

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on December 11, 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, December 11, 2019, 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 and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Tom Heasley, Pyramid Engineering, and Mr. Bill Kibler, *Altoona Mirror*.

Employee Recognition

Mrs. Johns stated that she wanted to recognize Mr. Jim Stephens, Director of Maintenance Operations/Modernization, who is retiring at the end of December. She presented Mr. Stephens with a clock and read the inscription. She congratulated Mr. Stephens and stated that his retirement is well deserved and that he will be missed a lot and that he is someone that we could always rely on. She added that Mr. Stephens gave his heart and soul to the Altoona Housing Authority and he will be hard to replace.

The Board of Directors also congratulated Mr. Stephens.

Project Update – Admin HVAC/Electrical Upgrades

Mr. Tom Heasley, Pyramid Engineering, was in attendance to give an update on the HVAC/Electrical Upgrades Project at the Administrative Office.

Mrs. Johns stated the Housing Authority was out to bid for mechanical and electrical bids for the HVAC/Electrical Upgrades Project. She stated that a resolution will be presented to the Board for adoption in regard to the contract for the mechanical work.

Mrs. Johns stated that Bob Biter Electrical was the low bidder for the electrical work but realized there was a mistake with their bid and withdrew said bid. She stated that the next lowest bidder was Bettwy Electric. She added that the Housing Authority may have to rebid the electrical work.

Mrs. Johns stated that Mr. Heasley was in attendance to discuss Bettwy Electric's bid and options that the Housing Authority had in regard to using aluminum or copper wiring.

Mr. Heasley stated that it is his recommendation to award the contract to Bettwy Electric in the amount of \$84,500 and then do a Change Order, if need be. He also recommended using copper wiring instead of aluminum for an additional \$6,000.

Attorney Haberstroh stated that he had no issue with letting Bob Biter Electrical withdraw their bid and to award the contract to Bettwy Electric and do a Change Order, if needed.

Mrs. Johns stated that a resolution approving a contract with Bettwy Electric will be done and forwarded to Mr. Heasley along with the resolution for the mechanical contract.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:50 a.m. to discuss potential litigation. Executive Session concluded at 9:05 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on October 9, 2019, were presented.

Mr. Cooper moved for approval, Mr. Brown 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 she is still waiting to get a date confirmed for the audit for fiscal year ending June 30, 2019.

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

Resolutions

Approval and Adoption of Resolution 19-33 – This Resolution authorizes RT Contracting, Inc. and Glenn O. Hawbaker, Inc. to stop work on the Blacktop Replacement Project and Concrete Sidewalk & Curb Replacement Project at Fairview Hills effective November 12, 2019 until Spring 2020.

Mrs. Johns stated that at a recent Job Conference for said projects, it was decided that it would be in the best interest to halt all work until Spring 2020 due to weather conditions. She stated that the work done so far is great and that both contractors have been great to

work with. She added that the Housing Authority is receiving \$200,000 for said projects through the City of Altoona's CDBG Program.

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

Approval and Adoption of Resolution 19-34 – This Resolution approves Medical/Drug & Vision coverage for employees for the period December 1, 2019 through November 30, 2020.

Mrs. Johns stated that she met with the Personnel Committee to review options for health care. She stated that it was decided to keep the same plan, as there was only a 4.2% increase. She added that the employees seem to be happy with the coverage.

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

Approval and Adoption of Resolution 19-35 – This Resolution approves health care costs for employees.

Mrs. Johns stated that this resolution is keeping the employee contribution at 10% towards health care costs for the period December 1, 2019 through November 30, 2020.

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

Approval and Adoption of Resolution 19-36 – This Resolution authorizes the re-opening of the Section 8 waiting list effective Tuesday, January 21, 2020 until the close of business on Monday, February 3, 2020.

Mrs. Johns stated that the Section 8 waiting list will be re-opened for a two-week period, as that worked well last year.

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

Approval and Adoption of Resolution 19-37 – This Resolution approves formal revisions to the Family Self-Sufficiency Action Plan.

Mrs. Johns stated that Ms. Autumn Wagner, Family Self-Sufficiency Coordinator, has done a terrific job with the FSS Program. She stated that HUD requested that the Family Self-Sufficiency Action Plan be formalized with a Board resolution. She added that she, as well as the FSS Program Coordinating Committee, reviewed and approved said revisions,

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

Approval and Adoption of Resolution 19-38 – This Resolution authorizes a contract be executed with Keystone Investigation and Security Specialists, LLC, for security services at Fairview Hills and the Green Avenue & Eleventh Street Towers.

Mrs. Johns stated that there is currently no police or security coverage at any of the developments. She stated that she has met with Chief Janice Freehling about having an Officer assigned to patrol Fairview Hills. She added that she was advised that the Altoona Police Department does not currently have anyone that they are able to assign to the Housing Authority.

Mrs. Johns stated that she recently met with Mr. Bernard Chatman from Keystone Investigation & Security Specialists, who was recommended by Mr. Cooper. She stated that he is a retired State Police Officer and she was very impressed with their services. She added that she feels that this company is a good match for our needs.

Mr. Cooper stated that he has no financial connection with Mr. Chatman's business and that he knows him professionally. He stated that his company provides security at the Station Medical Center and that they always seem to have a professional demeanor. He added that he feels that this company would be a good match for the Housing Authority as well.

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

Approval and Adoption of Resolution 19-39 – This Resolution establishes flat rents for all apartments in every public housing development effective January 1, 2020.

Mrs. Johns stated that Resolutions 19-39 and 19-40 go together. She stated that a resolution was passed in August approving flat rents and this resolution is just a revision to that resolution. She added that The Nelrod Company was late getting updated utility allowances to the Housing Authority. Mrs. Johns stated that information pertaining to flat rents and utility allowances was posted for public comment for 30 days and that no comments were received.

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

Approval and Adoption of Resolution 19-40 – This Resolution approves a modification in the utility allowances for public housing effective January 1, 2020.

Mrs. Johns stated that Resolutions 19-39 and 19-40 go together.

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

Approval and Adoption of Resolution 19-41 – This Resolution authorizes a contract be executed with Marc Services, Inc. for the HVAC Upgrades at the Administrative Office for an amount not to exceed \$401,075.

Mrs. Johns stated that this was discussed earlier in the meeting with a recommendation from Mr. Tom Heasley, Pyramid Engineering, to award said contract to Marc Services.

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

Approval and Adoption of Resolution 19-42 – This Resolution authorizes a contract be executed with Bettwy Electric, Inc. for the Electrical & Heating/AC Upgrades at the Administrative Office for an amount not to exceed \$84,500.

Mrs. Johns stated that this was discussed earlier in the meeting with a recommendation from Mr. Tom Heasley, Pyramid Engineering, to award said contract to Bettwy Electric.

Mr. Brown moved for approval, Mr. Cooper 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 the annual landlord workshop was held on Friday, November 1, 2019. She stated that there were great speakers in attendance and it was the largest turnout they ever had.

Mrs. Johns stated that she wanted to personally thank the board members again for attending the Housing Authority's 70th Year Anniversary. She stated that there were events held each day that week at the developments and that the residents really appreciated it. She added that the press conference and flag raising ceremony was great and that staff enjoyed the day as well.

Mr. Brown asked if the roof replacement project at Fairview Hills is wrapping up. Mr. Stephens stated that he spoke to the contractor and advised him that he would need to store the shingles that they currently have on the roof.

Mrs. Johns stated that interviews were conducted for the Maintenance Supervisor/Modernization Director position. She stated that three (3) staff members were interviewed along with two (2) outside individuals. She thanked Mrs. Beck and Mr. Cooper for participating in the interviews. Mrs. Johns stated that Mr. Gregg Stiteler was selected for said position and that he has 25 years of experience with the Housing Authority and has held various positions.

Committee Reports

No Committee Meetings have been held between the date of the last board meeting (October 9, 2019) and the December board meeting.

New Business

The 2020 board meeting dates were included with the board packet. Mr. Kirwin stated that he will not be able to attend the February and November meetings.

Old Business

There was no old business.

Media Questions/Comments

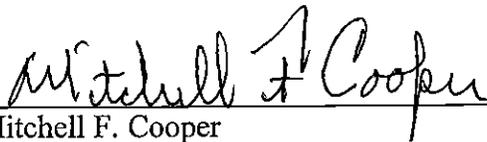
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the parking lot dispute, Executive Session, security services and the HVAC/Electrical Upgrades project.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Brown seconded, all approved. The regular meeting was adjourned at 9:40 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, January 8, 2020, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper