

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on January 9, 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, January 9, 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 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. Tim Hughes, (Retired) Fire Inspector, Mr. Adam Free, Fire Inspector, Mr. Tim Hileman, Fire Chief, and Mr. Mike Tofano – Assistant Fire Chief – Altoona Fire Department and Mr. Bill Kibler, *Altoona Mirror*.

Authority Recognition – Mr. Tim Hughes, (Retired) Fire Inspector – City of Altoona Fire Department

Mrs. Johns stated that Mr. Tim Hughes, Fire Inspector with the Altoona Fire Department, retired at the end of December 2018. She stated that she wanted to publicly acknowledge him at the board meeting. She added that the Altoona Fire Department, especially Mr. Hughes, worked very closely with the Housing Authority on safety training, evacuation procedures, the emergency disaster plan, evictions, resident issues, as well as attended informal hearings.

Mrs. Johns stated that unfortunately the Housing Authority had a fire at the Green Avenue Tower where there were fatalities and that the Altoona Fire Department did a tremendous job. She added that she wanted to personally thank Mr. Hughes and let him know that he will be missed. Mrs. Johns gave Mr. Hughes a token of appreciation from the Housing Authority.

Mr. Hughes thanked the Housing Authority for everything that the management and maintenance staff at the Towers do. He stated that organizations like the Housing Authority make the fire department's job easier. He added that people that care about what they do is very important. Mr. Hughes then introduced Mr. Adam Free, the new Fire Inspector. He stated that Mr. Free is a good guy and he is familiar with the Towers and that he will do great things.

Mr. Hileman stated that the partnership is what really makes the Altoona Housing Authority safe across the City not just the Towers. He stated that if there is something that they see or think might make a place safer, the Housing Authority always takes care of it. He added that there are about 1,300 commercial buildings in the City and he wishes that the other 1,299 did more like what the Authority does for the fire department because it makes things a lot easier for them. Mr. Hileman stated that the fire department really appreciates the cooperation of the Housing Authority.

## Public Commentary

There was no public commentary.

## Minutes of Previous Meeting

The minutes for a regular meeting held on December 12, 2018, were presented.

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

## Review of Financial Reports

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports but that she would be happy to answer any questions the board may have.

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

## Resolutions

**Approval and Adoption of Resolution 19-1** – This Resolution approves an increase in the Standard Mileage Rate to 58 cents per mile effective February 1, 2019.

Mrs. Johns stated that this is a simple resolution increasing the mileage rate to 58 cents per mile effective February 1, 2019.

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

**Approval and Adoption of Resolution 19-2** – This Resolution authorizes a contract be executed with The EADS Group, Inc. for architectural/engineering services for the Blacktop Replacement Project at Fairview Hills for an amount not to exceed \$19,900.

Mrs. Johns stated that the Housing Authority was out to bid for professional design services for the Blacktop Replacement Project at Fairview Hills. She stated that four (4) proposals were received but that one (1) proposal was rejected due to instructions not being followed. She added that staff reviewed the other three (3) proposals and met with the Property Committee yesterday with a recommendation to award said contract to The EADS Group, Inc., which the Property Committee concurred.

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

**Approval and Adoption of Resolution 19-3** – This Resolution authorizes the sale of the three (3) remaining scattered site properties (504 Crawford Avenue, 820 Sixth Avenue & 2514 W. Chestnut Avenue).

Mrs. Johns stated that the Housing Authority has sold seven (7) of the ten (10) scattered site properties and that Attorney Haberstroh made the recommendation to approve the sale of the three (3) remaining properties so that we would not have to wait until another board meeting to approve the sales, whenever that may happen. Attorney Haberstroh stated that due to the government shutdown, the closings scheduled for some of the properties were postponed as HUD must approve the Declaration of Trust for said properties, which can't be done at this time as HUD is not working due to the government shutdown. Attorney Haberstroh stated that he will send a letter to the attorneys handling the closing advising that the Declaration of Trust will be forthcoming in hopes that the closing will not be postponed any longer than necessary.

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

**Approval and Adoption of Resolution 19-4** – This Resolution authorizes the Executive Director to establish a line of credit with Reliance Bank due to the current Federal government shutdown.

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

#### Executive Session

The Board convened for Executive Session at 8:50 a.m. to discuss personnel issues. Executive Session concluded at 9:18 a.m. and the meeting proceeded.

#### 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 discussed the Federal government shutdown and stated that the Housing Authority is affected by the shutdown. She added that there is no one working in the local Pittsburgh HUD Office due to the shutdown.

Mrs. Johns stated that the Property/Maintenance Committee met yesterday with Mr. Tom Heasley from Pyramid Engineering to discuss the HVAC Replacement Study and the three (3) options recommended. She stated that a representative from Comfort Supply Inc. will be attending the February board meeting to discuss the options in regard to the replacement of the HVAC system and electrical upgrades. Mr. Brown stated that he has seen the Mitsubishi VRF System (Option #1) and that it is very efficient and that the Housing Authority will save money down the road if we go with this system.

## Committee Reports

The Property/Maintenance Committee met on Tuesday, January 8, 2019 to discuss the proposals received for architectural/engineering services for the Blacktop Replacement Project at Fairview Hills and the recommendations received for the HVAC/Electrical Upgrades Project at the Admin Office.

No meetings have been held for the Finance Committee or the Personnel Committee.

## New Business

There was a brief discussion regarding the Federal government shutdown. Mrs. Johns stated that the Housing Authority could be in a financial situation at the end of the month if the government shutdown doesn't end soon. She added that she is trying to prepare for the worst-case scenario and met with Reliance Bank to discuss the possibility of a line of credit. Mrs. Johns stated that she was informed that Reliance Bank would be willing to give the Housing Authority a line of credit, with no fees attached. She stated that the Housing Authority has recently invested money with Reliance Bank in the form of CDs, which could be used as collateral. She added that the money would be used for payroll, landlord subsidy payments and accounts payable, which is approximately \$565,000 per month. Mrs. Johns stated that she wanted direction from the Board to pursue options in case the government shutdown continues.

Attorney Haberstroh stated that he prepared a resolution authorizing the procuring of a line of credit for two (2) months. He stated that he would provide Mrs. Johns with a copy of said resolution to review and that he would make the necessary changes.

Mrs. Beck asked for a motion to establish a line of credit with Reliance Bank, which will become Resolution 19-4. Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

## Old Business

Mrs. Johns stated that she provided everyone with a copy of the 2019 board meeting schedule and that the board members were given the Statement of Financial Interests form, which they complete every year.

## Media Questions/Comments

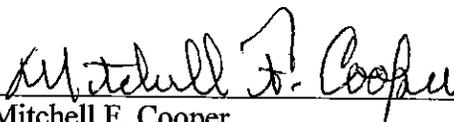
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the government shut down and the scattered site properties.

## 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 9:44 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, February 13, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
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Mitchell F. Cooper