

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on August 9, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, August 9, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

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.

Executive Session

The Board convened for Executive Session at 8:15 a.m. to discuss personnel issues. Executive Session concluded at 8:33 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on July 12, 2017, were presented.

Mr. Cooper moved for approval, Mr. Brown 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 July 1, 2017 through July 31, 2017, and the Investment Analysis for August 2017, 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. She stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mr. Kirwin asked about the expenditure to Unbeatable Sale in the amount of \$5,034.60 for mailboxes. Mrs. Johns stated that said expenditure was for 120 new mailboxes and address numbers at Pleasant Village. She stated that maintenance staff is installing said mailboxes.

Mr. Kirwin asked where the retaining wall replacement is being done. Mrs. Johns stated that the retaining wall is located behind the Head Start building at Fairview Hills.

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

### Resolutions

**Approval and Adoption of Resolution 17-20** – This Resolution authorizes a contract be executed with Malcolm Johnson & Company, P.A. for audit services for a four (4) year period for the 12-month periods ending June 30, 2017, June 30, 2018, June 30, 2019 and June 30, 2020 for an amount not to exceed \$14,900 per year.

Mrs. Johns stated that the Housing Authority was out to bid for audit services for a four (4) year period and received one (1) proposal, which was from Malcolm Johnson & Company. She stated that Malcolm Johnson & Company comes highly recommended by other housing authorities in the surrounding areas.

Mrs. Johns stated that Attorney Haberstroh reviewed the contract and had some issues regarding language in the contract and wanted only one (1) contract for the four (4) year period instead of a contract for each of the four (4) years and added a clause for termination of the contract. Attorney Haberstroh stated that he spoke to Mr. Johnson and that he was fine with the suggested changes. Attorney Haberstroh stated that he made said changes and has sent the contract back to Mr. Johnson for his review. He added that Mr. Johnson stated that the Housing Authority will be happy with his work.

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

**Approval and Adoption of Resolution 17-22** – This Resolution authorizes a contract be executed with J.R. Brown Construction, Inc. for the Roof Replacement Project at Fairview Hills for an amount not to exceed \$77,081.00.

Mrs. Johns stated that last month the Board approved Resolution 17-21 terminating the contract with Kylor Contracting, LLC, in regard to the Roof Replacement Project at Fairview Hills. She stated that Attorney Haberstroh sent a letter to Kylor Contracting advising them of the Board's decision and that Kylor Contracting has removed all of their equipment from Fairview Hills.

Mrs. Johns stated that she was advised to negotiate with the next lowest bidder, which was J.R. Brown Construction, Inc. She stated that she talked with Mr. Jim Brown, Owner, and that Mr. Brown went up to Fairview Hills to determine what work still needed to be completed on said project.

Mrs. Johns stated that Mr. Brown provided a price of \$77,081 to complete the roof replacement project. She stated that she is very comfortable awarding the contract to J.R.

Brown Construction and that his price is in line for the amount of work that is left to complete said project.

Mr. Brown stated that he feels that this is a good bid for one (1) contractor to come in behind another because they don't like doing that because they got a piece of someone else's work that they have to deal with and so that is a really reasonable price. He added that J.R. Brown Construction has worked for the Housing Authority before and has always been satisfactory.

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

### Solicitor's Report

Attorney Haberstroh discussed the activities that the law firm has been working on.

### Staff Reports

Mrs. Johns stated that she is happy to answer any questions the Board may have in regard to her board report.

Mrs. Johns stated that she is excited that the disposition application to sell the scattered site properties was submitted on August 3, 2017. She stated that she received letters of support from the City of Altoona Mayor, Matt Pacifico, and Rep. Bill Shuster to include with said application.

Mrs. Johns stated that the Housing Authority will have a labor relations review in regard to prevailing wages on August 29, 2017. She said the review will be for only one (1) day and that the Housing Authority hasn't had a labor relations review in about ten (10) years.

Mrs. Johns stated that three (3) reports are due to HUD this week via the internet.

Mrs. Johns stated that she wanted to go on record that she is glad to have Mr. Jim Stephens back to work.

Mr. Brown stated that it is a shame that there is no interest in the HOME Choice property located on Washington Avenue. Mrs. Johns stated that the Housing Authority has advertised in the *Altoona Mirror* and has contacted the Blair County Human Services Office and Community Action to advise them of the property if any of their clients would be interested.

### Committee Reports

The Personnel Committee met briefly following the July 12<sup>th</sup> board meeting to discuss staffing and again on August 2<sup>nd</sup> regarding a personnel issue.

No meetings have been held for the Finance Committee or the Property/Maintenance Committee.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the Roof Replacement Project at Fairview Hills.

Adjournment

There being no further business to come before the Authority, Mr. Cooper made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 8:50 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, September 13, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
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Mitchell F. Cooper

Minutes of a Special Meeting  
of the Altoona Housing Authority  
held on August 21, 2017

A special meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Vice Chairperson, Mr. Scott Brown, at 8:14 a.m., on Monday, August 21, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance were: Mr. Chris Kirwin, Mr. Mitch Cooper, Mr. Howard Ermin & Mr. Scott Brown. Mrs. Robin Beck was absent.

Legal representation: None present.

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

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

Public Commentary

There was no public commentary.

Resolutions

**Approval and Adoption of Resolution 17-23** – This Resolution authorizes the submission of the Disposition Application to HUD in order to sell nine (9) scattered site properties and one (1) vacant lot.

Mrs. Johns stated that this is the same resolution that was approved before by the Board in regard to submitting the Disposition Application to the HUD Special Applications Center (SAC). She stated that the Housing Authority recently re-submitted the Application to SAC with updated information and letters of support from the City and Rep. Bill Shuster. She stated that she received a phone call from HUD and was advised that they are currently reviewing the Application but needed an updated resolution. She added that she didn't want to wait until the September board meeting to approve said resolution since the Application was being reviewed. Mrs. Johns stated that said resolution will be sent to SAC today.

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

Media Questions/Comments

Mr. Kibler asked about the re-submission of the Disposition Application to HUD.

Adjournment

There being no further business to come before the Authority, Mr. Cooper made a motion to adjourn, Mr. Kirwin seconded, all approved. The special meeting was adjourned at 8:20 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, September 13, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
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Mitchell F. Cooper