

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on August 14, 2019

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:30 a.m. on Wednesday, August 14, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney Shawn P. Sullivan, 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 8:30 a.m. to discuss potential litigation and personnel issues. Executive Session concluded at 8:39 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on July 10, 2019, were presented.

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

Review of Financial Reports

Mrs. Johns stated that there is nothing out of the ordinary regarding the financial reports.

Mrs. Johns stated that staff is getting ready to send in the end of year financial reports next week.

Mrs. Johns stated that HUD is conducting a financial monitoring review on August 30, 2019. She stated that the Accounting Department is gathering information for said review.

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

Resolutions

Approval and Adoption of Resolution 19-24 – This Resolution approves a salary schedule and allocation of all positions.

Mrs. Johns stated that this is an annual resolution listing salaries and the allocation of each position. She added that this information is needed for the auditor.

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

Approval and Adoption of Resolution 19-26 – This Resolution authorizes the Certification of the Executive Director and Chairperson concerning the required submission of the Section 8 Management Assessment Program (SEMAP).

Mrs. Johns stated that this is an annual resolution authorizing the submission of the Section 8 Management Assessment Program report to HUD for review and approval. She added that the Housing Authority has been designated a high performer for SEMAP for a very long time.

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

Approval and Adoption of Resolution 19-27 – This Resolution authorizes a contract be executed with RT Contracting, Inc. for the Blacktop Replacement Project at Fairview Hills for an amount not to exceed \$716,000.

Mrs. Johns stated that the Housing Authority was out to bid on two (2) projects (Blacktop Replacement and Concrete Sidewalk & Curb Replacement) and is working with Mr. Tim Hoffman from EADS Architects. She stated that only one (1) bid was received for the Blacktop Replacement Project, which was submitted by RT Contracting, Inc.

Mrs. Johns stated that the bid was reviewed by Mr. Hoffman who stated that the estimated costs for said project are in line with the budgetary numbers. She added that Mr. Hoffman provided the Housing Authority with a recommendation letter for RT Contracting.

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

Approval and Adoption of Resolution 19-28 – This Resolution authorizes a contract be executed with Glenn O. Hawbaker, Inc. for the Concrete Sidewalk & Curb Replacement Project at Fairview Hills for an amount not to exceed \$357,700.

Mrs. Johns stated that the Housing Authority received four (4) bids for the Concrete Sidewalk & Curb Replacement Project. She stated that the bid was reviewed by Mr. Hoffman who stated that the estimated costs for said project are in line with the budgetary numbers. She added that Mr. Hoffman provided the Housing Authority with a recommendation letter for Glenn O. Hawbaker, Inc.

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

Approval and Adoption of Resolution 19-29 – This Resolution authorizes a contract be executed with Daversa Pest Control for Extermination Services.

Mrs. Johns stated that the Housing Authority was out to bid for extermination services. She stated that the Housing Authority received two (2) bids. She added that the Housing Authority has worked with Daversa Pest Control in the past and that their bid is in line with the budget for said services.

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

Approval and Adoption of Resolution 19-30 – This Resolution establishes flat rents for all apartments in every public housing development effective January 1, 2020.

Mrs. Johns stated that Mr. Brad Kanuch, Administrative Officer – Fairview Hills, deserves kudos for the work that he did in obtaining the information needed to adjust the flat rents. She stated that attached to the resolution is a breakdown of the current and proposed flat rents. She added that one (1) comment was received from a resident suggesting that the flat rents not go into effect until January 1, 2020.

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

Solicitor's Report

Attorney Sullivan was in attendance and discussed activities that the law firm has been working on.

Staff Reports

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

Mrs. Johns stated that the assessment and training for safety equipment is scheduled for September 10, 2019.

Mrs. Johns stated that J.R. Brown Construction has started on the Roof Replacement Project at Fairview Hills and that the workers are using safety equipment.

Mr. Brown asked if there was an update on the HVAC Upgrade Project for the Admin Office. Mrs. Johns stated that Mr. Tom Heasley, Project Engineer, is still working on the project specifications. She asked Mr. Stephens to contact Mr. Heasley for an update.

Committee Reports

The Personnel Committee met on Thursday, August 8, 2019 to discuss personnel issues.

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

New Business

Mrs. Johns stated that the City of Altoona is currently working on a five-year HUD plan, with a consultant, Urban Design Ventures. She stated that she attended a meeting last week at City Hall regarding the five-year plan. She added that the City needs a lot of information from the Housing Authority and that the Housing Authority is a big part of the plan.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the Green Avenue Tower Kitchen Upgrades Project, the extermination services contract and about bed bugs at City Hall Commons.

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 9:05 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, September 11, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper