

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

Meeting: March 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, Mary Kuna, Peg Bower, Becky Shull, Jillian Yoder, Cindy Martin, Chris Rafferty, Rebecca Yearick and Amber Keeseman.

Public Comment – None

Approval of Minutes – Motion by Kelly/Bishop to approve the February 18, 2021 meeting minutes with the correction to the typo in the Report of Treasurer should be on, not of. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the housing assistance payments to landlords. She noted the capital fund expenditures. Ms. Bower noted the payments to CPHI CE SHP are for the property at 152-154 N. Pitt St owned by Cumberland/Perry Housing Initiatives. She advised of the final payments to Infradapt for the technology upgrades for both Public Family Housing and Housing Choice Voucher that were paid from the CARES funds. On a Martin/Palmer motion the List of Expenditures for January 2021 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 January 31, 2021 noting all are routine. She advised we have received payment for administering the MHIDD Contract with the County. Ms. Bower noted the management fees and staffing salaries for property management and maintenance staff. She advised 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 continued discussions with Sadler Health regarding vaccine availability. She advised along with other Housing Authority Directors, they met with staff from Senator Casey's, Senator Toomey's office and Congressman Scott Perry to discuss regional housing issues in regard to prevailing wage, additional funding for HOME and COVID related waivers. Ms. Kuna noted continued technology improvements through Infradapt. She advised we are managing the Cumberland County Emergency Assistance Rental Assistance Program; implemented on March 8, 2021. Thank you to Becky Shull and the HCV staff for taking the lead with the program. Ms. Kuna advised she spoke to South Central Assembly and Housing Alliance regarding the County's Emergency Rental Assistance Program. She noted the 114 N. Hanover St. lobby area has been remodeled for easier cleaning and sanitation, and thanked all staff there were involved. Mr. Fenton would like to thank the staff for all the efforts with the ERAP. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting total units leased is 1,274. She advised they continue to pull from wait list, and there are less terminations then last year at this time. Ms. Shull advised there are a few Housing Choice Voucher recipients that are interested in the Homeownership Option.

Ms. Yoder presented the Homeless and Special Needs Housing Report noting few openings in the Chronic Program. She advised there are several vacancies with the Rapid Rehousing Program, mostly due to it being a short term 6 month program.

Ms. Martin presented the Housing Management Report noting 3 vacancies at Public Family Housing, processing 3 applications. She advised staff is working diligently to collect the uncollected rents and advising tenants of the CARES application. Ms. Martin noted there are 3 vacancies at Public Senior Housing, 1 application being processed. Ms. Martin advised there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

Board Action

Annual Plan – On a Palmer/Kelly motion the board approved the Annual Plan as presented. Motion carried.

Public Housing Write-Offs – On a Martin/Bishop motion the board approved the 2nd quarter Public Housing Write-Offs as presented. Motion carried.

Utility Allowance – PFH/PSH – On a Bishop/Palmer motion the board approved the Utility Allowance effective May 1, 2021 as presented. Motion carried.

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

Amendment to ERAP Admin Agreement – On a Kelly/Bishop motion the board approved the amendment as presented and authorized the Executive Director to execute the agreement. Motion carried.

PA0553L3T091808 Closeout Certification (Carlisle Supportive Housing Program) – On a Martin/Palmer motion the board approved the Closeout Certification as presented. Motion carried.

General Discussion – None.

Adjournment of Housing Authority at 12:26 by a motion from Kelly/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: April 15, 2021

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

Meeting: March 18, 2021 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:27 PM.

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

Chairman Martin noted that the Board met in Executive Session for approximately 15 minutes on 3/12/21 to discuss acquisition of property, no action was taken.

Public Comment – None

Approval of Minutes – Motion by Fenton/Bishop to approve the February 18, 2021 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payment to Infradapt is the monthly contract payment. She advised of the payment to Safeguard Business Systems, Inc. for the purchase of checks. On a Kelly/Fenton motion the List of Expenditures for January 2021 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 we are currently working on a revised definition of Blighted Property for Cumberland County. She advised of meeting with various housing developers to discuss future opportunities in Cumberland County. Ms. Kuna noted she attended the PAHRA Winter Conference and the NAHRO Washington DC Virtual Conference. Mr. Rafferty presented the Community Development Report noting applications were received for CDBG CV Phase II Funding. He advised staff reviewed the applications and prepared funding recommendations for the County Commissioners, the Substantial Amendment for the CDBG-CV Phase II funding was approved on March 8, 2021. Mr. Rafferty noted staff continues to work with TCHDC on homebuyer projects in Carlisle, West Fairview, Newville and Lemoyne. He advised staff continues to work with the Borough to implement a wide range of Carlisle CDBG activities. Ms. Yearick noted no additions to the Downtown Program Services Manager Report. 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. She advised Commercial tenant; Tamzen's Bridal will be entering another 3 year lease. Ms. Martin noted 8 vacancies at One West Penn, working through wait list.

Report of Committees – None.

Board Action

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

Resolution for modification and extension of a \$30,000 loan to Carlisle High Street Holdings, LLC and Carlisle High Street Properties, LLC – On a Fenton/Bishop motion the board approved the Resolution as presented and authorized the Executive Director “to execute any and all documents necessary to effectuate the extension and modification of loan terms including, but not limited to, a loan modification and extension agreement.” Motion carried.

Resolution for modification and extension of a \$248,000 loan to Carlisle High Street Holdings, LLC and Carlisle High Street Properties, LLC On a Fenton/Kelly motion the board approved the Resolution as presented and authorized the Executive Director “to execute any and all documents necessary to effectuate the extension and modification of loan terms including, but not limited to, a loan modification and extension agreement.” Motion carried.

Approval of Downtown Agreements – Mechanicsburg, Mt. Holly Springs, Lemoyne – On a Bishop/Fenton motion the board approved the Downtown Agreements as presented. Motion carried.

General Discussion – None.

Adjournment of Redevelopment Authority at 12:43 PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: April 15, 2021