

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

**Meeting:** September 24, 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, Mark Bishop, Commissioner DiFilippo, Solicitor Tricia Naylor, Jamie Keener, Tim Whelan, Peg Bower, Mark Bauman and Amber Keeseman.

Chairman Fenton noted that the Board met in Executive Session for the purpose of discussing personnel matters on 9/11/20 for approximately 2 hours, on 9/17/20 for approximately 2.5 hours and on 9/18/20 for approximately 4 hours. No action was taken by the Board during the Executive Sessions.

**Public Comment – None**

**Minutes – Motion by Palmer/Bishop to approve the August 20, 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 expenditures related to the rehab of 149 N. Pitt St., Carlisle. Ms. Bower noted the payments to Public Family Housing and Public Senior Housing from Capital Fund 2020; being a small Public Housing Authority allows for use of Capital Funds for operations. She noted the payment to Drain Doctors for sewer line issues. Ms. Bower noted the payments to the tax collector. On a Martin/Bishop motion the List of Expenditures for July 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 July 31, 2020 noting all are routine. Ms. Bower noted we have received admin fees related the Homeless Programs administering the Continuum of Care Grants. She advised the Admin fund is under budget due to staff vacancies and health insurance less than budgeted amount. She advised Public Family Housing rental income is in line with the budget. Ms. Bower noted the payments to Public Family Housing and Public Senior Housing from Capital Fund.

**Management Reports –** Mr. Whelan presented the Executive Directors Report discussing the issues and concerns related to COVID-19; the disruptions and modifications that will continue for many months. 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 September 30, 2020. Mr. Whelan advised our website was hacked on Labor Day weekend, the hack did not have any impact on or infiltrate our management information systems, email systems or financial systems. He noted additional actions have been taken by the website manager to prevent future similar attacks. Mr. Whelan advised we have started work on updating the website platform and content. Mr. Whelan noted that he along with Chris Rafferty continue to serve actively on Cumberland County COVID-19 County Relief Block Grant Program. He noted we have begun implementation work on the technology upgrades. Mr. Whelan advised the Riverton Woods LIHTC project of Monarch Development was approved by PHFA, this project will provide housing for low income seniors in Lemoyne. He noted the Flats at Factory Square is now leasing and is expected to be fully leased by the end of 2020; we will be providing Supportive Services once occupancy reaches 50%.

Mr. Whelan presented the Section 8 Housing Choice Voucher Report noting units leased has increased by 11, 12 terminations. Mr. Whelan presented the Homeless and Special Needs Housing Report noting few vacancies, there are a few applications being processed. Mr. Whelan presented the Housing Management Report noting 3 vacancies at Public Family Housing and 1 vacancy at Public Senior Housing, good wait lists.

**Committee Reports – None**

**Board Action**

**Public Housing Write Offs** – On a Martin/Palmer motion the board approved the Public Housing Write-Offs in the amount of \$3,461.48. Motion carried.

**PA0447L3T091804 Closeout Certification (Permanent Supportive Housing Consolidated)** – On a Bishop/Palmer motion the board approved the Permanent Supportive Housing Consolidated Closeout Certification as presented. Motion carried.

**PA0513L3T091806 Closeout Certification (Rapid Rehousing II SHP)** – On a Martin/Palmer motion the board approved the Rapid Rehousing II SHP Closeout Certification as presented. Motion carried.

**PA0514L3T091805 Closeout Certification (Perry Rapid Rehousing)** – On a Palmer/Bishop motion the board approved the Perry Rapid Rehousing Closeout Certification as presented. Motion carried.

Adjournment of Housing Authority at 12:28 by a motion from Bishop/Martin. Motion carried.

Respectfully submitted,

Amber Keeseman,  
Administrative Assistant

Next Meeting: October 15, 2020

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

**Meeting:** September 24, 2020 – Teleconference (717) 245-9715, PIN 198  
 Called To Order by Chairman Martin at 12:29 PM.

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

Chairman Martin noted that the Board met in Executive Session for the purpose of discussing personnel matters on 9/11/20 for approximately 2 hours, on 9/17/20 for approximately 2.5 hours and on 9/18/20 for approximately 4 hours. No action was taken by the Board during the Executive Sessions.

**Public Comment – None**

**Minutes – Motion by Fenton/Bishop to approve the August 20, 2020 meeting minutes. Motion carried.**

**List of Expenditures –** Ms. Bower presented the List of Expenditures noting the loan closings that were funded from Down Payment Closing Cost Assistance from the County Affordable Housing Trust Fund. She noted the housing affordability study that was completed by Shippensburg University. Ms. Bower advised of the Carlisle and County CDBG projects. She noted the PHARE grant helps to fund the Coordinated Entry Manager position. She advised the payment to AIA Insurance is for the Directors & Officers policy. On a Mowery/Fenton motion the List of Expenditures for July 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, he advised the department is short staffed due to medical leave and vacancies. He noted they are finalizing all of the subrecipient agreements for the CDBG – Covid funds for the County and Carlisle Borough. Mr. Whelan advised the County and Borough will be receiving additional CDBG – Covid funds. He noted we have begun the 2020 CDBG HOME application process. Mr. Whelan advised they are finalizing the CAPER for Carlisle Borough. He advised the property at 157-159 E. South St. will be used for Fire Department training prior to demolition. Mr. Whelan presented the Downtown Program Services Manager Report noting Ms. Yearick is busy with additional loan programs. 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 4 vacancies at East Gate Apartments. He advised of the move-ins scheduled for Iroquois Hotel and Valley Ridge. Mr. Whelan noted few vacancies at Public Senior Housing.

**Committee Reports – None**

**Board Action**

**United Way Fundraising/Day Off Work –** On a Bishop/Mowery motion the board approved the United Way Fundraising/Day Off Work. Motion carried.

Adjournment of Redevelopment Authority at 12:41 PM by a motion from Mowery/Bishop. Motion carried.

Respectfully submitted,

Amber Keeseman  
Administrative Assistant

Next Meeting: October 15, 2020