

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on January 13, 2016

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, January 13, 2016, 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 Terressa E. George, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns and Mrs. Kim Palmer.

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

Mrs. Beck wished everyone a Happy New Year and stated that she hoped everyone had a good holiday season and that we're off to another good year.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on November 18, 2015 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 December 1, 2015 through December 31, 2015, and the Investment Analysis for January 2016, 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 and that she is happy to answer any questions that the Board may have.

Mrs. Johns stated that Mr. Chris Kirwin received his board packet and advised her that he would review the financial reports and would give her a call if he had any questions. She stated that she did not hear back from him.

Mrs. Beck had a question regarding Page 6, Other Income Public Housing. She stated that the projected amount was \$18,000 and that the actual amount was \$63,150. She asked if this had anything to do with CDBG funds. Mrs. Johns stated that it did but that it will change throughout the year depending upon when certain money is available. She stated that we should have that money by April.

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

### Resolutions

**Approval and Adoption of Resolution 16-1** – This Resolution approves a decrease in the Standard Mileage Rate to 54 cents per mile effective February 1, 2016.

Mrs. Johns stated that this is an annual resolution. She stated that the mileage rate went down from 57.5 cents per mile to 54 cents per mile.

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

**Approval and Adoption of Resolution 16-2** – This Resolution authorizes a contract be executed with Walk's Moving & Storage Co. for moving services for the residents residing in the scattered site properties.

Mrs. Johns stated that this resolution is part of the disposition application, which is still under review with the Special Applications Center. She stated that the Housing Authority went out to bid for moving services and received only one (1) bid, which was from Walk's Moving & Storage Co. She added that the Housing Authority has used Walk's in the past for the Pleasant Village renovations project, as well as at the Towers. Mrs. Johns stated that it is her recommendation to award the contract to Walk's Moving & Storage Co.

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

### Solicitor's Report

Attorney George apologized for not having a formal report and stated that it has been pretty quiet lately but noted that they are handling any issues that arise.

### Executive Director

Mrs. Johns stated that she is working on a lot of policies, which will be out for public commentary soon.

Mrs. Johns stated that the new police officer at Fairview Hills is Ryan Caputo. She stated that she thinks that he will work out. She added that Detective Terry Merritts worked with him to get him acquainted with how things work at Fairview Hills.

Mrs. Johns stated that she has started to work on the Agency Plan. She stated that HUD has changed the template on how the Plan is submitted. She added that she doesn't think there is as much work involved as there was in previous years.

Mrs. Johns stated that she met with Mr. Tim Hoffman from The EADS Group who is doing the design work for the Window Replacement Project at Pleasant Village. She stated that Mr. Hoffman anticipates being ready to go out for bid in March. She added that she will schedule a Property Committee Meeting before advertising said project.

Mrs. Johns stated that the Housing Authority is currently out to bid for architectural/engineering services for asbestos abatement. She stated that she can't extend the contract any longer.

Mrs. Johns stated that she has been working with staff on various brochures to distribute to the residents.

Mrs. Johns stated that since the Landlord Educational Workshop was such a success, she is now concentrating on new prospective landlords. She stated that the Housing Authority will be doing a presentation in April for prospective landlords to discuss the benefits of being a landlord. She added that this meeting will be advertised in the newspaper.

Mrs. Johns stated that she received a report from the Altoona Police Department (APD) regarding crime statistics for 2015. She stated that the APD received a total of 22,445 calls for reports of incidents to follow up on. She added that out of those 22,445 calls, Fairview Hills had 20 calls, which amounts to .0009% of the total overall numbers. Mrs. Johns stated that out of the 20 calls, there were only 10 arrests, which were not drug or violent criminal activity.

Mrs. Johns stated that she wanted to go on record to say kudos to staff and kudos to having a community police officer at Fairview Hills to continue to be proactive in what the Housing Authority does in keeping our developments safe. She stated that the safety of the residents is a high priority and that the Housing Authority wants to keep the developments safe. She added that the numbers are just great.

Mr. Cooper stated that it's well worth the effort in the funds that are expended for that project. He stated that you can't understate the importance of how safe it is at not only Fairview Hills but at Pleasant Village and the Towers and that is kudos to the staff primarily.

Mr. Cooper stated that the policies developed and that have been adopted speak for itself in providing a safe and secure atmosphere for the residents.

### Committee Reports

The Finance Committee met on Tuesday, December 15, 2015 to discuss the audit with Ms. Goldie Roberts, CPA.

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

#### New Business

There was a brief discussion regarding the Resident On Call (ROC) positions at the Towers. Mrs. Johns stated that for years, the Housing Authority had two (2) ROCs, one at each Tower and that over the past few years had different ROCs due to people quitting. She stated that the Housing Authority recently advertised for a ROC and received two (2) applications; however, she didn't feel that they were the right fit for said position.

Mrs. Johns stated that she has talked to staff at both the IDA and Blair Towers who used to have ROCs on staff but have since eliminated those positions. She stated that she has also talked with Mr. Scott Bettwy from Bettwy Systems who advised her that he can program the system so that all emergency after hours calls can go directly to the 911 Center. Mrs. Johns stated that now when a resident pulls the nurse call, all the ROC can do is go to their apartment and call 911.

Mrs. Johns stated that by eliminating these positions, the Housing Authority can put the two (2) apartments back on line and generate additional income. She stated that the flat rent for a two-bedroom unit would result in \$13,000 rental income annually and an extra \$2,400 annually, which was the \$100 per month stipend for each ROC.

Mrs. Johns stated that it is her recommendation to eliminate the ROC positions and have all after hours emergency calls go directly to the 911 Center. Mr. Brown made a motion to approve, Mr. Cooper seconded, all approved. Mr. Cooper suggested that Mrs. Johns update the Board in six (6) months and let them know how it is going; Mrs. Johns agreed to do that.

Mrs. Beck stated that she received a copy of the audit directly from the auditor, which was the same audit that was sent to her from the Housing Authority. She stated that she reviewed said audit.

#### Old Business

There was no old business.

#### Media Questions/Comments

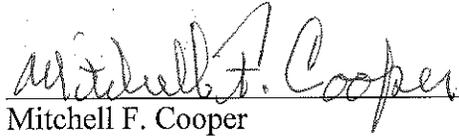
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He raised questions regarding the Resident On Call (ROC) positions.

#### 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 8:43 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, February 10, 2016 in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
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Mitchell F. Cooper