

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 18, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:03PM

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

Chairman Fenton stated for the record that the Board met in Executive Session for approximately 31 minutes for the purpose of discussing personnel matters. He stated no action was taken by the Board during the Executive Session.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Requested to know what personnel matters were discussed.
Suggested reading the Sunshine Law in regard to specifying what type of personnel matters were considered during Executive Session.

Minutes – Motion by Martin/Palmer to approve the May 21, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the landlord payments for rental assistance funded by the Continuum of Care Grants. She advised of the expenditures related to the rehab of the First Time Home Buyer property located at 149 N. Pitt St., Carlisle. Ms. Bower noted the payment to Constellation New Energy, Inc. is for the measurement and verification review and preparation of the annual report to be issued to HUD. On a Bishop/Palmer motion the List of Expenditures for April 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 April 30, 2020 noting all are routine. She advised we are awaiting funding from HUD for the 2020 CDBG and HOME Admin funds for Cumberland County. Ms. Bower noted the Admin fees related to administering several Continuum of Care Grants, homeless programs and the MHIDD contract for the County. She advised the Admin income statement is under budget due to staff vacancies, health insurance, as well as repairs and contracts due to Infradapt contract starting later. Ms. Bower noted maintenance wages are under budget due to little overtime as a result of the mild winter. She advised Public Family Housing Dwelling Rental Income is over budget. They are doing a great job with keeping units turned over and leased up.

Management Reports – Mr. Whelan presented the Executive Directors Report discussing the concerns regarding COVID-19 and transitioning to the Green re-opening phase. He advised we will continue to do everything possible to ensure the safety of tenants and staff while continuing to stay compliant with the Pennsylvania Department of Health and CDC guidelines. Mr. Whelan noted we are cautiously returning full staff to the office, all remote work will end Monday June 29, 2020. He advised the board of the specific plans/restrictions for property re-openings. Mr. Whelan noted that we submitted the COVID-19

Emergency Solutions Grant authorized by the CARES Act; we anticipate receiving a response in late July 2020. He advised we are administering the CDBG-CV application process for both Cumberland County and Carlisle Borough, the County has received 16 applications. Mr. Whelan noted the state of Pennsylvania has issued guidelines for a rent relief program for those that have been affected by COVID-19. The Housing Authority has been designated by the County Commissioners to be the organization to help administer and manage the program. He advised the application has been submitted to PHFA; we are awaiting information regarding acceptance and any associated award. Mr. Whelan noted we have continued to use CARES Act funds to support our operations in Public Family Housing and Housing Choice Voucher Programs. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 19 terminations. He noted the Housing Choice Voucher representatives are very busy with income changes. Mr. Whelan advised we are still accepting and processing applications. Mr. Whelan presented the Homeless and Special Needs Housing Report noting 1 self-termination and 1 new enrollment. He noted few vacancies. Mr. Whelan presented the Housing Management Report noting we are continuing to lease up in both Public Family Housing as well as Public Senior Housing.

Committee Reports – None

Board Action

Review and Approval of Building Budget – On a Palmer/Martin motion, the board approved the Building Budget for 2020-2021 as presented by Ms. Bower. Motion carried.

Review and Approval of Admin Budget – On a Kelly/Bishop motion, the board approved the Administrative Budget for 2020-2021 as presented by Ms. Bower. Motion carried.

Public Housing Write-Offs – On a Martin/Palmer motion the board approved the Public Housing Write-Offs in the amount of \$4,212.79. Motion carried.

Amendment to Bylaws – On a Martin/Palmer motion the board approved the Amendment to the Bylaws as presented. Motion carried.

Strategic Plan Approval – On a Martin/Palmer motion the board approved the Strategic Plan as presented. Motion carried.

General Discussion – Mr. Whelan advised Lou Martin has been appointed to serve another 5 year term.

Supplemental Board Action

D&O Public Official and Employment Practices Liability Insurance – On a Bishop/Palmer motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2020-2021. Motion carried.

PA0177L3T091806 Closeout Certification (Perry Veterans SHP) – On a Martin/Palmer motion the board approved the Perry Veterans SHP Closeout Certification as presented. Motion carried.

Public Comment –

Name of Taxpayer/Resident:

Subject of Testimony:

Joanne E. Burkholder

Requested to know the total dollar amount of the staff raises.

Ms. Bower provided the budgeted amount for all staff, the total number of employees and the amount of the budget increase from the previous year.

Requested update regarding the authorization for the release of information and records form. Mr. Whelan advised the form is currently under revision.

Requested information regarding the new offices being constructed at 114 N. Hanover St. Mr. Whelan noted the offices will consolidate staff from other locations as well as accommodate new staff.

Asked if the board members will be receiving cchra.com email addresses for the public to contact them directly.

Mr. Whelan advised there are no plans for the board members to receive cchra.com email addresses. Ms. Naylor stated the public has the ability to communicate directly with the board members by attending the board meetings, emailing the Executive Director, or via mail to the Redevelopment Authority or the Housing Authority.

Requested an update regarding her previous request for the Board to require the Authority to notify tenants of disallowable tenant expenses.

Mr. Whelan advised we have reviewed the current practice and will make adjustments as appropriate in keeping with the Admin Plan.

Requested the Board refrain from making comments during public comment.

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

Respectfully submitted,
Amber Keeseman, Administrative Assistant

Next Meeting: July 16, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: June 18, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:56 PM.

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

Chairman Martin stated for the record that the Board met in Executive Session for approximately 31 minutes for the purpose of discussing personnel matters. He stated no action was taken by the Board during the Executive Session.

Public Comment – None

Minutes – Motion by Fenton/Bishop to approve the May 21, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the disbursements from the Affordable Housing Trust Fund for the Down Payment and Closing Cost Assistance program. She advised of the expenditures related to Carlisle CDBG as well as the County CDBG program. Ms. Bower noted the funds going from the unrestricted reserve to the admin fund to help cover expenses while awaiting the funds to be received from the 2020 CDBG award. She advised of the monthly expenditures to Infradapt for the phone/information management system. On a Fenton/Bishop motion the List of Expenditures for April 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 – Mr. Whelan advised the Executive Director's Report is the same as previously presented. Mr. Whelan presented the Community Development Report noting the work regarding the CDBG-COVID 19 funding. He noted we continue to work with Tri-County Housing Development Corporation on projects in Carlisle, West Fairview, Newville and Lemoyne. Mr. Whelan advised staff continues the work on the HOME project located at 157-159 E. South St., Carlisle. Mr. Whelan presented the Downtown Program Services Manager Report noting we anticipate new activity with moving to the Green re-opening phase. 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 vacancies at East Gate and the leasing difficulties due to COVID-19. He noted all Commercial spaces are leased.

Committee Reports – None

Board Action

Review and Approval of Building Budget – On a Fenton/Bishop motion, the board approved the Building Budget for 2020-2021 as presented by Ms. Bower. Motion carried.

Effective date for pay increases – On a Bishop/Fenton motion, the board approved staff pay increases to be effective June 21, 2020. Motion carried.

Review and Approval of Admin Budget – On a Fenton/Bishop motion, the board approved the Administrative Budget for 2020-2021 as presented by Ms. Bower. Motion carried.

Amendment to Bylaws – On a Fenton/Bishop motion the board approved the Amendment to the Bylaws as presented. Motion carried.

Strategic Plan Approval – On a Fenton/Bishop motion the board approved the Strategic Plan as presented. Motion carried.

Supplemental Board Action

D&O Public Official and Employment Practices Liability Insurance – On a Fenton/Kelly motion the award is made to Greenwich Insurance Company for the Directors and Officers Insurance Policy for 2020-2021. Motion carried.

Memorandum of Understanding with Wormleysburg Borough – On a Kelly/Bishop motion the board approved the Memorandum of Understanding with Wormleysburg Borough as presented. Motion carried.

Human Resources Recruitment and Consultation Contract – On a Fenton/Bishop motion the board awarded the Human Resources and Consultation Contract to Gulotta Group not to exceed \$7,500.00. Motion carried.

Revised Organizational Chart – On a Fenton/Kelly motion the board approved the Revised Organization Chart as presented. Motion carried.

General Discussion – None

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Suggested that during board member interviews the County Commissioners should advise that due diligence as a volunteer board member is to be the same as a paid board member. Requested that the County Commissioners seek people with experience in serving people with disabilities. Stated she feels as though the current board members are not responding to the needs of these types of tenants and applicants. Requested to have younger members appointed to the board.

Adjournment at 1:14 PM by a motion from Fenton/Mowery. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: July 16, 2020