

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

Meeting: May 20, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Fenton at 12:01PM

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

Chairman Fenton noted that the Board met in Executive Session on 5/20/21 at 11:00AM for approximately 25 minutes to discuss personnel matters, no action was taken.

Audit Presentation – Rich Larsen, CPA of Novogradac & Company LLC.

Public Comment –

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:

Written comments (6 pages in total) were submitted on May 20, 2021 to the Board by Ms. Burkholder related to her concerns over protection of personally identifiable information and personal confidential information.

Advised of the documents that she submitted to the Board noting her concerns regarding protection of personally identifiable information. Requested an Independent Contractor to be hired to review practices, procedures, protocols and electronic security systems.

Requested the written comments be included with the minutes.

Requested the Release of Information to be reviewed again.

Requested the hiring of an Independent Contractor be placed on the next HA agenda as an action item.

Approval of Minutes – Motion by Bishop/Palmer to approve the April 15, 2021 meeting minutes.
Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Continuum of Care payments to landlords and utility companies. She advised of the Supportive Housing Program funds that were transferred to Cumberland Perry Housing Initiatives as the property owner. Ms. Bower noted the Cumberland County Emergency Rental Assistance Program payments to landlords for rent, rent arrears, and to utility companies for utilities and utility arrears. She advised of the payment to Pronto Plumbing & Rooter for jetting of sewer lines at Two West Penn Apartments. Ms. Bower noted the sanitation and cleaning renovations to the entrance and lobby of 114 N. Hanover St. were funded through the CARES

Admin expenses are under budget due to salaries and benefits. Ms. Bower advised the office expense is slightly over in duplicating, mostly due to working remotely and increased mailings. Ms. Bower advised the Public Family Housing rents are under budget as a result of turnover units. She noted we have used all of the CARES Act funding that was provided for the Public Housing Program.

Management Reports – Ms. Kuna presented the Executive Directors Report noting that she attended the PAHRA Legislative Committee meeting. She advised that she worked with Chad Stauffer to develop a new logo and received Borough approval for new signage at 114 N. Hanover St. Ms. Kuna noted she met with Sadler Health to discuss partnerships and shared space options. Ms. Kuna thanked Becky Shull, Maureen Mahr- Nations and Jillian Yoder for their help with hosting a webinar explaining the Emergency Rental Assistance Program. Ms. Kuna met with the United Way of Capital Region to learn about partnering and how their efforts may benefit Family Self Sufficiency Program. She advised of the significant sewer project at One West Penn. Ms. Shull presented the Section 8 Housing Choice Voucher Report noting total units leased is 1,270. Ms. Kuna presented the Homeless and Special Needs Housing Report noting Carlisle SHP wit 1 vacant unit and 1 application in process. She noted the Continuum of Care Programs have all been renewed through this year. Ms. Martin presented the Housing Management Report noting 1 vacancy that is currently being processed, wait list is 866. She noted 1 vacancy at Public Senior Housing, wait list 308. Ms. Martin advised of the uncollected rents. She noted there are 11 participants enrolled in the Family Self Sufficiency Program, 5 receiving escrow and 49 participants have completed the program.

Board Action

Approval of Housing Authority Audit – On a Martin/Bishop motion the board approved the audit as presented by Mr. Larsen. Motion carried.

Approval of Public Housing Budget – On a Martin/Palmer motion the board approved the Public Housing Budget as presented by Ms. Bower. Motion carried.

Approval of New Logo – On a Palmer/Martin motion the board approved the new logo. Motion carried.

Personnel Policy Revisions – On a Kelly/Palmer motion the board approved to table the Personnel Policy Revisions until the meeting in June 2021. Motion carried.

General Discussion –

- i. **Mark Bishop** – Ms. Kuna advised that Mr. Bishop has been reappointment to serve an additional 5 – year term.
- ii. **2020 Accomplishments** – Ms. Kuna thanked Staff and Tim Whelan for all the accomplishments. She thanked Rebecca Yearick for her working with the Directors and compiling all the information from 2020.

Adjournment of Housing Authority at 12:40 by a motion from Bishop/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: June 17, 2021

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

Meeting: May 20, 2021 – Teleconference (717) 245-9715, PIN 198
Chairman Fenton reconvened the meeting at 1:03PM.

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

Supplemental Board Action

Public Family Housing Truck Purchase – On a Palmer/Martin motion the board approved the purchase of a 2021 Super Duty F250 Truck through Family Ford of Carlisle in the amount of \$46,882.47. Motion carried.

Objection was noted by:

J. Burkholder

Stated that Public Comment was not held and that she believed the meeting was not advertised, therefore any action taken is invalid.

Adjournment of Housing Authority at 1:05PM by a motion from Martin/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: June 17, 2021

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

Meeting: May 24, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Fenton at 2:01 PM.

Attending: Roland Fenton, Louis Martin, Deb Kelly, Penny Palmer, Solicitor Tricia Naylor, Mary Kuna, Chad Stauffer and Amber Keeseman.

Public Comment -- None

Board Action

Public Family Housing Truck Purchase – On a Palmer/Martin motion the board authorized and reaffirmed the purchase of 2021 Super Duty F250 Truck from Family Ford of Carlisle in the amount of \$46,882.47. Motion carried. On a Martin/Kelly motion the board authorized the Executive Director to execute the purchase order for the Public Family Housing Truck purchase. Motion carried.

Adjournment of Redevelopment Authority at 2:04 PM by a motion from Palmer/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: June 17, 2021

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

Meeting: May 20, 2021 – Teleconference (717) 245-9715, PIN 198
Called to Order by Chairman Martin at 12:41 PM.

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

Chairman Martin noted that the Board met in Executive Session on 5/20/21 at 11:00AM for approximately 30 minutes to discuss personnel matters, no action was taken.

Public Comment –

Name of Taxpayer/Resident:
J. Burkholder

Subject of Testimony:
Requested to know the dollar amount for the raises and what the percentage average increase is for the raises.
Ms. Bower advised of a projected 3% increase for employee salaries.

Approval of Minutes – Motion by Kelly/Bishop to approve the April 15, 2021 meeting minutes. Motion carried.

Approval of Special Meeting Minutes – Motion by Bishop/Fenton to approve the April 30, 2012 Special Meeting Minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the payments to First Time Home Buyers for down payment and closing cost assistance. She advised of the administrative expenditures for the CDBG Program. Ms. Bower noted the ESG Grant for rental assistance and operations at the Emergency Shelter and Case Management at Community Cares. She advised of the project with Tri-County. Ms. Bower advised of CDBG expenditures for administering the Cumberland County Program; shelter operations for Safe Harbour and ADA improvements in Mt. Holly Springs. Ms. Bower along with Mr. Rafferty advised the payment to the Borough of Carlisle is to enhance police patrol in low to moderate income areas in the borough. On a Fenton/Kelly motion the List of Expenditures for March 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 have launched Demolition Fund and Blighted Property Reinvestment Board on website, notified municipal official to the new fund/process. She advised of the ground breaking ceremony in the Borough of Carlisle for the Tri-County Housing Development Corporation project, thanks to Mr. Rafferty for his involvement. Ms. Kuna noted the realigning of some departments to be more efficient and manage expanded programs/funding. She advised we are working with CAEDC and County Planning on housing discussions. Ms. Kuna would like to thank and acknowledge Micki Paxton, Housing Program Specialist has received her Housing Counselor Certification from HUD. Cindy Martin, Housing Management Director

became certified in Public Housing Management. Frank Pursell, Supportive Services Coordinator received PHFA's "Caught in the Act" Award. Mr. Rafferty presented the Community Development Report noting that HUD is revising the 2021 CDBG Program allocation for the Borough and the County. He noted the activities under the COVID Phase I and COVID Phase II Programs, staff is busy with environmental reviews and compliance work. Mr. Rafferty noted construction has begun on 2 units of affordable housing at 157-159 E. South St. project. Ms. Yearick presented the Downtown Program Services Manager's Report noting the gardens located at 203 E. Main St. (next to Frankenberger Tavern), have been planted. She continues work on an easement for the land where the Tavern sits; all 9 investors have been contacted and the easement is ready for signature. Owner Jean Capello will provide the easement to the tavern's owner—the Mechanicsburg Museum Association. Ms. Kuna presented the Homeless and Special Needs Housing Report noting the transitions at Safe Harbour regarding the Rapid Rehousing Program. She noted Ms. Yoder submitted the application to DCED and we were awarded ESG CV funds to pilot a landlord mediation program for Cumberland County, landlord incentives, and staffing for subrecipient, Community CARES. Ms. Kuna advised Chris Kapp, Coordinated Entry Systems Manager did a stellar job speaking at PA Senate Policy Hearing. Ms. Martin presented the Tax Credit/Federal Senior Housing Management Report noting 2 vacancies at East Gate, 2 vacancies at Enola Chapel. She advised of 1 vacancy at Molly Pitcher Senior Apartments, 1 vacancy at Newport Hotel, 2 vacancies at Sherman's Valley. Ms. Martin noted commercial tenant's; Tamzen's Bridal and Newport Senior Center are both renewing their leases. Ms. Martin noted 9 vacancies at One West Penn, working through wait list.

Report of Committees – None.

Board Action

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

Approval of New Logo – On a Fenton/Kelly motion the board approved the new logo. Motion carried.

Organizational Chart Changes & Corresponding Job Descriptions – On a Bishop/Fenton motion the board approved the Organizational Chart Changes & Corresponding Job Descriptions as presented. Motion carried.

Personnel Policy Revisions – On a Fenton/Kelly motion the board approved to table the Personnel Policy Revisions until the meeting in June 2021. Motion carried.

Life Insurance – On a Kelly/Bishop motion the board approved the Life Insurance option 2 as recommended by staff. Motion carried.

General Discussion – None.

Adjournment of Redevelopment Authority at 1:02 PM by a motion from Bishop/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: June 17, 2021