

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on June 19, 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, June 19, 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. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:30 a.m. to discuss potential litigation. Executive Session concluded at 8:54 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on May 8, 2019, 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.

Mrs. Johns stated that this is the end of the current fiscal year and that staff is always busy during the month of June.

Mrs. Johns stated that the budget will be presented to the Board at the July meeting. She stated that a Finance Committee Meeting will be scheduled prior to the July meeting to review the upcoming budget.

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

Resolutions

Approval and Adoption of Resolution 19-16 – This Resolution approves a 2.5% annual cost of living adjustment for employees effective July 1, 2019.

Mrs. Johns stated that a Personnel Committee Meeting was held to discuss the annual cost of living adjustment. Mrs. Beck stated that Mrs. Johns made the recommendation of a 2.5% annual cost of living adjustment and that funds are available. She added that she and Mr. Cooper are in agreement with said increase.

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

Approval and Adoption of Resolution 19-17 – This Resolution authorizes a contract be executed with Haberstroh, Sullivan & George, LLP for legal services for four (4) years (July 1, 2019 thru June 30, 2023).

Mrs. Johns stated that the Housing Authority has worked with Attorney Haberstroh for many years. She stated that the Housing Authority had to re-advertise for legal services due to procurement rules. She added that only one (1) proposal was received, which was from Haberstroh, Sullivan & George, LLP. Mrs. Johns stated that it is her recommendation to renew the contract for legal services with Haberstroh, Sullivan & George, LLP. She stated that the Housing Authority has an excellent working relationship with Attorney Haberstroh and that he is very knowledgeable about the operations of the Housing Authority.

Attorney Haberstroh thanked Mrs. Johns and the Board for their support and faith in him. He stated that he has been working for the Housing Authority a long time and his time has been very pleasant and enjoyable. He stated that he is very pleased to work with the Housing Authority and enjoys the works.

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

Approval and Adoption of Resolution 19-18 – This Resolution authorizes a contract be executed with J.R. Brown Construction, Inc. for the Roof Replacement Project at Fairview Hills for an amount not to exceed \$477,063.

Mrs. Johns stated that the Housing Authority was out to bid for the remainder of the roofs that need to be replaced at Fairview Hills. She stated that the bid amount is in line with the amount budgeted for said project. She added that J.R. Brown Construction has done roof replacement at Fairview Hills in the past and any problems are taken care of right away.

Mrs. Johns stated that it is her recommendation to award said contract to J. R. Brown Construction, Inc.

Mr. Brown asked that the minutes reflect that there is no relationship between him and J.R. Brown Construction.

Mr. Brown moved for approval, Mr. Ermin 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 annual landlord workshop will be held on Friday, November 1, 2019 at the Altoona Grand Hotel.

Mrs. Johns stated that the Safety Protective Equipment Assessment and Training has been rescheduled for Tuesday, September 10, 2019.

Mrs. Johns stated that the quarterly HUD conference call is scheduled for next week.

Mrs. Johns stated that with the end of the fiscal year, resolutions will be presented to the Board at the July board meeting to write off bad debts and inventory.

Mrs. Johns stated that she has not yet heard from HUD if the Annual Plan has been approved.

Mrs. Johns stated that the Housing Authority was out to bid for the Blacktop Replacement Project at Fairview Hills. She stated that Grannas Bros. was the only contractor who attended the Pre-Bid Conference; however, no bids were received. Mrs. Johns stated that she and Mr. Stephens met with Mr. Tim Hoffman, Project Architect, and it was decided to advertise the Blacktop Replacement and the Concrete Replacement projects at the same time; however, it will be two (2) separate projects.

Mrs. Johns stated that she met with Mr. Jim Trexler from the City of Altoona to discuss an extension for the project as CDBG funds will be used. She stated that the City is fine with providing the Housing Authority an extension for said project. She added that Mr. Trexler also provided her with some names of contractors who may be interested in bidding on said project.

Mrs. Johns stated that the Family Event to empower fathers, mothers and children will be held at Fairview Hills next Wednesday, June 26, 2019. She invited the board members to attend the event.

Mrs. Johns stated that Mr. Tom Heasley, Project Engineer for the HVAC/Electrical Upgrades Project at the Admin Office, has 90% of the construction documents done. Mr. Stephens stated that a representative from Pyramid Engineering did a walk-through at the Admin Office last week to check the volume of the A/C and heat.

Committee Reports

The Personnel Committee met on Tuesday, May 14, 2019, on Wednesday, June 5, 2019 and immediately following today's board meeting to discuss personnel issues.

No meetings have been held for the Finance Committee or 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; however, he did not have any questions.

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 9:26 a.m.

The annual meeting and next regular meeting will be held at 8:30 a.m. on Wednesday, July 10, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper