factory Square are now accepting applications. He advised our Messiah College Intern has started and she is assisting our Homeless and Special Needs Housing Division. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting an increase in 7 leases. He advised we are still accepting and processing applications. Mr. Whelan presented the Homeless and Special Needs Housing Report noting a few vacancies. Mr. Whelan presented the Housing Management Report noting there are a few vacancies at Public Family Housing as well as three vacancies at Public Senior Housing, both programs have good wait lists. He noted that the Family Self Sufficient Grant has been renewed.

**Committee Reports – None**

**Board Action**

**CF-16 -PFH-19004 – Water Heater Replacement** – On a Kelly/Palmer motion the board awarded the contract to Thos Somerville Co. Motion carried.

**CF – 16 -PFH-19005 – Expansion Tank Replacement** – On a Martin/Bishop motion the board awarded the contract to R.F. Fager Co. Motion carried.

**PA0647L3T091705 – Closeout Certification – Shelter Plus Care Chronic** – On a Kelly/Martin motion the board approved the Closeout Certification as presented. Motion carried.

**General Discussion – None**

**Public Comment –**

Name of Taxpayer/Resident:  
Joanne E. Burkholder

Subject of Testimony:  
Ms. Burkholder distributed a memo from her to to the Board Members concerning the Release of Information Form used by the Housing Authority. She stated in her opinion it violates the HUD privacy act. Ms. Burkholder requested that use of the form be discontinued and that the solicitor review the form and report back to the board.

Adjournment at 12:28 by a motion from Martin/Bishop Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant

Next Meeting: March 19, 2020

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

**Meeting:** February 20, 2020 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa  
Called To Order by Chairman Martin at 12:49 PM.

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

**Public Comment – None**

**Minutes –** Motion by Bishop/Fenton to approve the January 16, 2020 meeting minutes. Motion carried.

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the Affordable Housing Trust Fund Emergency Repair Expenditures. She noted the payments to our hearing officer; Paul Primrose, as well as the payment to MRI Software, LLC. On a Fenton/Kelly motion the List of Expenditures for December 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 Administrative Agreements with CCHRA to administer the HOME and CDBG programs on behalf of the County have been approved. He advised the staff is working on the Consolidated Annual Performance and Evaluation Report; due to HUD the end of March. Mr. Whelan noted staff is working on the Environmental Review for the 157-159 E. South St. project. Mr. Whelan presented the Downtown Program Services Manager Report noting various activities in Lemoyne, Mechanicsburg and Mt. Holly. 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 unusual amount of vacancies at East Gate, Enola Commons and Newport Properties; staff are working diligently to lease the units.

**Committee Reports – None**

**Board Action**

**Public Policy Agenda Adoption –** On a Bishop/Kelly motion the board approved the Public Policy Agenda Adoption as discussed. Motion carried.

**Bid Tab**

Contract	Contractor	Amount	Homeowner	1 <sup>st</sup>	2 <sup>nd</sup>
C-188	Go Time Home Repair LLC	\$20,000.00		Kelly	Bishop

**General Discussion** – Mr. Whelan discussed the creation of Cumberland County Land Bank.

**Public Comment** – None

Adjournment at 1:05 PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman,

Administrative Assistant

Next Meeting: March 19, 2020