

MINUTES
HOUSING AUTHORITY OF THE COUNTY OF CUMBERLAND

Meeting: November 19, 2020 – 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, Commissioner DiFilippo, Solicitor Tricia Naylor, Shireen Farr, Mary Kuna, Peg Bower, Chad Stauffer and Amber Keeseman.

Chairman Fenton noted that the Board met in Executive Session for the purpose of discussing potential litigation on 11/9/20 for approximately 30 minutes. No action was taken by the Board during the Executive Session.

Public Comment – None

Minutes – Motion by Kelly/Palmer to approve the October 15, 2020 meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Continuum of Care Grants that are administered by the Homeless and Special Needs department. She advised of the Capital Fund expenditures. Ms. Bower noted the payments released from the PHFA Cares Rent Relief Program. She advised of the expenses related to the Building Fund. Ms. Bower noted the expenditures for the Public Family Housing Program. Ms. Bower noted the payment to Infradapt for technology upgrades was funded through CARES funds. She advised PPE items have been purchased for staff, Housing Choice Voucher and Public Family Housing tenants with CARES funds. On a Martin/Palmer motion the List of Expenditures for September 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 September 30, 2020 noting all are routine. Ms. Bower noted the Housing Choice Voucher Admin fees. She advised of the funding from the Public Housing Program for Admin costs. Ms. Bower noted the draws in admin fee for administering the Continuum of Care grants through the Homeless Program. She advised of the management fees for property management. Ms. Bower noted the Admin fund is under budget due to staff vacancies and health insurance less than budgeted amount. Ms. Bower noted several staff vacancies have been filled. She advised the maintenance wages include budgeted overtime for snow removal.

Management Reports – Ms. Kuna presented the Executive Directors Report discussing the issues and concerns related to COVID-19. She advised we continue to monitor and evaluate our strategy to keep everyone safe. Ms. Kuna noted the CARES Rent Relief Program has closed to accepting new applications. She advised 106 of the 245 applications have received funding. She noted the Hoopy Heckler award recipients have been notified. Ms. Kuna presented the Section 8 Housing Choice Voucher Report noting units leased has increased by 15, In-County wait list is 736, out of County wait list is 1,121 and there were 11 terminations. Ms. Kuna presented the Homeless and Special Needs Housing Report noting the number of units allocated and the vacancies. Ms. Kuna presented the Housing Management Report noting 5 vacancies at Public Family Housing. She noted Public Family Housing and Public Senior Housing have good wait lists. Ms. Kuna advised there are currently 11 participants enrolled in the Family Self Sufficiency Program.

Committee Reports – None

Board Action

Shed Purchase – On a Palmer/Kelly motion the board approved the shed purchase through Zizzi's Inc in the amount of \$3,179.00. Motion carried.

PTAC Unit Purchase – On a Palmer/Martin motion the board approved the purchase of 10 PTAC units for Two West Penn Apartments through Entek Systems in the amount of \$14,780.00. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:18 by a motion from Palmer/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: December 17, 2020

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

Meeting: November 19, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:19 PM.

Attending: Roland Fenton, Lou Martin, Penny Palmer, Ginny Mowery, Deb Kelly, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Shireen Farr, Mary Kuna, Peg Bower, Chad Stauffer and Amber Keeseaman.

Chairman Fenton noted that the Board met in Executive Session for the purpose of discussing potential litigation on 11/9/20 for approximately 30 minutes. No action was taken by the Board during the Executive Session.

Public Comment – None

Minutes – Motion by Fenton/Mowery to approve the October 15, 2020 meeting minutes. Motion carried.

Special Meeting Minutes – Motion by Fenton/Kelly to approve the October 29, 2020 special meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the expenditures that paid from CDBG funding for owner occupied jobs. She noted the funding from County CDBG funding for the Shippensburg Borough community playground. Ms. Bower advised the HOME funding went to Tri-County Housing Development Corporation as part of the CHDO operating funds. She noted the admin fund expenditures are routine. On a Kelly/Bishop motion the List of Expenditures for September 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 – Ms. Kuna advised the Executive Director's Report noting the website platform updates are underway and moving smoothly. She noted that most of the technology upgrades have been completed; some additional technology upgrades are being considered to allow for expanded access to working remotely as needed. Ms. Kuna advised that she along with Tim Whelan (prior to his retirement) met with CAEDC to discuss potentially revising the MOU between CCHRA and CAEDC. Ms. Kuna presented the Community Development Report noting the County received another allocation of CDBG-CV funds. She noted the County Commissioners approved the FY 2021 Annual Action Plan that is due to HUD on November 16, 2020. Ms. Kuna advised of the potential homebuyer projects in Carlisle, West Fairview, Newville and Lemoyne. She noted TCHDC completed demolition of 157-159 E South St. Carlisle, the new constructed housing will be sold to first-time homebuyers. Ms. Kuna presented the Downtown Program Services Manager Report noting CDBG and 2 additional lenders will be utilized to finance the expansion of an existing business to purchase the former Alibi's property in Carlisle. She advised Fine Art Photo in Lemoyne is being assisted with finding a new service and retail space. Ms. Kuna noted the Streetview façade grant project in Mechanicsburg is underway. She advised of the work with a potential buyer for the former Hi-Hat property. Ms. Kuna presented the Homeless and Special Needs Housing Report noting the New Visions Veteran Project has 3 vacancies. Ms. Kuna presented the

Tax Credit/Federal Senior Housing Management Report noting there are 5 vacancies at East Gate Apartments and 3 vacancies at Enola Commons; applications are being processed. She advised there are 7 vacancies at One West Penn; applications are being processed.

Committee Reports – None

Board Action

Bid Tab

Contract	Contractor	Amount	1 st	2 nd
C-189-A	Lebo's Plumbing & Heating	\$4,700.00		
C-189	B.L. Bradley & Son Builders	<u>\$4,260.00</u>		
		\$8,960.00	Bishop	Fenton
CW-305	Go Time Home Repair LLC	\$17,500.00	Kelly	Fenton

General Discussion –

Per Bob Leonard, Ms. Bower Updated the Board on the work that was done regarding Bid Tab CW-190.

Adjournment of Redevelopment Authority at 12:34 PM by a motion from Mowery/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: December 17, 2020