

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on July 11, 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 8:20 a.m. on Wednesday, July 11, 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 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*.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:20 a.m. to discuss litigation. Executive Session concluded at 8:42 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on June 20, 2018, were presented.

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

Review of Financial Reports

Mrs. Johns stated that she would be happy to answer any questions that the Board may have regarding the Financial Reports.

Mrs. Johns stated that the budget for fiscal year ending June 30, 2019 will be approved today. She stated that the Finance Committee met this week to review said budget.

Mrs. Johns stated that the reports in the board packet indicate that they are for the period 6/1 to 6/30, which would be ending the fiscal year. She stated that the books have not yet been officially closed so there may be some adjustments and when that is done this month everyone will be receiving a copy of the year end analysis for review, which may have some revisions.

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

Resolutions

Approval and Adoption of Resolution 18-18 – This Resolution approves the Consolidated Budget for fiscal year ending June 30, 2019.

Mrs. Johns stated that the Finance Committee met to review the consolidated budget. She advised the board members that a copy of the revised budget is at their seat. Mrs. Johns discussed the revisions on Page 4 regarding the estimated reserves. She stated that the books have not yet officially been closed. She added that she will provide the Board with an actual final amount at next month's meeting. Mrs. Beck stated that the numbers remain the same in the revision but it is actually showing that all of our facilities will have a surplus. Mrs. Beck stated that she and Mr. Kirwin make the recommendation to approve said budget.

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

Approval and Adoption of Resolution 18-19 – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 001 (Fairview Hills).

Mrs. Johns stated that Resolution 18-19 and Resolution 18-20 are annual resolutions, one (1) is for Fairview Hills and the other is for the Towers. She stated that these resolutions indicate that the Board approved the budget. She added that the resolutions will be submitted to HUD.

Mr. Kirwin moved for approval of both Resolution 18-19 & Resolution 18-20, Mr. Brown seconded, all approved.

Approval and Adoption of Resolution 18-20 – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 002 (Green Avenue & Eleventh Street Towers).

Mrs. Johns stated that Resolution 18-19 and Resolution 18-20 are annual resolutions, one (1) is for Fairview Hills and the other is for the Towers. She stated that these resolutions indicate that the Board approved the budget. She added that the resolutions will be submitted to HUD.

Mr. Kirwin moved for approval of both Resolution 18-19 & Resolution 18-20, Mr. Brown seconded, all approved.

Approval and Adoption of Resolution 18-21 – This Resolution rejects all bids received for the scattered site properties.

Mrs. Johns stated that there was a discussion at the June board meeting regarding the bids received for the scattered site properties. She stated that the bids received were extremely

low and that it is her recommendation to reject all bids received and advertise for Real Estate Broker Services to help market and sell the properties.

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

Approval and Adoption of Resolution 18-22 – This Resolution authorizes the writing off of inventory for fiscal year ending June 30, 2018 in the amount of \$1,728.62.

Mrs. Johns stated that this is an annual resolution adjusting the accounting records to reflect the value of the physical inventory for fiscal year ending June 30, 2018 for every public housing development warehouse. She stated that a spreadsheet with the totals showing the adjustments is attached to the resolution.

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

Approval and Adoption of Resolution 18-23 – This Resolution approves a salary schedule and allocation of all positions.

Mrs. Johns stated that this is an annual resolution listing salaries and the allocation of each position. She added that this information is necessary for the auditor.

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

Approval and Adoption of Resolution 18-24 – This Resolution revises the write off of bad debts for fiscal year ending June 30, 2018 in the amount of \$36,163.42.

Mrs. Johns stated that last month the Board approved a resolution writing off tenants bad debts. She stated that in the meantime, payments were received by staff changing the amount of debt to be written off. She added that this revised resolution reflects the exact amount to be written off for fiscal year ending June 30, 2018.

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

Approval and Adoption of Resolution 18-25 – This Resolution authorizes the Certification of the Executive Director and Chairperson concerning the required submission of the Section 8 Management Assessment Program (SEMAP).

Mrs. Johns stated that this is an annual resolution authorizing the submission of the Section 8 Management Assessment Program report to HUD for review and approval. She stated that the Housing Authority has been designated a high performer for SEMAP for many years.

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

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 stated that the "Building Strong Families" event held at Fairview Hills on June 20th was a nice family day. She stated that Mr. Bill Kibler attended the event and wrote a nice article about said event. She added that 25 agencies participated in the event and that there were approximately 150-160 people in and out throughout the afternoon. Mrs. Johns stated that this was the first year that HUD encouraged housing authorities to participate in some type of event like this to empower families, fathers, mothers and children and that she was happy to see families in attendance not just children. She added that the event was well received. Mrs. Johns stated that she sent an article about the event to the HUD Pittsburgh Field Office who were very happy about the event and forwarded the article to the regional director at their Public Relations Department at HUD in Washington, D.C. She stated that it appears that Altona Housing Authority is the only housing authority in Western Pennsylvania that participated in this event, which is one (1) of 38 housing authorities. Mrs. Beck, who attended the event, stated that it was a nice event and congratulated Mrs. Johns and her staff on doing a good job.

Committee Reports

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

The Personnel Committee was scheduled to meet immediately following the July 11 board meeting to discuss personnel issues.

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

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 Executive Session, a Section 8 property, the Family Unification Program, the withdrawal of the Affirmatively Furthering Fair Housing Rule, Section 8 inspections and in-house police.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 9:05 a.m.

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

Secretary,



Mitchell F. Cooper