

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

Meeting: October 15, 2020 – 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, Commissioner DiFillippo, Solicitor Tricia Naylor, Tim Whelan, Peg Bower, and Amber Keeseman.

Chairman Fenton noted that the Board met in Executive Session for the purpose of discussing personnel matters on 9/25/20 for approximately 3.5 hours. No action was taken by the Board during the Executive Session.

Public Comment – None

Minutes – Motion by Bishop/Palmer to approve the September 24, 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 noted that we are administering the CARES Rent Relief Program on behalf of PHFA. Ms. Bower advised of the funds that we received in error were returned to PHFA. She advised of the expenses related to the Building Fund. Ms. Bower noted the miscellaneous expenses for Housing Choice Voucher Program. She advised Public Family Housing and Public Senior Housing expenditures are routine. On a Martin/Palmer motion the List of Expenditures for August 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 August 31, 2020 noting all are routine. Ms. Bower noted the CDBG draws for the admin fees for the County CDBG and the County HOME Program. She advised of the management fees for property management. She advised 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.

Management Reports – Mr. Whelan presented the Executive Directors Report discussing the issues and concerns related to COVID-19; noting there have been recent spikes in Cumberland County. We continue to restrict visitors, and many of our staff are working remotely. He advised that we continue to administer the Rent Relief Program for Cumberland County. He advised applications will continue to be accepted until November 4, 2020. Mr. Whelan noted as of October 17th there will be changes with the program in regard to new applications and new guidelines for the landlords and tenants. Mr. Whelan advised we have started work on updating the website platform and content. He noted we held a design meeting with the developer on October 7th, this effort will take several months to complete. Mr. Whelan advised we have begun implementation work on the technology upgrades. He advised all planning and transitioning for the new Executive Director is coming along well. Mr. Fenton thanked everyone for their extra effort with the CARES Rent Relief Program. Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting units leased has increased by 3, 18 terminations. He advised SEMAP was submitted and accepted by HUD and we have achieved high performer status. Mr. Whelan presented the Section 8 Homeownership Option Program advising one person showed interest. Mr.

Whelan presented the Homeless and Special Needs Housing Report noting few vacancies, there are a few applications being processed. He noted the New Visions SRO program is in the process of potentially ending the program due to additional Veteran housing options being offered through other programs. Mr. Whelan presented the Housing Management Report noting few vacancies at Public Family Housing and Public Senior Housing, good wait lists.

Committee Reports – None

Board Action

Authorized Signers on Bank Accounts – On a Palmer/Martin motion the board approved the Authorized Signers on Bank Accounts as presented. Motion carried.

Resolution – Mary E. Kuna, Secretary – On a Martin/Kelly motion the board approved the resolution naming Mary E. Kuna elected as Secretary of the Authority to fill the vacancy and any unexpired term of Timothy F. Whelan and to serve until the next annual meeting effective November 2, 2020. Motion carried.

General Discussion – None

Adjournment of Housing Authority at 12:21 by a motion from Bishop/Palmer. Motion carried.

Respectfully submitted,

Amber Keeseman,
Administrative Assistant

Next Meeting: November 19, 2020

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

Meeting: October 15, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:22 PM.

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

Public Comment – None

Minutes – Motion by Bishop/Kelly to approve the September 24, 2020 meeting minutes. Motion carried.

Special Meeting Minutes – Motion by Fenton/Bishop to approve the October 1, 2020 special meeting minutes. Motion carried.

List of Expenditures – Ms. Bower presented the List of Expenditures noting the Down Payment Closing Cost Assistance Program that we administer for the County Affordable Housing Trust Fund. She noted the CDBG funding activities. Ms. Bower advised the admin fund expenditures are routine. On a Fenton/Kelly motion the List of Expenditures for August 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 noting we are currently obtaining bids for employee health insurance. Mr. Whelan presented the Community Development Report noting we have received authorization from Tri-County Housing Development to proceed with the 157-159 E. South St. project. Upon completion, these units will be sold to First Time Home-Buyers. Mr. Whelan presented the Downtown Program Services Manager Report noting Wardeckers has recently closed. 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 5 vacancies at East Gate Apartments, he advised there are 5 applications being processed.

Committee Reports – None

Board Action

Authorized Signers on Bank Accounts – On a Fenton/Bishop motion the board approved the Authorized Signers on Bank Accounts as presented. Motion carried.

Resolution – Mary E. Kuna, Secretary – On a Bishop/Fenton motion the board approved the resolution naming Mary E. Kuna is elected as Secretary of the Authority to fill the vacancy and any unexpired term of Timothy F. Whelan and to serve until the next annual meeting effective November 2, 2020. Motion carried.

General Discussion – None

Adjournment of Redevelopment Authority at 12:31 PM by a motion from Bishop/Fenton. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: November 19, 2020

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

Meeting: October 29, 2020 – Teleconference (717) 245-9715, PIN 198
Called To Order by Chairman Martin at 12:03 PM.

Attending: Roland Fenton, Lou Martin, Deb Kelly, Solicitor Tricia Naylor, Tim Whelan, Peg Bower,
Mary Beth Smith, Mark Bauman and Amber Keeseman.

Chairman Martin noted that the Board met in Executive Session for the purpose of discussing personnel matters on 10/29/20 for approximately 20 minutes. No action was taken by the Board during the Executive Session.

Public Comment – None

Board Action

Review and Approval of Health Insurance Contract – Mr. Bauman presented the recommendations for the 2021 health/dental/vision insurance plans.

On a Kelly/Fenton motion the board awarded the Medical Insurance bid to Capital Blue Cross and authorized the Executive Director to execute the contract effective January 1, 2021 as presented. Motion carried.

On a Fenton/Kelly motion the board awarded the Dental Insurance bid to United Concordia and authorized the Executive Director to execute the contract effective January 1, 2021 as presented. Motion carried.

On a Kelly/Fenton motion the board awarded the Vision Insurance bid to Capital Blue Cross and authorized the Executive Director to execute the contract effective January 1, 2021 as presented. Motion carried.

Adjournment of Redevelopment Authority at 12:09 PM by a motion from Fenton/Kelly. Motion carried.

Respectfully submitted,

Amber Keeseman
Administrative Assistant

Next Meeting: November 19, 2020