

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on April 13, 2016

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:21 a.m. on Wednesday, April 13, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin, Mr. Howard Ermin and Mrs. Robin Beck.

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on March 9, 2016 were presented.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of March 1, 2016 through March 31, 2016, and the Investment Analysis for April 2016, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports and that she is happy to answer any questions that the Board may have.

Mrs. Johns stated that the credit card bill includes several memberships that the Housing Authority belongs to as well as staff training.

Mrs. Johns stated that staff continues to work on the budget for the upcoming fiscal year.

Mrs. Beck asked if the benefits being higher than budgeted reflects the new rates. Mrs. Johns stated that it reflects the new rates that went into effect in December.

Mr. Brown asked about the insurance proceeds on Page 5. Mrs. Johns stated that this was for the settlement with the Philadelphia Indemnity Insurance Company.

Mr. Cooper made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

Approval and Adoption of Resolution 16-10 – This Resolution authorizes Form HUD-50077, Certificates of Compliance with PHA Plans and Related Regulations, be submitted to the Department of Housing & Urban Development for approval.

Mrs. Johns stated that this is the resolution for the Annual Plan.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 16-11 – This Resolution authorizes a contract be executed with Clear Creek Company for the Pleasant Village Window Replacement Project for an amount not to exceed \$244,440.

Mrs. Johns stated that the Housing Authority went out to bid for window replacement at Pleasant Village. She stated that six (6) bids were received. She added that it is her recommendation to award the contract to the lowest, responsible bidder which was Clear Creek Company for an amount not to exceed \$244,440.

Mrs. Johns stated that she contacted Mr. Cooper & Mr. Brown to make sure that they were ok with the bids. She stated that Mr. Tim Hoffman from EADS Architects was happy with the bid from Clear Creek Company. She added that the bid received from Clear Creek Company was lower than the other bids as they are certified to do asbestos work and they won't be using sub-contractors.

Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

Solicitor's Report

Attorney Haberstroh provided everyone with a copy of his activity report and reviewed the activities that he has been working on.

There was also a discussion regarding the recent Fair Housing Training and the possible changes to the current One Strike Policy.

Executive Director

Mrs. Johns stated that she would be happy to answer any questions that the Board might have regarding her report.

Mrs. Johns stated that the Housing Authority is getting ready to go out to bid for maintenance contracts.

Mrs. Johns stated that there are still a lot of pending regulations.

Mrs. Johns stated that the HUD Special Applications Center is reviewing the disposition application for the sale of the scattered site properties. She stated that they have called requesting additional information.

Mr. Kirwin congratulated Mrs. Johns and staff on receiving the Community Partnership Award from Operation Our Town.

Mr. Brown mentioned the \$5,000 grant that the Housing Authority was awarded for the installation of cameras and asked if the Housing Authority would be receiving additional grant money. Mrs. Johns stated that she does not think that the Housing Authority will receive any additional funding and plans to use money from the Capital Fund Program for said project.

Mrs. Johns stated that her surgery is scheduled for next Tuesday and that Ms. Kathi Ardizzone, Section 8 Coordinator, will be in charge during her absence.

Committee Reports

The Property/Maintenance Committee met briefly after the March board meeting to discuss the Pleasant Village Window Replacement Project.

No meetings were held for the Finance Committee or the Personnel Committee.

New Business

There was a brief discussion regarding the police contract.

Mrs. Johns stated that the new police contract will begin on July 1st. She stated that Officer Ryan Caputo was assigned to Fairview Hills after Officer Terry Merritts was promoted to Detective. She added that she has been advised by Chief Janice Freehling that no one has volunteered to work at Fairview Hills and that she was planning to assign a different Officer every three (3) months but she now has someone she will assign to Fairview Hills. Mrs. Johns stated that having a different police officer is not in line with community policing. She stated that she informed Chief Freehling that the Housing Authority would not be renewing the police contract in July if a permanent officer wasn't assigned to Fairview Hills. Mrs. Johns stated that she is scheduled to meet with Chief Freehling tomorrow to find a workable solution.

Mr. Brown mentioned the idea of contracting with another police force, such as Logan Township. Mr. Cooper stated that contracting with another police force would be outside of their jurisdiction.

Mr. Cooper stated that he is confident that the Altoona Police Department is going to recognize the value of this service and the positive impact that it has had on the community so it would behoove the Altoona Police Department to continue this service. He stated that the Housing Authority would much rather have a police officer performing these duties than a security officer because the security officer is going to ultimately have to call the police. He added that he hopes that this gets settled.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He raised questions regarding the police contract, the Fair Housing Training and the Agency Plan.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 9:00 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, May 11, 2016 in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

for 
Mitchell F. Cooper