

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on July 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 8:20 a.m. on Wednesday, July 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 William J. Haberstroh, Esq. was present.

Staff members in attendance: Ms. Kathi Ardizzzone, Mr. Jim Stephens and Mrs. Kim Palmer. Mrs. Cheryl Johns was absent.

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

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:20 a.m. to discuss personnel issues. Executive Session concluded at 8:28 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on June 8, 2016 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 June 1, 2016 through June 30, 2016, and the Investment Analysis for July 2016, were provided to the Board of Directors for their review.

There was a brief discussion regarding the PILOT payment. Mr. Brown asked if the PILOT payment will be affected by the recent reassessment. Ms. Ardizzzone stated that Mrs. Johns told her that the PILOT payment will probably go up since the Housing Authority has been paying the same amount for years. Attorney Haberstroh stated that it would be his recommendation to request an informal appeal and to possibly talk to a licensed appraiser to review the Reassessment Change Notices that the Housing Authority received for all properties. Mr. Brown stated that was a good idea.

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

Resolutions

Approval and Adoption of Resolution 16-24 – This Resolution authorizes the writing off of inventory in the amount of \$2,132.86 and obsolete inventory in the amount of \$368.89 for fiscal year ending June 30, 2016.

Mrs. Palmer stated that this is an annual resolution.

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

Approval and Adoption of Resolution 16-25 – This Resolution approves an allocation of all positions.

Mrs. Palmer stated that this is an annual resolution.

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

Approval and Adoption of Resolution 16-26 – This Resolution authorizes a contract be executed with Robert's Pest Control for Extermination Services for the period July 14, 2016 through June 30, 2018.

Ms. Ardizzone stated that approving a contract for extermination services was tabled last month to review the bids received in regard to bedbug prevention due to a price difference in the two (2) bids received. She stated that she met with Robert's Pest Control and they are committed to the pricing that was specified in their bid.

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

Approval and Adoption of Resolution 16-27 – This Resolution approves a one-time bonus pay for Ms. Kathi Ardizzone in the amount of \$4,000.

Mr. Brown stated that in light of the Executive Director being down for health reasons and rehabilitation, it has been discussed and the information is there that Kathi Ardizzone has really stepped up and is coordinating and running a lot of things that are above her current job status. He stated that he would like to ask the Board to entertain a motion for giving her, for working out of her class and going above and beyond in handling things that are not in her job description, a one-time bonus pay of \$4,000 for the additional job duties she has taken on during the absence of the Executive Director. He added that the Executive Director is off on disability so her salary is not being paid so this is not only revenue neutral, in case anyone is interested.

Mr. Cooper stated that he appreciates everything that Ms. Ardizzone has done in Mrs. Johns' absence. Mr. Brown also thanked Ms. Ardizzone. Mrs. Beck stated her appreciation for the work that Ms. Ardizzone has been doing and for her keeping the ship moving forward. Mr. Brown stated that Ms. Ardizzone has done a very good job for some time for everybody. Ms. Ardizzone thanked the Board for the bonus pay.

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

Solicitor's Report

Attorney Haberstroh discussed the activities that he has been working on.

Staff Reports

Ms. Ardizzone stated that the Window Replacement Project at Pleasant Village is on-going and that the security cameras at Fairview Hills have been installed. She stated that trees are being trimmed at the Towers.

Ms. Ardizzone discussed the mouse infestation problem at Fairview Hills and informed the Board that the resident with the mice problem was evicted and that the residents in the other apartments in the same building are being moved so that the mouse problem can be taken care of.

Ms. Ardizzone discussed the Memo that was given to the Board from Mr. Tom Elias, the consultant who submitted the disposition plan. She stated that part of the application was put on hold by the Special Applications Center. She added that the Housing Authority needs to submit a different form for the application and have another review of the properties done. Mr. Stephens stated that Mr. Tom Heasley from Pyramid Engineers is trying to get an architect on board to inspect the scattered site properties in order to come up with a cost estimate to make the necessary repairs to said units.

Mrs. Beck asked the Board members if it is their wish to pursue disposing of the scattered site units. The Board members were all in agreement to continue with the disposition of the scattered site properties.

Committee Reports

No meetings have been held between the date of the last board meeting (June 8, 2016) and the July board meeting.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the scattered site properties, the One Strike Policy and personnel matters.

Adjournment

Mrs. Beck stated the Housing Authority's mission is to provide safe and secure housing. She stated that she would like to reassert the Housing Authority's support to the police officers locally and nationwide in the job they do to protect us all.

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Ermin seconded, all approved. The regular meeting was adjourned at 9:26 a.m.

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

Secretary,



Mitchell F. Cooper