

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on December 12, 2018

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, December 12, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Chris Kirwin, Mr. Mitch Cooper 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, Ms. Linda Holsinger, Mr. John Dixon and Mrs. Kim Palmer.

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

Employee Recognition

Mrs. Johns stated that she would like to acknowledge an employee, Mr. John Dixon, who is retiring from the Housing Authority at the end of the year. She stated that Mr. Dixon is a Maintenance Mechanic who has been in charge of Pleasant Village for many years. She added that the Pleasant Village residents are going to miss Mr. Dixon. Mrs. Johns stated that Mr. Dixon has been a great asset to the Housing Authority and he will be missed.

Mrs. Johns presented Mr. Dixon with a plaque recognizing his years of service with the Housing Authority.

Mr. Dixon thanked everyone and stated that he had a great time working for the Housing Authority and had fun at his job but that it is time for him to retire.

The Board congratulated Mr. Dixon and wished him well on his retirement.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on November 14, 2018, were presented.

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

Review of Financial Reports

Mrs. Johns stated that all money has been invested at two (2) local banks, which resolves the issue that HUD and the auditor had with Federal funds being invested with brokers.

Mr. Kirwin asked about the expenditure to First Commonwealth Bank in the amount of \$4,022. Mrs. Johns stated that said expenditure was for the credit card bill.

Mr. Kirwin asked about the expenditure to McCoy's Lawn & Garden in the amount of \$10,240. Mrs. Johns stated that said expenditure was for plows for the new Kubotas.

Mrs. Johns stated that she is still waiting to hear from the auditor, Mr. Ed Stockan, on a date for the audit. She stated that staff has everything ready for the auditor.

Mr. Kirwin asked what CO & COFF stand for in the financial reports. Mrs. Johns stated that they both represent the Central Office.

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

Resolutions

Approval and Adoption of Resolution 18-36 – This Resolution approves a formal revision to the Procurement Policy effective January 1, 2019 in regard to an increase in the bidding thresholds in accordance with the Pennsylvania Department of Labor and Industry.

Mrs. Johns stated that there will be an increase in the bidding thresholds effective January 1, 2019. She stated that information is attached to the resolution noting said changes. She added that the amounts only changed by about \$500 for formal bidding.

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

Approval and Adoption of Resolution 18-37 – This Resolution authorizes the sale of 2114 Seventh Avenue.

Mrs. Johns stated that the Housing Authority is selling another scattered site property located at 2114 Seventh Avenue. She stated that said property has structural damage in regard to the bricks. She added that the Housing Authority received a written quote in the amount of \$23,500 to make the necessary repairs. Mrs. Johns stated that the Housing Authority was not interested in putting money into said property to have it fixed. She stated that HUD was notified of the situation and gave approval to the Housing Authority to sell said property at a discounted amount due to the damage.

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

Solicitor's Report

Attorney Haberstroh 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 she was notified that two (2) HUD officials would be visiting the Housing Authority to discuss the good things that the Housing Authority is doing. She stated that Mr. Joseph DeFelice, Regional Administrator for the U.S. Department of Housing and Urban Development and Ms. Jane Miller, HUD Pittsburgh Field Office Director, visited on Monday, December 10, 2018. She added that Mayor Matt Pacifico attended the meeting as well.

Mrs. Johns stated that they talked about things that the Housing Authority has done regarding landlord recruitment, the FSS Program and things in general, as well as being designated as a high performer for Public Housing & Section 8. She added that Mr. DeFelice was very impressed and would like to make another trip to Altoona. She added that he would like for her to get some information pulled together and send to his public affairs person, as he would like to do another press release about some of the good things that the Altoona Housing Authority is doing. She added that the visit went well and that she was very pleased. She added that her staff makes her look good. Mrs. Johns advised the Board that there is an article and picture about the visit at their seat.

Mrs. Johns stated that the Housing Authority received four (4) proposals for Architectural/Engineering Services for the Blacktop Replacement Project at Fairview Hills. She stated that one (1) proposal was rejected because the firm did not follow the procedures set forth in the Request for Proposals. She added that staff is currently reviewing the other three (3) proposals received. Mrs. Johns stated that once staff is done reviewing said proposals, she will be scheduling a Property Committee meeting to discuss said proposals.

Mrs. Johns stated that Mr. Tom Heasley from Pyramid Engineering submitted a HVAC System Replacement Study, which she will be giving a copy of to both Mr. Brown and Mr. Howard Ermin, who are on the Property Committee. She stated that once they have had a chance to review said Study, she will schedule a Property Committee meeting to discuss the findings.

There was a brief discussion regarding medical marijuana. Mr. Brown stated his concern about the recent smoking ban and if a resident is prescribed medical marijuana to smoke. Mrs. Johns stated that in the Commonwealth of Pennsylvania, medical marijuana is legalized but under current Federal regulations, marijuana is still considered a controlled substance and the Housing Authority could deny admission. She added that this has been a hot topic and other housing authorities are in litigation. Mrs. Johns stated that she wanted to make the Board aware of this issue. She added that she will be meeting with Attorney Haberstroh after the holidays to review

the regulations but she feels that it's going to be an issue. Mr. Cooper commented that the Housing Authority needs more information before a policy can be adopted.

Committee Reports

No meetings have been held between the date of the last board meeting (November 14, 2018) and the December board meeting.

Mrs. Johns stated that she will be scheduling a Property Committee meeting after the New Year to discuss the architectural/engineering proposals received for the Blacktop Replacement Project at Fairview Hills and the HVAC System Replacement Study for the Admin Office.

New Business

Mrs. Johns stated that Mr. Cooper's term on the Board is up in January 2019; however, on December 5, 2018, City Council reappointed him to the Board for another five (5) year term.

Old Business

Mr. Kirwin stated that he has a conflict with changing the board meeting day from Wednesday to Tuesday although it was his recommendation to do so. He suggested keeping the board meeting on the second Wednesday of each month but changing the time from 8:15 a.m. to 8:30 a.m. Mrs. Palmer stated that she will review the dates with Mrs. Johns and send a new schedule to everyone.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the visit with the HUD officials.

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 8:46 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, January 9, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper