

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 17, 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, Mark Bishop, Deb Kelly, Ginny Mowery, Penny Palmer,
Commissioner Hertzler, Mason McClellan, Solicitor Tricia Naylor, Tim Whelan, Peg Bower,
Rebecca Yearick, Les Jumper and Amber Keeseman.

Minutes – Motion by Bishop/Kelly to approve the December 20, 2018 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 and some of the renewals. She advised of the RHO expenditures for operating expenses at 149 N. Pitt St. Ms. Bower noted the payment to Cam-Tek Systems, Inc for the camera software update. She advised of the payments to Orkin. Ms. Bower noted the payment to Gantt Services for the cleaning of the boiler system at Two West Penn Apartments. On a Palmer/Martin motion; the List of Expenditures for November 2018 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 November 30, 2018. She advised the Admin budget has been adjusted due to the operating costs being lower. Ms. Bower noted admin fees have been received for the Homeless Programs. She advised we are under budget mostly due to staff vacancies and the pending contract with Infradapt.

Management Reports – Mr. Whelan presented the Executive Director’s Report. He advised that 203 E. Main St. is now completely owned by the Museum Association. Mr. Whelan anticipates the Housing Program Specialist position will soon be filled. He advised the position for Public Family Housing Clerk has been filled. Mr. Whelan noted the part time Tax Credit Resident Manager position is vacant. He noted that we continue work for the updating of our management information systems. Mr. Whelan advised that Hope Station has resolved the insurance issues. He noted the increase in duties and responsibilities for the Local Housing Options Team position. Mr. Whelan discussed some of the issues due to the federal government shut down. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting they are continuing to lease. Mr. Whelan presented the Section 8 Homeownership Option Program Report noting there is 1 person interested. He advised there have been 16 closings since the beginning of the program. Mr. Whelan presented the Homeless and Special Needs Housing Report. He advised there are 4 vacancies at New Visions. Mr. Whelan presented the Housing Management Report noting they have good wait lists and are working to lease up the vacancies. He noted there are 3 pending leases.

Committee Reports – None

Board Action

Public Policy Agenda – On a Kelly/Palmer motion the board approved the Public Policy Agenda as presented. Motion carried.

Merakey Lease Agreement – On a Bishop/Palmer motion the board approved the Merakey Lease Agreement as presented. Motion carried.

Corrections to Sprinkler System – On a Martin/Palmer motion the board approved sprinkler system corrections as discussed. Motion carried.

General Discussion – None

Adjournment at 12:34 PM by a motion from Martin/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: February 21, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: January 17, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 12:56 PM.

Attending: Roland Fenton, Lou Martin, Mark Bishop, Deb Kelly, Ginny Mowery, Penny Palmer, Commissioner Hertzler, Mason McClellan, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, Rebecca Yearick, Les Jumper and Amber Keeseman.

Minutes – Motion by Bishop/Kelly to approve the December 20, 2018 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the AHTF payments relate to the down payment and closing cost assistance program from the County's Affordable Housing Trust Fund. She noted the CDBG payments for the owner occupied rehab units. Ms. Bower advised of the 2017 ESG grant for rental assistance. She noted the payment to Cigna is for the new health insurance contract for 2019. Ms. Bower advised the payment to Capital Blue Cross was for the November 2018 coverage. On a Fenton/Bishop motion the List of Expenditures for November 2018 was approved.

Report of Treasurer – Mr. Whelan 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 they are currently working on the development of the consolidated plan for Cumberland County and Carlisle for 2020-2025. He noted that staff is continuing to work with the Tri-County Housing Development Corporation on potential homebuyer projects in West Fairview, Newville and Lemoyne. Ms. Yearick presented the Downtown Program Services Manager Report noting the settlement for 203 E. Main St. has been completed and the design work has begun. She advised that the Smoke & Pickles Butcher Shop is a very welcome addition, due to open in February. Ms. Yearick noted she is currently working with Ollie's Outlet for available locations. She advised of discussions with Maple Donuts looking for a location in Lemoyne.

Mr. Whelan noted nothing additional to add to the Homeless and Special Needs Housing Report. Mr. Whelan presented the Tax Credit/Federal Senior Housing Management Report noting the vacancies and advised we are working to lease up as quickly as possible.

Committee Reports – None

Board Action

Public Policy Agenda – On a Kelly/Fenton motion the board approved the Public Policy Agenda as presented. Motion carried.

Merakey Lease Agreement – On a Fenton/Mowery motion the board approved the Merakey Lease Agreement as presented. Motion carried.

Bid Tab

Contract	Contractor	Amount	Homeowner	1st	2nd
C-184	Harvey Landis	\$5,350.00	[REDACTED]	Bishop	Fenton
C-185	B.L. Bradley & Son Builders	\$9,750.00 \$6,400.00	[REDACTED]	Mowery	Kelly

Contract Execution – Michael Baker, International – On a Kelly/Mowery motion the board approved the contract execution as discussed.

General Discussion – None

Public Comment – None

Adjournment at 1:06PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: February 21, 2019