

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

Meeting: July 18, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Fenton at 12:05 PM

Attending: Roland Fenton, Lou Martin, Ginny Mowery, Mark Bishop, Penny Palmer, Commissioner Hertzler, Solicitor Tricia Naylor, Tim Whelan, Dan Robinson, Jillian Yoder, Kathy Laser, Les Jumper, Rebecca Yearick, JoAnne Burkholder and Amber Keeseman.

Annual Meeting – Election of Officers approved on a Martin/Bishop motion. Motion carried.

<u>Name</u>	<u>Office</u>
Roland D. Fenton	Chairman
Louis R. Martin	Vice-Chairman
Deborah Kelly	Treasurer
Mark E. Bishop	Assistant Secretary
Timothy F. Whelan	Secretary

Minutes – Motion by Bishop/Martin to approve the June 20, 2019 meeting minutes as amended to reflect the announcement for Executive Session (Personnel) was properly made and the attendance of Solicitor Tricia Naylor via telephone. Motion carried.

List of Expenditures – Mr. Whelan presented the List of Expenditures noting the Capital Fund payments to Budget Renovations & Roofing Inc. for a roofing project at Grandview Ct. He advised that all other expenditures are routine. On a Bishop/Martin motion; the List of Expenditures for May 2019 was approved. Motion carried.

Report of Treasurer – Mr. Whelan presented the Administrative Revenue Actual vs. Budget, the Administrative Fund financial reports, and the Public Family/Public Senior Housing financials as of May 31, 2019. He advised the annual auditing expense has been deducted. Mr. Whelan noted the Public Family/Public Senior are all routine.

Management Reports – Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting a significant number of voucher terminations due to varying reasons. He noted we are continuing to pull from waiting list and leasing up. Mr. Whelan presented the Section 8 Homeownership Report noting the program is moving along nicely. Mr. Whelan presented the Homeless and Special Needs Housing Report noting a few vacancies throughout some programs. He advised we are hopeful to lease them soon. Mr. Whelan noted the new Forensic Program currently has four (4) applications in process. Mr. Whelan presented the Housing Management Report noting Public Family has several vacancies with good wait lists. Public Senior has one (1) vacancy. Staff is working diligently to fill the vacant units.

Committee Reports – None

Board Action

RA/HA Admin Agreement – On a Martin/Bishop motion the board approved the RA/HA Admin Agreement as presented. Motion carried.

PA0177L3T091705 – Closeout Certification (Perry Veterans SHP) – On a Palmer/Bishop motion the board approved the Perry Veterans Supportive Housing Program closeout certification. Motion carried.

PA0447L3T091703 – Closeout Certification (Safe Harbour SHP) – On a Martin/Palmer motion the board approved the Safe Harbour Supportive Housing Program closeout certification. Motion carried.

CF-19-PFH-19004 – Power Washing PFH Properties – On a Palmer/Martin motion the board awarded the contract to Taylor and Son’s Painting. Motion carried.

CF-16-PFH-19002 – Bathroom remodel – 303A N. Pitt St. – On a Martin/Palmer motion the board awarded the contract to Lobar Associates. Motion carried.

Lead Base Paint Insurance Renewal – On a Martin/Palmer motion the board awarded the Lead Base Paint Insurance Renewal to Evanston Insurance Company. Motion carried.

General Discussion – None

Public Comment – Ms. JoAnne Burkholder requested to be informed of which employees received raises, the amounts, the percentages, and the reason for the raises that were approved during the CCHRA June 2019 board meeting Ms. Naylor advised Ms. Burkholder that she could request that information through a Right to Know request. Ms. Burkholder requested the help of the County Commissioner to assist with the transparency of County operations for the use of tax payer money. Ms. Burkholder stated that it is a violation of The Sunshine Law to not state what the Executive Session is being held for and requested that all Board Members be given training on The Sunshine Law. She also requested that the Board Members review recent court cases involving The Sunshine Law. Ms. Burkholder requested an update in regard to her requesting the email addresses of the Board of Directors. Ms. Naylor advised the issue has not yet been addressed. Mr. Whelan advised that he is the Secretary of the Board for both the Housing Authority and the Redevelopment Authority and is responsible for the correspondence to and from the Board and his contact information is available on the CCHRA website. Ms. Burkholder requested a number for the actual Board Members. Ms. Naylor advised the issue would be reviewed. Ms. Burkholder requested clarification of what the Housing Authority responsibilities are in terms of enforcing HAP contracts and for this information to be placed on the CCHRA website. Ms. Burkholder requested that the Housing Authority staff receive training regarding the Open Records Law. Ms. Burkholder asked for much larger name tags.

Supplemental Agenda –

Executive Director’s Report – Mr. Whelan presented the Executive Director’s Report noting that he along with Ms. Naylor continuing the work of finalizing the contract with Infradapt. He noted there are two part-time vacant positions in the Tax Credit Department. Mr. Whelan advised the settlement for the Carlisle Veterans Housing Project has been completed and construction work has started. He noted we continue work on the process for requalifying Cumberland County as an Urban County. Mr. Whelan advised we have been awarded a \$400,000 PHARE grant from PHFA for the creation of a Blight Remediation Revolving Loan Fund. He advised the board there was a fire at One West Penn, the fire was contained to the unit. Unfortunately the resident died, however; the resident died prior to the fire starting. Mr. Whelan thanked Ms. Bower and the Division Head Directors for handling everything quickly and appropriately during his vacation.

Survey of Local Housing Authorities Processes – Mr. Whelan discussed the results of the Survey of Local Housing Authority Processes. He noted that changes in timeliness can be made as a part of the Annual Plan development and submission process.

Annual Meeting of the Member: Multi Family Housing Opportunities Inc.

Approval of Annual Meeting Minutes – July 2018 – On a Mowery/Martin motion the board approved the annual meeting minutes of July 19, 2018. Motion carried.

Election of Directors –

On a Bishop/Palmer motion, it was moved that the following persons were elected as Directors of the Corporation, to serve until the next Annual Meeting or until such time as their successors are elected: Louis R. Martin, Roland D. Fenton, Deborah Kelly, Mark E. Bishop and Marlene Palmer. Motion carried.

On a Martin/Bishop motion the Annual Meeting of the Members adjourned at 12:51 PM. Motion carried.

Adjournment at 12:55 PM by a motion from Martin/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: August 15, 2019

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: July 18, 2019 – East Gate Senior Apartments, 35 E. Gate Dr. Carlisle, Pa
Called To Order by Chairman Martin at 1:17 PM.

Attending: Roland Fenton, Lou Martin, Ginny Mowery, Mark Bishop, Commissioner Hertzler,
Solicitor Tricia Naylor, Tim Whelan, Dan Robinson, Jillian Yoder, Kathy Laser, Les Jumper,
Rebecca Yearick, JoAnne Burkholder and Amber Keeseman.

Annual Meeting – Election of Officers approved on a Bishop/Fenton motion. Motion carried.

<u>Name</u>	<u>Office</u>
Louis R. Martin	Chairman
Roland D. Fenton	Vice-Chairman
Deborah Kelly	Treasurer
Mark E. Bishop	Assistant Secretary
Timothy F. Whelan	Secretary

A member of the public, Ms. JoAnne Burkholder, interrupted the meeting. Ms. Burkholder wanted to record the meeting. Ms. Burkholder requested an opinion from the solicitor regarding her ability to record.

Minutes – Motion by Bishop/Mowery to approve the June 20, 2019 meeting minutes. Motion carried.

List of Expenditures – Mr. Whelan presented the List of Expenditures noting the payment to Michael Baker International for a fair housing activity. On a Fenton/Mowery motion the List of Expenditures for May 2019 was approved.

Report of Treasurer – Mr. Whelan presented the Administrative Revenue Actual vs. Budget noting the Housing and Special Needs Admin fees are under budget. He advised the Admin statement and income expenses are under budget due to Salaries/Health Insurance/Contracts.

Management Reports – Mr. Robinson presented the Community Development Report noting a Habitat for Humanity house located in East Pennsboro Township has recently sold. He advised they have sent out Block Grant and HOME applications to all Cumberland County Municipalities. Mr. Robinson noted the Consolidated Plan was recently submitted to Carlisle Borough. Ms. Yearick presented the Downtown Program Services Manager Report noting Dalicia Bakery will be purchasing an old church property. Dalicia Bakery is a bakery and coffee shop and they are adding a full restaurant to the business. Ms. Yearick advised Hook and Flask is a distillery opening in Carlisle. Mr. Whelan presented 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 vacancies all with good wait lists.

Committee Reports – None

Board Action

RA/HA Admin Agreement – On a Fenton/Mowery motion the board approved the RA/HA Admin Agreement as presented. Motion carried.

Lead Base Paint Insurance Renewal – On a Bishop/Mowery motion the board awarded the Lead Base Paint Insurance Renewal to Evanston Insurance Company. Motion carried.

General Discussion – None

Public Comment – Ms. JoAnne Burkholder stated The Sunshine Law does not require a specific section of the law to be cited, it only requires that you cite the name of the act. She stated that this is a public meeting and that the CCHRA board is severely lacking transparency. Ms. Burkholder noted she is lodging a complaint. Ms. Naylor confirmed that Ms. Burkholder was permitted to record the board meeting.

Supplemental Agenda –

Executive Director’s Report – Mr. Whelan presented the Executive Director’s Report noting we received a monitoring from HUD specifically for the Continuum of Care grants. He advised there were a few findings that are being addressed.

Bid Tab

Contract	Contractor	Amount	Homeowner	1 st	2 nd
C-186	B.L. Bradley & Son Builders	\$13,000.00	[REDACTED]	Bishop	Mowery

Annual Meeting of the Member: Cumberland Development Initiatives Inc.

Approval of Annual Meeting Minutes – July 2018 – On a Fenton/Bishop motion the board approved the annual meeting minutes of July 19, 2018. Motion carried.

Election of Directors –

On a Mowery/Bishop motion, it was moved that the following persons were elected as Directors of the Corporation, to serve until the next Annual Meeting or until such time as their successors are elected:

Louis R. Martin, Roland D. Fenton, Deborah Kelly, Mark E. Bishop and Ginny Mowery.
Motion carried.

On a Bishop/Mowery motion the Annual Meeting of the Members adjourned at 1:35 PM.
Motion carried.

Recessed for Executive Session at 1:39 PM to discuss Personnel and Human Resource matters.

Reconvened at 2:28 PM

Adjournment at 2:29 PM by a motion from Fenton/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: August 15, 2019