

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on June 24, 2020

Please be advised that due to the current Coronavirus (COVID 19) epidemic and with public safety in mind, which includes social distancing, the June Board of Directors Meeting was held via teleconference. Any citizen who has public commentary and/or would like to address the Board of Directors, were able to call into a specified telephone number with a pin code to participate in said meeting. Information regarding participating in the Board of Directors Meeting was advertised in the Altoona Mirror on Sunday, June 21, 2020 (see attached Notice). In addition, roll call of Board members was taken at the beginning of the meeting.

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Vice-Chairperson, Mr. Scott Brown, at 8:32 a.m. on Wednesday, June 24, 2020, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Howard Ermin, Mr. Chris Kirwin and Mrs. Robin Beck, who was a few minutes late in joining the teleconference.

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

Staff members in attendance: Mrs. Cheryl Johns, Mr. Gregg Stiteler 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 April 8, 2020, were presented.

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

Review of Financial Reports

Mrs. Johns stated that the end of the fiscal year is wrapping up. She stated that the finances look pretty good for this fiscal year.

Mrs. Johns stated that the Housing Authority received extra funding from HUD to help with expenses incurred due to COVID-19. The Public Housing program received \$222,523 and the Section 8 program received \$100,900.

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

Resolutions

Approval and Adoption of Resolution 20-6 – This Resolution approves the Consolidated Budget for fiscal year ending June 30, 2021.

Mrs. Johns stated that she provided the Finance Committee with a copy of the budget and investment register for fiscal year ending June 30, 2021 for their review. She stated that she provided Mr. Kirwin the amounts of the extra funding that the Housing Authority will receive from HUD for COVID-19. She added that staff has been tracking expenses incurred due to the pandemic. Mrs. Johns stated that the reserve numbers look good and that the Housing Authority is in good financial shape.

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

Approval and Adoption of Resolution 20-7 – 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 Resolutions 20-7 & 20-8 are HUD forms that need submitted to HUD approving the Consolidated Budget. She stated that one (1) form is for Fairview Hills and the other is for the Green Avenue & Eleventh Street Towers. She added that both resolutions can be approved at the same time.

Mr. Kirwin moved for approval of both Resolution 20-7 & Resolution 20-8, Mr. Cooper seconded, all approved.

Approval and Adoption of Resolution 20-8 – 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).

See above “Approval and Adoption of Resolution 20-7”.

Approval and Adoption of Resolution 20-9 – This Resolution approves a three percent (3%) annual cost of living adjustment for employees effective July 1, 2020.

Mrs. Johns stated that this Resolution is for the annual cost of living adjustment effective July 1, 2020. She stated that she discussed the cost of living adjustment with the Personnel Committee.

Mrs. Johns stated that staff went above and beyond during the crisis that we all endured since March and that staff works together as a team.

Mr. Cooper stated that he echoes the great service that the staff of the Housing Authority performed during this crisis and he knows of no major issues that came up during the last three (3) month period. He commended Mrs. Johns and all the staff and thanked everyone.

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

Approval and Adoption of Resolution 20-10 – This Resolution authorizes the Executive Director to request a waiver from HUD due to the COVID-19 pandemic regarding Section 8 Housing Choice Voucher Inspections.

Mrs. Johns stated that HUD released regulations on how to operate during the COVID-19 pandemic. She stated that in 2014, HUD permitted housing authorities to inspect units every other year; however, the Altoona Housing Authority did not change its process of inspecting units every year. She added that due to COVID-19, the Housing Authority stopped all inspections effective March 16, 2020. Mrs. Johns stated that this resolution is to request a waiver to our existing plan granting biennial inspections in place of annual inspections until December 31, 2020 in order to get caught up with past inspections for new move-ins, etc.

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

Approval and Adoption of Resolution 20-11 – This Resolution authorizes the Executive Director to request a waiver from HUD due to the COVID-19 pandemic regarding Late Fees.

Mrs. Johns stated that HUD released regulations that all late fees should be waived for the period of March 20, 2020 – July 20, 2020. She stated that housing authorities were also not permitted to evict residents for non-payment of rent during this period. She added that this resolution approves a temporary extension that late fees were not assessed to anyone who did not pay their rent during the period March 20, 2020 – July 20, 2020.

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

Approval and Adoption of Resolution 20-12 – This Resolution authorizes the Executive Director to request a waiver from HUD due to the COVID-19 pandemic regarding the Annual Recertification Process for Public Housing.

Mrs. Johns stated that the current policy for Public Housing is to do one-on-one recertifications with residents to update income and family composition. She stated that due to COVID-19, recertifications have been conducted via telephone and mailing of paperwork. She added that this change has gone very smoothly.

Mr. Cooper moved for approval, Mrs. Beck seconded, all approved.

Approval and Adoption of Resolution 20-13 – This Resolution authorizes the contracts with Eastern Elevator Service & Sales Company, Inc. (Elevator Service), Burgmeier's Hauling, Inc. (Trash Removal), Bathtub Refinishing (Sharer Fiberglass Repair), J.R. Brown Construction, Inc. (Ceiling Replacement & Painting) and DeGol Carpet (Floor Covering) be extended for an additional three (3) months effective July 1, 2020 through September 30, 2020

Mrs. Johns stated that the current maintenance contracts were up for renewal but due to COVID-19, the contractors were asked if they would be willing to extend said contract for an additional three (3) months and they all agreed. She stated that the Housing Authority will be going out for bid for said contracts in August 2020.

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

Solicitor's Report

Attorney Haberstroh was in attendance and discussed the activities that the law firm has been working on.

Staff Reports

Mrs. Johns thanked the Board for their support during the past several months. She stated that staff worked very well under the stressful conditions.

Mrs. Johns stated that the Housing Authority offices will re-open to the public on Monday, June 29, 2020. She stated that protocols are in place such as providing masks to the public, complying with social distancing, extra sanitizing and having less people in the offices at one time. She added that staff has worked together to ensure the safety of the residents.

Mrs. Johns stated that the Housing Authority received money from the City of Altoona through the CDBG Program for the replacement of front and rear storm doors at Pleasant Village. She added that the project is currently out to bid with bids due on Monday, July 13, 2020.

Mr. Stiteler gave an update on the HVAC/Electrical Upgrades Project at the Admin Office. He stated that the contractors are behind due to being off work for six (6) weeks due to COVID-19. He added that the project should be completed early to mid-August.

Mr. Stiteler stated that the contractors have good work crews and that they all work well with one another.

Mr. Brown stated the importance of the control settings once the project is completed. Mr. Stiteler stated that the temperature controls have not yet been installed.

Committee Reports

No Committee Meetings have been held between the date of the last board meeting (April 8, 2020) and the June board meeting.

New Business

Mr. Brown asked about the Social Media Policy. Mrs. Johns stated that said Policy is currently posted for 30 days for public comment. She stated that she will discuss this in more detail at the next meeting.

Old Business

There was no old business.

Media Questions/Comments

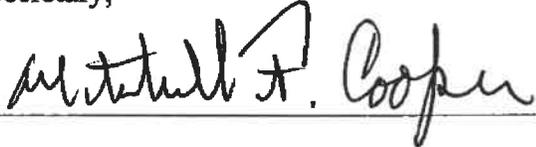
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the extra expenses incurred and the precautions that the Housing Authority has taken during the COVID-19 pandemic.

Adjournment

There being no further business to come before the Authority, Mr. Cooper made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 9:07 a.m.

The annual meeting and next regular meeting will be held at 8:30 a.m. on Wednesday, July 8, 2020, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

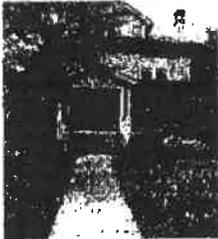


Danielle Mehalick, Business Manager
1500 Fourth Avenue
Altoona, PA 16602
EOE

1500 Level
www.hollidayreal.com

105 - Homes for Sale

OPEN HOUSE
Sunday, June 21, 12-3



1017 Walnut Street,
Holidaysburg, PA
Beautiful updated Home
4 bedrooms, 4 baths,
+ office. Finished
basement, Trex deck and
Lakewood shed, Central
Air/New furnace.
\$299,900
Or Call (419) 234-1764
for an appointment.
Owner financing
considered

1st DAY

Park View Condo behind
Jethro's Restaurant, 5th
floor, 2 bedroom, 2 bath,
1500 sq. ft., terrace, golf
view. Social, library, exer-
cise & storage rooms,
maintenance free living.
Secure building. Inside
parking. \$163,900
(814) 941-3431

135 - Cemetery Lots

1st DAY

3 Prime Burial Plots at
Alto Reste Park, Altoona,
PA for sale. Plots located
in Section L-80A grave
numbers 1, 3 & 4. Must
sell. Best offer accepted.
(336) 707-7530

215 - Apartments for Rent

1226 15th Ave., Altoona
Nice 1 bedroom, heat,
water & sewer included.
\$500/month. No dogs.
(814) 944-3695
Leave Message

**WANTED
YOUR CAR
ROAD OR ALIVE**

814-946-7422

215 - Apartments for Rent

**APARTMENTS FOR RENT
1st Full Month's Rent Free**



HOLLIDAY HILLS

2 Bedrooms, 2 Baths
2 Garage Parking Spaces
Balcony, Central Air
Appliances, Washer, Dryer
Tenant pays Gas & Electric

Mattern Orchard Drive, Hollidaysburg
814-695-1587
Holliday Real Estate, LLC
www.HollidayRealEstate.com

310 - Public Notices / Legals

310 - Public Notices / Legals

NOTICE

The Altoona Housing Authority Board of Directors will be holding its next regular meeting on Wednesday, June 24, 2020 at 8:30 a.m. via telephone conference by calling 814-949-2017 and entering Conference ID# 5226. Anyone interested in participating in the meeting or who has public commentary and would like to address the Board of Directors, can call the Housing Authority Office at the above referenced number on said date and time. Should you have any questions regarding said meeting, please contact Kim Palmer at 814-949-2029 or via e-mail at kim.palmer@altoonahousing.org.

Robin L. Beck
Chairperson



We are an Equal Opportunity Housing Provider. We do not discriminate on the basis of race, color, national origin, religion, sex, familial status or disability.

June 21, 2020

814-946-7422

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN pursuant to the provisions of the Second Class Township Code that the Board of Supervisors of SNYDER TOWNSHIP, BLAIR COUNTY will hold a special meeting on Friday, June 26, at 8:00 AM at the Snyder Township Municipal Building, 108 Baughman Hollow Road, Tyrone, PA 16686. The purpose of the special meeting will be to conduct road inspection. The Board of Supervisors may also consider any other business that may come before the Board.

Dixie J. Confer
Secretary/Treasurer
Snyder Township
108 Baughman Hollow Road
Tyrone, PA 16686

David A. Pertile
Hippo, Fleming & Pertile
1218 Eleventh Avenue;
PO Box 650
Altoona, PA 16603-0550

June 21, 2020

310 - Public Notices / Legals

INVITATION

The Altoona Housing Authority Bids until 11:00 a.m. local July 13, 2020 at the office Authority, 2700 Pleasant rd, PA 16602, for the follow

**Storm Door Replace
Valley Boule
(Pleasant Villa)**

All required information submitted with the Bid. Copies be obtained at the Authority 949-2000 during normal bus

A mandatory Pre-Bid Conference answer questions on Scope bidders with existing and other relevant information. the Administrative Office Valley Boulevard, Altoona, call prevailing time on Monday note that attendance of mandatory for any firm pla

Bids will be opened public by the Owner upon notified successful Bidder. Contract Prime Contract.

Work performed on this project VI of the Civil Rights Act USC 2000d to 2000d-4, Section 3 of the Housing & 1968, and Executive Order Minority Business Enterprise bidders that it will affirm contract entered into pursuant disadvantage business an opportunity to submit bids like and will not be the grounds of race, color, consideration for an award. The process/contract that all matters shall follow the equal forth in specifications/contract

The Altoona Housing Authority reject any and all bids or the bidding.

Altoona Housing Authority

Robin L. Beck, Chairperson
Cheryl A. Johns, Executive



We are an Equal Opportunity do not discriminate on the national origin, religion, sex, fe

June 21, 24 and 28, 2020

Print and digital

814-946-7480

FOR TOTAL