

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 21, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Fenton at 12:18PM

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.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Requested confirmation that her email sent to Mr. Whelan was received by the board members. (Board members confirmed receipt.) Suggested the board members obtain cchra.com email addresses that are available for public use.

She believes it is an ADA issue to only have one method of being able to communicate with the board. She believes website search feature needs to be improved.

Advised of issues she had regarding recertification documents that she requested three times for them to be stamped "received". (Mr. Whelan advised that copies were provided along with an email confirmation noting the date the documents were received and who they were received by.)

Minutes – Motion by Bishop/Kelly to approve the April 16, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Housing Assistance Payments for the Continuum of Care Grants. She advised Capital Fund 2016 grant funds have been finalized, noting the purchase of 40 water heaters. Ms. Bower advised the expenditures for Public Family Housing and Public Senior Housing are all routine. On a Martin/Palmer motion the List of Expenditures for March 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 March 31, 2020 noting all are routine. She advised we have not received the 2020 CDBG or HOME funds for Cumberland County. Ms. Bower noted the funds are typically available August – September 2020 and at that time we will draw down Administrative Fees for the year, retroactive to January 2020. She noted the Admin income statement is under budget due to salaries and wages. Ms. Bower advised repairs and contracts are also under budget due to the Infradapt contract starting later.

Management Reports – Mr. Whelan presented the Executive Directors Report discussing the concerns regarding COVID-19 and transitioning to the Yellow phase. He advised we will continue to do everything

possible to ensure the safety of tenants and staff. Mr. Whelan advised that in addition to the CARES Act there are additional Emergency Solution Grant funds available in Pennsylvania, the proposal is due June 1, 2020. He advised that we have issued the CDBG-COVID-19 application and guidelines for Cumberland County. Mr. Whelan noted that we are facilitating a "funders collaborative" where we are bringing together other organizations to help ensure the best utilization of the limited resources. He noted we are receiving additional funds through the CARES Act to support Public Housing operations and the Housing Choice Voucher program. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting 7 new leases. He advised we are still accepting and processing applications, however; there are difficulties with the leasing procedure due to COVID-19. Mr. Whelan presented the Homeless and Special Needs Housing Report noting the difficulties regarding lease ups due to COVID-19; two applications currently being processed. Mr. Whelan presented the Housing Management Report noting the vacancies in both Public Family Housing as well as Public Senior Housing and advised of the difficulties with the leasing procedure due to COVID-19.

Committee Reports – None

Board Action

Approval of Housing Authority Audit – On a Martin/Kelly motion the board approved the 2019 audit as presented. Motion carried.

Approval of Public Housing Budget – On a Palmer/Kelly motion the board approved the Public Housing Budget as presented. Motion carried.

PA0553L3T091707 – Closeout Certification (Carlisle Supportive Housing Program) – On a Martin/Palmer motion the board approved the Closeout Certification as presented. Motion carried.

Correction to the March 2020 Minutes – On a Martin/Palmer motion the board approved the correction to the March 2020 minutes as presented. Motion carried.

General Discussion – Chairman Fenton congratulated 

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:

Advised she has a degree in accounting and that audits only find what is being looked for. Advised of her comments as part of Resident Advisory Board regarding the tenant fees for violations, monthly pet fees, and pet security fees.

She believed that having to return fees to support the homeless programs should not be praised as good management.

Advised that Mr. Whelan attempted to charge \$60.00 for a copy of her electronic file and she did not believe it fit in with the state regulations for fees. Requested that the board review fees.

Requested that public comments be read aloud before the approval of minutes.

Requested that the board take a tour of the Housing Authority office in regards to disability/accessibility of the building.

Recommended that the current Housing Authority office be rented out, and a new building be rented for the Housing Authority offices. Advised there are no public restrooms available unless you have an appointment.

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

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: June 18, 2020

MINUTES
REDEVELOPMENT AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: May 21, 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.

Public Comment – None

Minutes – Motion by Fenton/Kelly to approve the April 16, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payments processed for the Down Payment and Closing Cost Assistance program funded from the County Affordable Housing Trust Fund. She advised of the draw downs and expenditures for Carlisle and County CDBG programs. On a Fenton/Kelly motion the List of Expenditures for March 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 applications and guidelines. He noted staff is working on the Environmental Review for 157-159 E. South St. Mr. Whelan presented the Downtown Program Services Manager Report noting COVID-19 has created many disruptions, however; support and planning work continues remotely. 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.

Committee Reports – None

Board Action

Approval of Redevelopment Authority Audit – On a Fenton/Kelly motion the board approved the audit as presented. Motion carried.

General Discussion – Chairman Martin commends Mr. Whelan and staff for all the good work through all the COVID-19 issues.

Public Comment –

Name of Taxpayer/Resident:
Joanne E. Burkholder

Subject of Testimony:
Requested that the board require the Authority to adopt a policy regarding notification for disallowing expenses above a \$50.00 total and that the applicant receive written notification and given an opportunity to correct it.

Adjournment at 1:02 PM by a motion from Kelly/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseaman,
Administrative Assistant

Next Meeting: June 18, 2020