

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on June 8, 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, June 8, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Ms. Kathi Ardizzone, Ms. Linda Holsinger, 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.

Minutes of Previous Meeting

The minutes for a regular meeting held on May 11, 2016 were presented.

Mr. Ermin moved for approval, Mr. Kirwin 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 May 1, 2016 through May 31, 2016, and the Investment Analysis for June 2016, were provided to the Board of Directors for their review.

Ms. Ardizzone stated that she spoke to Mr. Kirwin regarding some questions he had in regard to the budget.

Mr. Kirwin asked about the expenditure to Housing & Development Law Institute in the amount of \$8,129.10 for training. Mrs. Palmer stated that this expenditure was for the Fair Housing Training that was held at the Convention Center.

Mr. Kirwin asked if the Housing Authority received the new vehicle for the Section 8 Inspector. Mr. Stephens stated that the vehicle arrived a few weeks ago.

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

Resolutions

Approval and Adoption of Resolution 16-14 – This Resolution approves the Consolidated Budget for fiscal year ending June 30, 2017.

Ms. Ardizzone stated that a copy of the budget was e-mailed to the Finance Committee for their review. Mrs. Beck & Mr. Kirwin both stated that they are good with the budget.

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

Approval and Adoption of Resolution 16-15 – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 001 (Fairview Hills).

Ms. Ardizzone stated that Resolution 16-15 & Resolution 16-16 go together and are housekeeping resolutions and will be sent to HUD. Mrs. Beck asked if the Board wished to approve both Resolutions at the same time; the Board stated that they would like to approve both Resolutions at the same time.

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

Approval and Adoption of Resolution 16-16 – 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).

Ms. Ardizzone stated that Resolution 16-15 & Resolution 16-16 go together and are housekeeping resolutions and will be sent to HUD. Mrs. Beck asked if the Board wished to approve both Resolutions at the same time; the Board stated that they would like to approve both Resolutions at the same time.

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

Approval and Adoption of Resolution 16-17 – This Resolution authorizes a contract be executed with Sharer Fiberglass Repair (Bathtub Refinishing), DeGol Carpet (Flooring) & Burgmeier's Hauling, Inc. (Trash Removal) for a two-year period (July 1, 2016 through June 30, 2018).

Ms. Ardizzone stated that the Housing Authority also went out to bid for Apartment Cleaning, Ceiling Replacement, Extermination Services and Painting but that contracts for these services are being tabled at this time.

Ms. Ardizzone stated that there was an increase in Burgmeier's price because they are providing more services which include picking up recyclables three times per week and picking up large items twice per week.

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

Approval and Adoption of Resolution 16-18 – This Resolution authorizes the contract with Eastern Elevator Service & Sales Company, Inc. for Elevator Service at Fairview Hills, Green Avenue Tower & Eleventh Street Tower be extended for a period of two years (July 1, 2016 through June 30, 2018).

Ms. Ardizzone stated that Eastern Elevator was willing to extend the current contract at the same pricing.

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

Approval and Adoption of Resolution 16-19 – This Resolution authorizes the writing off of bad debts.

Mr. Kirwin asked if the Housing Authority tries to collect this debt. Ms. Ardizzone stated that the Housing Authority attempts to collect bad debts. She also explained the collection policy and stated that Mr. Brad Kanuch, Administrative Officer at Fairview Hills, is following through in regard to the collection policy in order to collect some of the bad debt.

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

Approval and Adoption of Resolution 16-20 – This Resolution approves a 6.7 percent increase in the dental coverage provided by Lincoln Financial Group effective July 1, 2016.

Mrs. Palmer stated that there was an increase of 5.8% last year. Mr. Kirwin asked about the year prior. Mrs. Palmer stated that she thought that the year prior the dental coverage was with another company.

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

Approval and Adoption of Resolution 16-21 – This Resolution approves a two percent (2%) annual cost of living adjustment for employees effective July 1, 2016.

Mrs. Beck stated that she and Mr. Cooper, both members of the Personnel Committee, received an e-mail from Mrs. Johns in regard to the annual cost of living adjustment for employees. She stated that there is money available in the budget for said increases.

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

Approval and Adoption of Resolution 16-22 – This Resolution authorizes a contract be executed with the City of Altoona for police services at Fairview Hills for an amount not to exceed \$68,224 for the period July 1, 2016 through June 30, 2017.

Ms. Ardizzone stated that there is no increase in the contract amount from last year. Mrs. Beck asked if the City has designated an Officer at Fairview Hills yet. Ms. Ardizzone stated that the City has not yet designated an Officer for Fairview Hills but that the same Officer that has been at Fairview Hills is still there.

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

Approval and Adoption of Resolution 16-23 – This Resolution authorizes the contract with Haberstroh, Sullivan & George, LLP be extended for a period of two years (July 1, 2016 through June 30, 2018).

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

Solicitor's Report

Attorney Haberstroh provided everyone with a copy of his activity report and reviewed the activities that he has been working on.

Staff Reports

Ms. Ardizzone stated that the REAC inspection was done last week at Fairview Hills. She stated that the Housing Authority did pretty well and that there were very few issues that needed to be corrected.

Ms. Ardizzone stated that the Window Replacement Project at Pleasant Village is underway. She stated that she is finishing the paperwork that needs to be submitted to the City of Altoona by the end of the month. She added that Atlantic Broadband is working on getting the cable lines moved in some of the apartments.

Committee Reports

No meetings have been held between the date of the last board meeting (May 11, 2016) and the June board meeting.

New Business

There was no new business.

Old Business

Ms. Ardizzone stated that Mr. Stephens has ordered new signs for the parking areas at the Admin Office which specify "authority business only".

Media Questions/Comments

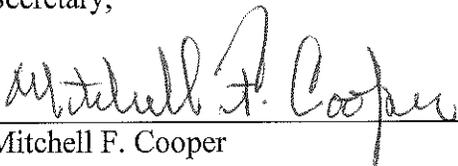
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the new signs ordered for the parking areas at the Admin Office.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Ermin seconded, all approved. The regular meeting was adjourned at 8:39 a.m.

The annual meeting and the next regular meeting will be held at 8:15 a.m. on Wednesday, July 13, 2016 in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper