Minutes of the Annual Meeting
of the
Altoona Housing Authority
held on
July 12, 2017

Solicitor, Terressa E. George, called the Annual Meeting of the Board of Directors of the Altoona Housing Authority to order at 8:15 a.m., on Wednesday, July 12, 2017.

Board members in attendance were: Mrs. Robin Beck, Mr. Scott Brown, Mr. Mitch Cooper, Mr. Howard Ermin and Mr. Chris Kirwin.

Staff members in attendance were: Mrs. Cheryl Johns, Ms. Linda Holsinger and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Brian Bender, Section 8 Landlord.

Approval of Minutes

The minutes of the Annual Meeting held on July 13, 2016, previously submitted to the Directors, were presented. Mrs. Beck moved for approval, Mr. Brown seconded, all approved.

Election of Officers

Ms. George stated that the positions to be filled are: Chairperson, Vice Chairperson and Secretary/Treasurer. Mr. Kirwin made the recommendation to keep all officers as they currently are. Ms. George stated that there was a motion made that all officers previously attaining their office be re-nominated to those positions. Mr. Kirwin moved for approval, Mr. Brown seconded, all approved.

Since there is not currently an Assistant Secretary position, an Assistant Secretary was not appointed at this time.

Review of Standing Committee Members

Ms. George reviewed the current Standing Committee Members and asked if any member desires to serve on a different committee. Mrs. Beck asked Mr. Ermin if he would like to serve on one of the committees and he stated that he would like to serve on the Property/Maintenance Committee. Mr. Cooper stated that since he serves on the Personnel Committee, he is fine with Mr. Ermin taking his place on the Property/Maintenance Committee.

Ms. George asked for a motion to confirm the Committees as discussed, Mr. Cooper moved for approval, Mr. Kirwin seconded.

The Committees are as follows:

Finance Committee
Cheryl Johns, Executive Director
Mike McCormick, Comptroller
Robin Beck, Board Member
Chris Kirwin, Board Member

Property/Maintenance Committee
Cheryl Johns, Executive Director
Jim Stephens, Maintenance Supervisor
Scott Brown, Board Member
Howard Ermin, Board Member

Personnel Committee
Cheryl Johns, Executive Director
Robin Beck, Board Member
Mitch Cooper, Board Member

Adjournment

Since there was no further business for discussion, Mr. Cooper made a motion to adjourn, Mr. Brown seconded, all approved. The Annual Meeting was adjourned at 8:20 a.m.

Secretary,

Mitchell F. Cooper

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on June 20, 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, June 20, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin, Mr. Howard Ermin and Mrs. Robin Beck.

Legal representation: Attorney Terressa E. George, 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*.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on May 9, 2018, were presented.

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

Review of Financial Reports

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

Mrs. Johns stated that the July board meeting will include financial reports for the end of the current fiscal year, which will show more in depth of what was spent during the fiscal year.

Mrs. Johns stated that she has a draft of the budget which the Finance Committee will review at their meeting scheduled for July 9th. She stated that she would provide a copy of said budget to Mrs. Beck and Mr. Kirwin for their review prior to the meeting.

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

Resolutions

Approval and Adoption of Resolution 18-12 – This Resolution authorizes writing off bad debts for fiscal year ending June 30, 2018 in the amount of $36,490.82.

Mrs. Johns stated that this is an annual resolution to write off bad debts for the current fiscal year. She stated that although the debts are written off the books, the Housing Authority pursues collection of said debts. Mr. Kirwin stated that the write off of bad debts is averaging approximately $29,000 a year. He asked what percentage of the debt comes back to the Authority; Mrs. Johns stated about 40%. She stated that any debt owed over $500 is filed at the Prothonotary's Office. She added that anyone owing money to the Housing Authority will not be housed until their account is paid in full.

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

Approval and Adoption of Resolution 18-13 – This Resolution authorizes writing off Section 8 Fraud Recovery for fiscal year ending June 30, 2018 in the amount of $27,364.51.

Mrs. Johns stated that the Housing Authority has never written off Section 8 Fraud Recovery before; however, the auditor recommended that the Housing Authority do so in a formal resolution. She added that this money is unreported income and that Section 8 participants have to enter into a repayment agreement. Mrs. Johns stated that 75% of this amount is from a case where income was not reported for almost a year. She stated that the Housing Authority pursued that case legally.

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

Approval and Adoption of Resolution 18-14 – This Resolution approves an annual cost of living adjustment for employees effective July 1, 2018.

Mrs. Johns stated that the Personnel Committee met yesterday and it was recommended giving employees a three percent (3%) cost of living adjustment effective July 1, 2018.

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

Approval and Adoption of Resolution 18-15 – This Resolution approves an increase of three percent (3%) in dental coverage provided by Lincoln Financial Group effective July 1, 2018.

Mrs. Johns stated that this is an annual resolution regarding the dental insurance through Lincoln Financial Group. She stated that she spoke with Mr. Tim Fulmer, Broker, regarding the increase of three percent (3%) and he didn't see any point to pursue other options since the increase was minimal. Mrs. Johns stated that the Housing Authority has not had any problems with the dental insurance.

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

Approval and Adoption of Resolution 18-16 – This Resolution authorizes the contract with Haberstroh, Sullivan & George, LLP be extended for one year for the period July 1, 2018 through June 30, 2019.

Mrs. Johns stated that Attorney William Haberstroh advised her that he is very much interested in remaining the solicitor for the Housing Authority. She stated that she can negotiate said contract for one (1) more year and then the Housing Authority will have to solicit for professional services next year. She stated that it is her recommendation to extend said contract.

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

Approval and Adoption of Resolution 18-17 – This Resolution authorizes contracts be executed with Sharer Fiberglass Repair (Bathtub Refinishing), J.R. Brown Construction, Inc. (Ceiling Replacement & Painting), Eastern Elevator Service & Sales Co., Inc., (Elevator Service), DeGol Carpet (Floor Covering) and Burgmeier's Hauling, Inc. (Trash Removal) for the period July 1, 2018 through June 30, 2019.

Mrs. Johns stated that the Housing Authority was out to bid for various maintenance contracts. She stated that the bid tab sheet is attached to the resolution. She added that the bids received are in line with what the Housing Authority is currently paying. Mrs. Johns stated that she was going to reject the bid received for ceiling replacement as it was too high but that she was able to negotiate with Mr. Jim Brown, J.R. Brown Construction, Inc., who lowered his prices.

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

Solicitor's Report

Attorney George was in attendance.

Staff Reports

Mrs. Johns stated that the "Building Strong Families" event is scheduled today at Fairview Hills. She stated that 25 agencies are participating in said event.

Mrs. Johns stated that the upgrades and new equipment at the laundry rooms at the Green Avenue & Eleventh Street Towers is done. She passed around a card that she received from a resident of the Eleventh Street Tower thanking the staff for the upgrades.

Mrs. Johns stated that staff has been working on inventory count and that a resolution will be presented at the July meeting.

Mrs. Johns stated that staff is working on the report for SEMAP and that a resolution will be presented at the July meeting.

Mrs. Johns stated that the pavilion area at Fairview Hills has been upgraded.

Mrs. Johns stated that the kitchen upgrades project at the Green Avenue Tower is moving along. She stated that all materials are in except for the sinks.

Mr. Brown asked about the replacement of the sliding doors at the Towers. He recommended that the Housing Authority consider installing a door instead of a sliding door, as heat loss through the glass is high. Mr. Stephens stated that the Housing Authority can't install a door as it would open into the apartment and into furniture. He also stated that many of the residents sit and look out the sliding door. Mrs. Johns stated that she will look at both options.

Mrs. Johns stated that the Housing Authority received notification from HUD that the Agency Plan that was submitted in April has been approved.

Mrs. Johns stated that the Housing Authority has not yet received the contract from the City for the CDBG Program for blacktop repairs at Fairview Hills.

Mrs. Johns stated that she and staff are doing a presentation at the Welfare Office tomorrow so that the caseworkers are aware of how rent is calculated, income guidelines, deductions and exclusions. She stated that the Housing Authority does a presentation about every two (2) years. She added that the Housing Authority also has a Cooperative Agreement with the Welfare Office so that they can share information with each other.

Mrs. Johns stated that she will be meeting with the Allegheny County Housing Authority to discuss their community policing program.

Mrs. Johns stated HUD recently withdrew the Affirmatively Furthering Fair Housing Rule.

Committee Reports

The Personnel Committee met on Tuesday, June 19, 2018 to discuss the annual cost of living adjustment and personnel issues.

The Finance Committee is scheduled to meet on Monday, July 9, 2018 to discuss the new budget for fiscal year ending June 30, 2019.

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

New Business

Mrs. Johns stated that the Housing Authority did not receive any bids for Extermination Services. She stated that she and Mr. Stephens met with a representative from Enviro Pest Control, who are under the COSTARS Program. She added that she will be meeting with two (2) other extermination companies at the PAHRA Conference next week. Mrs. Johns stated that she

will advise the Board at the July meeting what her recommendation will be in regard to extermination services.

Old Business

Mrs. Johns stated that the Housing Authority went out for bid for the Admin Office HVAC a few months ago and Mr. Brown made the recommendation to have an evaluation of the system completed to determine what needed to be done with said system. Mr. Stephens stated that he received a price of approximately $7,000 to do an evaluation. Mrs. Johns stated that it is her recommendation to once again go out for bid and include in the Request for Proposals an evaluation of the HVAC system.

Mrs. Johns stated that she provided the Board with a copy of the bids received for the scattered site properties. She stated that HUD would have to approve the bids received and that due to the low bids and the fact that no bids were received for some of the properties HUD will not accept the bids. Mrs. Johns stated that the best option for the Housing Authority would be to solicit proposals for real estate broker services to assist the Housing Authority in selling the properties.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the replacement of sliding doors at the Towers and incident reports provided by the Altoona Police Department.

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 8:50 a.m.

The annual meeting and next regular meeting will be held at 8:15 a.m. on Wednesday, July 11, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

Mitchell F. Cooper

Mitchell F. Cooper