

Columbia County
REDEVELOPMENT AUTHORITY



700 Sawmill Rd Suite 101 • Bloomsburg, PA 17815

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www.cchrpa.org

MEETING NOTICE

The regular meeting of the Columbia County Redevelopment Authority will be held on Tuesday, November 23, 2021, at 8:00 a.m.. The meeting will be held remotely via Zoom. Log-in information for the meeting is as follows:

Join Zoom Meeting <https://zoom.us/j/5707849373> Meeting ID: 570 784 9373

If joining by phone call 1-646-876-9923 and enter Meeting ID: 570 784 9373

AGENDA
Columbia County Redevelopment Authority
November 23, 2021

Roll Call

Approval of Minutes

Treasurer's Reports

Citizens to be Heard

Status and Business

- A. New Board Member
- B. 2022 Budget Meeting
- C. By-Laws Update
- D. Project Status Report
- E. Wells Complaint
- F. Health Insurance Renewal
- G. Retirement Plan Discussion

Adjournment

Minutes

Columbia County Redevelopment Authority

October 26, 2021

The Board of Directors of the Columbia County Redevelopment Authority met virtually at 8:00 a.m. on the above date.

Chairman Richard Megargell called the meeting to order. Present were Board Members Paul Reichart, Fran Seward and Kathy Lynn, Solicitor Rob Davidson, Executive Director Matt Hess, and Lori Gordner.

Also in attendance were CSG staff members Rich Kisner and Ken Mueller.

Approval of Minutes

The minutes of the September 28, 2021 meeting were approved upon a motion by Lynn, seconded by Reichart, and passed unanimously.

Treasurer's Report

The Treasurer's Report for the month ending September 30, 2021, was approved pending audit on a motion by Reichart, seconded by Seward, and passed unanimously.

Citizens to be Heard

None.

Status and Business

New Board Member

Hess informed the Board that he has done some outreach for a new Board Member. He contacted Nancy Marr at Marr Development but has not yet heard back from her. Kathy Lynn indicated that she would contact Caroline Creasy at the Columbia County Planning Commission to see if she would be interested. If she is interested, the Board needs to make sure there is no conflict of interest since she is employed at a County agency.

Hess indicated that he would like to have someone on Board by the November 2021 meeting.

By-Laws Update

Davidson reported that it is still in progress.

Project Status Report

CDBG

- Columbia County Blight Remediation Program: 8 sites identified; received Options Agreement for 31 Old Numidia Drive, Catawissa; ERR underway. Davidson is also preparing a letter to the owner of a blighted property located in Rohrsburg regarding this program.
- Catawissa Borough/Historic Preservation-Quaker Meeting House: Bid awarded; construction to begin shortly.
- Briar Creek Borough's Health and Fitness Summer Splash Program: Completed for year.
- West Street Church: Project under construction; CSG is coordinating with Gatehouse to identify clients. Completion anticipated for December with a Grand Opening to be held the beginning of 2022.
- Hemlock Township Removal of Architectural Barriers: Bid award anticipated for 11/9/21 meeting.
- Columbia County Home Rehabilitation: Estimate received from CSG for first house; coordinating ERR and inspection.

CDBG-DR

Home Buyouts

Pending release from HUD; coordinating with Tom Hughes with PEMA to be ready to start ASAP.

Wells Complaint

Davidson informed the Board that the Hearing was to have been held October 25, 2021 but was continued. The Hearing is now scheduled for April 2022. Davidson said the hope is that Ms. Wells will get the help she needs from us by then and that she will be happy with what she gets.

Adjournment

There being no further business to transact, the meeting was adjourned.

ATTEST:

Frances Seward, Secretary

Columbia County Redevelopment Authority
Profit & Loss
October 2021

Ordinary Income/Expense

Income	
Income From Programs	43,125.48
Expense	
1410 Revolving Fund Clearing	
Benefits	6,573.67
Insurance	867.08
Legal Services	472.50
Miscellaneous	1,674.20
Network/Cloud Services	1,768.24
Office Rent & Rental Incidental	1,729.35
Office Supplies	81.44
Telephone	1,162.13
Travel	62.72
Wages	<u>28,734.15</u>
Total 1410 Revolving Fund Clearing	<u>43,125.48</u>
Total Expense	<u>43,125.48</u>
Net Ordinary Income	<u><u>0.00</u></u>

COLUMBIA COUNTY REDEVELOPMENT AUTHORITY
Affordable Housing
Treasurer's Report
October 31, 2021

Balance September 30, 2021 \$128,920.57

Receipts

	10/7/2021	-Col. Co. Reg. & Recorder	September Admin & Program Funds	\$12,876.84
	10/28/2021	-ERAP Program	Funds for the ERAP Program	\$256,150.05

Total Receipts and Balance \$397,947.46

Disbursements

<u>Date</u>	<u>Check No.</u>	<u>Payable to</u>	<u>Reason</u>	<u>Amount</u>
10/12/2021	1255	CCRA	Admin. Sept 2021	\$3,093.19
10/21/2021	1253	Cash	Funds to open ERAP Account	\$25.00

Total Disbursements \$3,118.19

Balance October 31, 2021 \$394,829.27

Lori Gordner

From: Matt Hess
Sent: Monday, November 15, 2021 1:02 PM
To: Lori Gordner
Subject: FW: Redevelopment Authority Board

Can you include the below with the redevelopment authority agenda?

Matthew Hess | Executive Director
Columbia County Housing & Redevelopment Authorities
Email: mhess@cchrpa.org
Phone: (570) 394-4633 | Fax: (570) 387-8806

From: Caroline Creasy <ccreasey@columbiapa.org>
Sent: Wednesday, November 3, 2021 11:56 AM
To: Matt Hess <mhess@cchrpa.org>
Subject: Redevelopment Authority Board

Matt,

Sorry, I missed your call this morning, I had an appointment. I will be available this afternoon until 4PM or tomorrow 8AM-4PM. The number you have is my work number at the Columbia County Planning Commission – 570-912-2044.

Thank you for considering me for the Redevelopment Authority Board. I have worked for Columbia County for over 22 years first in the Penn State Cooperative Extension office and more recently in the Planning Commission as Administrative Assistant. Prior to that I spent a number of years selling real estate in Columbia and Montour Counties. On a personal level I have been a resident of Columbia County most of my life and currently reside in Scott Township with my husband, Tim. I spend a lot of my free time playing the piano.

Hope to hear from you soon!

Caroline Creasy

Project Status Report

Program: Community Development Block Grant (CDBG)

Project Funding/ Name	Description	Status
FFY2017 Catawissa Borough Historic Preservation--Quaker Meeting House	Replacement of two (28') log beams and chinking across the exterior as needed.	BID awarded. Construction to begin shortly.
FFY2018, 2019 Columbia County Blight Remediation Program	Funding secured for the demolition of blighted properties with a no-end-use designation. Estimated 4-6 target properties.	7 Sites identified. Received Options Agreement for 31 Old Numidia Dr. ERR underway.
FFY2018, 2019 Briar Creek Borough's Health and Fitness Summer Splash Program	Program offering pool passes and swimming lessons to income eligible, Briar Creek Borough residents in coordination with Ber Vaughn Pool.	Completed for Year.
FFY2017, 2018 West Street Church Apartments	The rehabilitation of a church and parsonage to create 9 low-income residential apartments.	Project under construction; CSG is coordinating with Gatehouse to identify clients. Completion anticipated for Dec.
FFY2019 Hemlock Township Removal of Architectural Barriers	Removal of architectural barriers at the Hemlock Township Municipal building and Police Station to include entry ramps and the creation of an	BID awarded. Construction to begin shortly.
FFY2020 Columbia County Home Rehab	Provide accessible modifications to owner-occupied households.	ERR completed. Construction to begin shortly

Program: Community Development Block Grant- Disaster Recovery (CDBG-DR)

Project Name	Description	Status
FFY2015 Home Buyouts	Program to offer buyouts to homeowners affected by the 2011 flooding events in coordination with PEMA.	Pending release from HUD. Coordinating with Tom Hughes with PEMA to be ready to start ASAP.

Columbia County
HOUSING AUTHORITY



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MEETING NOTICE

The regular meeting of the Columbia County Housing Authority will be held on Tuesday, November 23, 2021, immediately following the completion of the Redevelopment Authority meeting. The meeting will be held remotely via Zoom.

Log-in information for the meeting is as follows:

Join Zoom Meeting <https://zoom.us/j/5707849373> Meeting ID: 570 784 9373

If joining by phone call 1-646-876-9923 and enter Meeting ID: 570 784 9373

AGENDA
Columbia County Housing Authority
November 23, 2021

Roll Call
Approval of Minutes
Treasurer's Reports
Citizens to be Heard
Status and Business

1. Public Housing
 - Update on Town Park Village bid

2. Section 8 Voucher
 - Program Utilization Report
 - VMS Report
 - Vouchers on street –30
 - Admin Plan Update: Welfare Fraud

3. 2022 Budget Meeting

4. New Board Member

5. By-Laws Update

6. ERAP Temporary Staff

Adjournment

Minutes

Columbia County Housing Authority

October 26, 2021

The regular meeting of the Columbia County Housing Authority was held virtually immediately following the 8:00 a.m. Columbia County Redevelopment Authority meeting on the above date with Authority Members Richard Megargell, Paul Reichart, Fran Seward and Kathy Lynn, Executive Director Matt Hess, Lori Gordner, and Solicitor Rob Davidson. Also in attendance were CSG Executive Director Richard Kisner, and CSG staff member Ken Mueller.

Carla Farley and Renae Seawell from Berkshire Hathaway were also in attendance.

Approval of Minutes

The minutes of the September 28, 2021 meeting were approved upon a motion by Lynn, seconded by Reichart, and passed unanimously.

Treasurer's Report

The Treasurer's Report for the month ending September 30, 2021, was approved pending audit upon a motion by Reichart, seconded by Lynn, and passed unanimously.

Citizens to be Heard

None.

Status and Business

Public Housing

Section 18 Update

Hess informed the Board that 19 offers were received for the purchase of Town Park Village.

On a motion by Reichart, seconded by Seward, and passed unanimously, the Board agreed that upon Davidson's review, to send a letter to Kaleta, Inc. accepting his Letter of Intent to purchase the property for \$1,575,000 contingent upon our due diligence and verification of all HUD requirements.

The Board directed Davidson to prepare a Sales Agreement as long as the estimated sales price is lower than the other bids. The Board agreed that if the Sales Agreement is ready prior to the November meeting, a special meeting could be held.

Berkshire Hathaway will send a letter to all those who submitted proposals letting them know we are doing our due diligence on all proposals and will notify them upon our decision.

Section 8 Voucher

Program Utilization Report

Hess reported that 339 vouchers are being utilized with 74 available. There are currently 33 vouchers on the street. Discussion was held as to what can be done to get these 33 vouchers leased up; 1 and 2 bedroom apartments are scarce. Fewer landlords are advertising in the local newspaper so it makes it even harder for tenants to find units. Hess reminded the Board that 9 of the vouchers available are committed to West Street Church as Project Based Vouchers and will be utilized in early 2022.

VMS Report

Hess reported that according to the VMS HAP Report \$157,018 was expended for the month of September 2021.

New Board Member

Hess has reached out to several Section 8 tenants and is working through them.

By-Laws Update

Davidson reported that it is in progress.

Adjournment

There being no further business to transact, the meeting was adjourned.

ATTEST:

Frances Seward, Secretary

**Columbia County Housing Authority
Public Housing Program Bank Reconciliation
Income & Disbursements Summary
October 31, 2021**

Bank Bal. @	10/31/2021	149,950.66
Deposit in transit		
Less: O/S Checks		<u>(691.29)</u>
Adjusted Bank Bal. @	10/31/2021	<u>149,259.37</u>
Book Balance @	9/30/2021	162,085.00
Add: Tenant Rents	14,783.00	
Security Deposits	-	
Cares Act	-	
Operating Subsidy	-	
Rent Repayment	-	
Voided Check	-	
TPV Community Center Rent	-	
Vending Proceeds	-	
Laundry Commission	264.07	
Misc. Reimbursement (Ins)	-	
Other - Cintas Refund	-	
Interest	13.78	
Total Receipts	<u> </u>	15,060.85
Less: Accts/ Payable	27,876.48	
Utility Allowance		
Voided Checks	-	
Electronic Payment	-	
Returned Check	-	
Bank charges	-	
Remote Dep. Capture Fee	10.00	
Total Disbursements	<u> </u>	<u>27,886.48</u>
Book Balance @	10/31/2021	<u>149,259.37</u>

**Columbia County Housing Authority
LIPH Outstanding Checks
10/31/2021**

<u>Check Number</u>	<u>Date Written</u>	<u>Amount</u>
15604	1/14/2021	\$ 258.08
16003	10/19/2021	\$ 105.38
16004	10/19/2021	\$ 11.31
16006	10/19/2021	\$ 180.00
16008	10/19/2021	\$ 126.52
16010	10/19/2021	\$ 10.00
		<u>\$ 691.29</u>

Check Register - PUBLIC HOUSING

COLUMBIA COUNTY HOUSING (C001)

Date Range: 10/1/2021 to 10/31/2021

Check Number	Check Amount	Check Date	Vendor Number	Vendor Name/Description	Invoice Number	Invoice Amount	Voucher #
00015979	1,180.44	10/08/2021	1978	P A W C EOMA - 8/13-9/15/21 Water bill	1024-210037447156	1,180.44	18437
00015980	88.45	10/08/2021	1983	COLE'S Maint Supplies	C2700	88.45	18417
00015981	0.00	10/08/2021	2017	PPL ELECTRIC UTILITIES		0.00	0
00015982	57.99	10/08/2021	2091	STAPLES CREDIT PLAN Office supplies	6035517820088846	57.99	18438
00015983	720.00	10/08/2021	3034	CUSTOM CUTS LAWN CARE TPV - Mowed & Trimmed 4 x in Sept	Sept 2021	720.00	18418
00015984	80.00	10/08/2021	3106	D.W. MCKECHNEY PEST CONTROL EOMA - Monthly Pest Control EOMA - Monthly Pest Control	21574 21362	40.00 40.00	18421 18429
00015985	34.95	10/08/2021	3153	SERVICE ELECTRIC TELEPHONE SERVICE TPV - Telephone bill 9/15-10/14/21	2123	34.95	18439
00015986	8,681.20	10/08/2021	3157	COMMUNITY STRATEGIES GROUP 7/21 Admin Chgs	7/21 Admin Chgs	8,681.20	18425
00015987	1,291.49	10/08/2021	3175	SUEZ WATER PENNSYLVANIA TPV - 8/13-9/13/21 Water bill TPV - Rec Ctr 8/13-9/13/21 Water bill	00206731920000 00205975720000	1,238.98 52.51	18440 18441
00015988	490.00	10/08/2021	3223	FOUGHT'S DISPOSAL SERVICE, INC. TPV Garbage disposal for Sep EOMA - Garbage disposal for Sept	56980 56981	400.00 90.00	18432 18433
00015989	58.98	10/08/2021	3224	ATLANTIC BROADBAND EOMA - Cable Modem for 10/7-11/6/21	8282100010135242	58.98	18419
00015990	91.13	10/08/2021	3237	PENTELE DATA TPV - Cable Modem for 9/24-10/24/21	B3942210	91.13	18420
00015991	200.00	10/08/2021	3242	ROBERT FAUSNAUGHT Sept 2021 Stipend	Sep 2021	200.00	18428

Check Register - PUBLIC HOUSING

Date Range: 10/1/2021 to 10/31/2021

COLUMBIA COUNTY HOUSING (C001)

Check Number	Check Amount	Check Date	Vendor Number	Vendor Name/Description	Invoice Number	Invoice Amount	Voucher #
00015992	200.00	10/08/2021	3245	TIMOTHY METZGER Aug 2021 Stipend	Aug 2021	200.00	18434
00015993	77.50	10/08/2021	3257	CINTAS FIRE TPV - Annual Fire Extinguisher Inspection	0f50669698	77.50	18430
00015994	52.50	10/08/2021	3261	HUMMEL, LEWIS & DAVIDSON, LLP Legal Svcs	103433	52.50	18427
00015995	1,962.50	10/08/2021	3262	DIGITAL.IWAY Website work	5563	1,962.50	18426
00015996	340.00	10/08/2021	2017	PPL ELECTRIC UTILITIES Danielle Shultz Oct Utility Allowance Stacy Hess Oct Utility Allowance Sally Haberstick Oct Utility Allowance	81201-02130 78801-12131 78601-02126	175.00 120.00 45.00	18422 18423 18424
00015997	911.54	10/08/2021	2017	PPL ELECTRIC UTILITIES EOMA - 8/16-9/15/21 Elec bill	65300-56016	911.54	18431
00015998	565.15	10/08/2021	2017	PPL ELECTRIC UTILITIES TPV Rec Ctr 8/13-9/14/21 Elec Bill	13676-99000	565.15	18435
00015999	36.04	10/08/2021	2017	PPL ELECTRIC UTILITIES EOMA Apt 201 - 8/16-9/15/21 Elec Bill	70300-56133	36.04	18436
00016001	200.00	10/08/2021	3245	TIMOTHY METZGER Sept 2021 Stipend	Sept 2021	200.00	18442
00016002	5,400.00	10/19/2021	1985	BAJSA EOMA - 4th Qtr Sewer bill	111011	5,400.00	18459
00016003	105.38	10/19/2021	2017	PPL ELECTRIC UTILITIES EOMA - Apt 21 elec bill 9/15-10/5/21 TPV #21 8/31-9/30/21 Elec bill	70300-56133 77601-02008	57.15 48.23	18456 18458
00016004	11.31	10/19/2021	2851	KOHL BUILDING PRODUCTS TPV Maint Supplies	0023522125-001	11.31	18453
00016005	50.00	10/19/2021	2880	CARDMEMBER SERVICE			

Check Register - PUBLIC HOUSING

Date Range: 10/1/2021 to 10/31/2021

COLUMBIA COUNTY HOUSING (C001)

Check Number	Check Amount	Check Date	Vendor Number	Vendor Name/Description	Invoice Number	Invoice Amount	Voucher #
				Housing Alliance event	Sep 2021	50.00	18461
00016006	180.00	10/19/2021	3034	CUSTOM CUTS LAWN CARE EOMA - Mowed & trimmed 2x in Sept	Sep 2021	180.00	18452
00016007	173.41	10/19/2021	3187	BARBACANE, THORNTON & COMPANY LLP PH - Audit & FS for YE 12/31/20	46115	173.41	18457
00016008	126.52	10/19/2021	3231	CINTAS EOMA - Rug Svc EOMA - Rug svc EOMA - Sanitizing for Sep	4094340865 4096998481 Sep 2021	35.00 35.00 56.52	18454 18455 18460
00016009	4,500.00	10/19/2021	3263	M&L ASSOCIATES TPV - Sec 18 Disposition	113-15/01	4,500.00	18451
00016010	10.00	10/19/2021	3264	SUE SITLER Washing Machine cleaning	Oct 2021	10.00	18462
TOTAL:	27,876.48						

COLUMBIA COUNTY HOUSING AUTHORITY
Section 8 Voucher
Treasurer's Report
October 31, 2021

Balance September 30, 2021 \$279,747.15

Receipts

10/1/2021 -U.S. Treasury ADM	\$20,439.00
10/1/2021 -U.S. Treasury	\$155,168.00
10/5/2021 -Wilkes-Barre HA HAP	\$636.48
10/8/2021 -Returned ACH	\$112.00
10/31/2021 -Interest	\$12.76

Total Receipts and Balance \$456,115.39

Disbursements

<u>Date</u>	<u>Payable to</u>	<u>Reason</u>	<u>Amount</u>
8/2/2021	Program Landlords	Monthly rent checks	\$155,108.00
8/3/2021	Program Tenants	Monthly utility checks	\$2,927.00
8/2/2021	Broward County H.A.	Admin. Fee	\$38.51
8/2/2021	First Columbia Bank	ACH Origination Fee	\$10.00
	Program Admin	Refer to attached Sched.	\$56,837.57
	Total		\$214,921.08

Balance October 31, 2021 \$241,194.31

Check Register - SECTION 8

COLUMBIA COUNTY HOUSING (C001)

Date Range: 10/1/2021 to 10/31/2021

Check Number	Check Amount	Check Date	Vendor Number	Vendor Name/Description	Invoice Number	Invoice Amount	Voucher #
00052897	4,767.00	10/08/2021	2889	NAN MCKAY AND ASSOCIATES INC Admin Plan Consult	261567	4,767.00	18446
00052898	187.50	10/08/2021	3113	HORIZON INFORMATION SYSTEMS INC IT Services	19370	187.50	18448
00052899	3,415.36	10/08/2021	3157	COMMUNITY STRATEGIES GROUP 7/21 Admin Chgs	7/21 Admin Chgs	3,415.36	18445
00052900	52.50	10/08/2021	3261	HUMMEL, LEWIS & DAVIDSON, LLP Legal Svcs.	103433	52.50	18444
00052901	1,962.50	10/08/2021	3262	DIGITAL.IWAY Website development	5563	1,962.50	18443
00052902	71.00	10/08/2021	2021	BIRD PRINTING CO. Envelopes	73967	71.00	18447
00052905	45,021.63	10/13/2021	1967	COLUMBIA CO REDEVELOPMENT AUTHORITY 7/21 Admin Chgs 8/21 Admin Chgs	7/21 Admin Chgs 8/21 Admin Chgs	20,623.70 24,397.93	18449 18450
00052907	238.88	10/19/2021	2091	STAPLES CREDIT PLAN Office supplies	6035517820088846	238.88	18465
00052908	294.88	10/19/2021	2091	STAPLES CREDIT PLAN office Supplies	6035517820088846	294.88	18466
00052909	724.73	10/19/2021	2880	CARDMEMBER SERVICE Credit Card purchases	4798510060647159	724.73	18464
00052910	101.59	10/19/2021	3187	BARBACANE, THORNTON & COMPANY LLP Audit & FS for YE 12/31/20	46115	101.59	18463
TOTAL:	56,837.57						

Program Utilization Report

Effective Date - 10/31/2021

Project Number	Project Name	# Authorized	# Outstanding	# Held	# Eld/Handicap
PB083	PROJECT BASED VUCHERS	20	-15	35	27
VO083	REGULAR VOUCHERS	413	70	343	277
Totals:		433	55	378	304

First of Month

Description	Count (New)	Dollars (New)	Count	Dollars	Count (Total)	Dollars (Total)
Portable Vouchers Paid	0	0.00	1	1,884.00	1	1,884.00
Project Based Vouchers	0	0.00	34	18,756.00	34	18,756.00
All Other Vouchers	8	3,500.00	333	133,535.00	341	137,035.00
TOTAL (FIRST OF MONTH)	8	3,500.00	368	154,175.00	376	157,675.00

After First of Month

Description	Count (New)	Dollars (New)	Count	Dollars	Count (Total)	Dollars (Total)
TOTAL (AFTER FIRST)	0	0.00	0	0.00	0	0.00

Total FSS Deposit 0.00

Grand Total 157,675.00

Port-Ins Administered 0 0.00 2 693.00 2 693.00

Port-Out Administration Fees 0 0.00 1 38.51 1 38.51