

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on February 14, 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, February 14, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Howard Ermin, Mr. Mitch Cooper, Mr. Chris Kirwin and Mrs. Robin Beck. Mr. Scott Brown 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* and Mr. Ed Stockton, Malcolm Johnson & Company, P.A.

Mrs. Johns introduced Mr. Ed Stockton from Malcolm Johnson & Company, P.A. to the board members and the solicitor. Mrs. Johns stated that Mr. Stockton is here this week doing the audit for fiscal year ending June 30, 2017. Mr. Stockton stated that he appreciates being at the Housing Authority to do the audit. Mr. Stockton discussed the purposes of the audit and what he will be looking for.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:21 a.m. to discuss litigation. Executive Session concluded at 8:30 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on December 13, 2017, were presented.

Mr. Cooper moved for approval, Mr. Ermin 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 January 1, 2018 through January 31, 2018, and the Investment Analysis for February 2018, 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.

Mrs. Johns stated that the Housing Authority is in the middle of the audit for fiscal year ending June 30, 2017 and that staff has been busy gathering information requested by the auditor.

Mrs. Johns asked Mr. Kirwin and Mrs. Beck to check their calendars to see if they would be available for an exit conference with the auditor on Friday.

Mrs. Johns stated that the credit card statement included general items and a license renewal for Adobe Creative Cloud.

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

Resolutions

Approval and Adoption of Resolution 18-1 – This Resolution authorizes an increase in the Standard Mileage Rate to 54.5 cents per mile effective March 1, 2018.

Mrs. Johns stated that the Housing Authority follows the Standard Mileage Rate as set by the IRS.

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

Approval and Adoption of Resolution 18-2 – This Resolution authorizes a Lease Agreement be executed with Diana L. Fisher to operate the beauty shop in the Green Avenue Tower for three (3) years effective March 1, 2018 through February 28, 2021.

Mrs. Johns stated that this Resolution is to continue the Lease Agreement with Diana Fisher to operate the beauty shop at the Green Avenue Tower. She stated that Ms. Fisher pays rent in the amount of \$350 per month and that the Housing Authority has had no issues with the beauty shop.

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

Approval and Adoption of Resolution 18-3 – This Resolution approves a formal revision to the Pet Policy in regard to declawing of cats effective March 1, 2018.

Mrs. Johns stated that she has discussed this issue at previous board meetings. She stated that the Housing Authority adopted the Pet Policy in 2000. She added that HUD issued a statement that declawing of cats is no longer a requirement. Mrs. Johns stated that said revisions were posted at all developments for 30 days and that no comments were received.

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

Approval and Adoption of Resolution 18-4 – This Resolution approves a formal revision to the Procurement Policy in regard to bid limits effective February 15, 2018.

Mrs. Johns stated that the bidding thresholds changed effective January 1, 2018, as follows: purchases and contracts below \$10,900 require no formal bidding or written/telephonic quotations; purchases and contracts between \$10,900 and \$20,100 require three (3) written/telephonic quotations; and purchases and contracts over \$20,100 require formal bidding. She added that said changes will be effective February 15, 2018.

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

Approval and Adoption of Resolution 18-5 – This Resolution establishes a Smoke-Free Policy effective July 30, 2018.

Mrs. Johns stated that she has discussed this issue at previous board meetings. She stated that this policy is still floating around at HUD. She added that she wrote the policy and that said policy was posted at all developments for 30 days and that no comments were received. Mrs. Johns stated that she held a Resident Advisory Board meeting to discuss the policy with the board members. She stated that she made the policy effective date July 30, 2018, which is the last day that housing authorities can make the policy effective. She added that in the event something would change, the Housing Authority would just rescind the policy.

Mr. Kirwin moved for approval, Mr. Ermin 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 included some articles with her board report to keep the Board updated with HUD.

Mrs. Johns stated that REAC inspected the Green Avenue & Eleventh Street Towers in December and that the Housing Authority received a score of 98%. She added kudos to staff for obtaining such an excellent score.

Mrs. Johns stated that EADS Architects is finalizing the scope of work for the kitchen upgrades project at the Green Avenue Tower.

Mrs. Johns stated that 1477 Washington Avenue has been leased up.

Mrs. Johns stated that HUD has not yet finalized the rule in regard to regulatory rules.

Mrs. Johns stated that staff is looking at making revisions to the public housing lease and once finalized, she will forward to Attorney Haberstroh for his review.

Mrs. Johns stated that the Housing Authority is applying for CDBG money for blacktop repairs at Fairview Hills.

Mrs. Johns stated that staff has encountered housekeeping issues when doing inspections and quality control. She stated that she has purchased a video in regard to housekeeping standards. She added that any resident in violation of housekeeping will be mandated to meet with the Manager, watch the video and sign a form acknowledging both. Mrs. Johns stated that she feels that if the Manager pursues an eviction due to housekeeping, having a meeting and watching the video will show that the Housing Authority has tried working with the resident before posting an eviction.

Mrs. Johns stated that she is working on the Agency Plan and that there will be a Resident Advisory Board meeting next week.

Mrs. Johns stated that the Disposition Application was finally approved. She stated that the Housing Authority had to obtain appraisals again for all properties. She added that a formal Request for Proposals for the sale of the properties must be advertised in the *Altoona Mirror*. Mrs. Johns stated that the Housing Authority will also have to apply for vouchers for the four (4) residents that are currently residing in the scattered site properties. She stated that she will keep the Board updated on the progress of selling said properties.

Committee Reports

No meetings have been held between the date of the last board meeting (December 13, 2017) and the February board meeting.

New Business

There was no new business.

Old Business

Mrs. Johns stated that the Housing Authority has been looking to upgrade the heating system at the Administrative Office and that Mr. Scott Brown suggested contacting two (2) firms to do a study on why the system was not working properly. Mr. Jim Stephens stated that he contacted Reese Engineering who gave him a verbal quote of \$7,000 - \$9,000 to look at the system and that he also contacted Pyramid Engineering for a quote, but has not yet heard back from them. He added that Reese Engineering stated that they could not even look at the system until summer. Mr. Cooper stated that he doesn't think it's a wise move to have a study done; Mrs. Beck agreed.

Mrs. Johns stated that the Housing Authority will formally advertise for an architect and that she will keep the Board updated on the progress of said project.

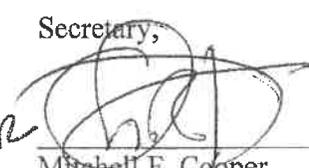
Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the HVAC issue at the Admin Office, the Disposition Application, the Smoke-Free Policy, the Violence Against Women Act and the revisions to the Pet Policy.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 8:56 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, March 14, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

for _____
Mitchell E. Cooper