

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on March 28, 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 8:17 a.m. on Wednesday, March 28, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mrs. Robin Beck, Mr. Chris Kirwin and Mr. Scott Brown. Mr. Howard Ermin and Mr. Mitch Cooper were 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 8:17 a.m. to discuss a personnel issue. Executive Session concluded at 9:07 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on February 14, 2018, were presented.

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

Review of Financial Reports

Mrs. Johns stated that the Housing Authority is changing the process of the financial reports that are included in the board packet each month. She stated that the reports will show more of the actual liabilities with the accounts payable and that the Housing Authority is getting the accounts set-up in the Horizon accounting system. She added that the reports in the board packet are the actual budget statements for last month and that there is nothing out of the ordinary. Mrs. Johns stated that there will be two (2) reports in the April board packet and that one (1) report will be the actual accounts payables from February.

Mrs. Beck stated that this is something that came out of the recent audit and it is her understanding that said reports will be generated directly from the system and will require less work by staff and will give a better picture of the financials. Mr. Kirwin added that it will make it more efficient.

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

Resolutions

Approval and Adoption of Resolution 18-6 – This Resolution authorizes a 10-year Agreement with CSC Service Works for the laundry equipment at the Green Avenue & Eleventh Street Towers.

Mrs. Johns stated that the Housing Authority had a 10-year Agreement with CSC Service Works for the laundry equipment at the Towers, which has expired. She stated that she recently met with a representative from CSC Service Works to discuss some issues with the equipment. She added that CSC Service Works is willing to provide new equipment at both Towers. Mrs. Johns stated that it is her recommendation to enter into a new Agreement for a 10-year period with CSC Service Works. She stated that she forwarded said Agreement to Attorney Haberstroh for his review. Attorney Haberstroh stated that the only concern that he had with said Agreement is upon expiration of the 10 years, unless contacted, the Agreement will be renewed for another 10 years. He stated that his recommendation after the initial 10-year Agreement, would be to renew said Agreement on a month-to-month basis or year-to-year basis. Mr. Brown and Mr. Kirwin agreed.

Mr. Brown moved for approval with the provision of changing the terms of the renewal, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 18-7 – This Resolution authorizes an addendum to the contract, for audit services, with Malcolm Johnson & Company, P.A.

Mrs. Johns stated that Mr. Ed Stockton, the Auditor from Malcolm Johnson & Company, was on-site in February to complete the audit for fiscal year ending June 30, 2017. She stated that due to some issues, Mr. Stockton was on-site for two (2) weeks. She added that said Resolution is for additional costs in the amount of \$15,000 that were incurred due to said issues. Mrs. Johns stated that the Housing Authority is eligible to receive a reimbursement from HUD for costs of the audit.

Mrs. Johns stated that she will be submitting the audited financial statements to HUD this week and that she hopes to provide the Board with the final audit report for review and approval at the April board meeting.

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

Approval and Adoption of Resolution 18-8 – This Resolution authorizes a contract be executed with LMJ Contractors, Inc. for the Kitchen Upgrades Project at the Green Avenue Tower for an amount not to exceed \$498,300.00.

Mrs. Johns stated that the Housing Authority was out to bid for the Kitchen Upgrades Project at the Green Avenue Tower. She stated that five (5) bids were received. She added that Mr. Tim Hoffman from EADS Architects reviewed said bids and made a recommendation to the Housing Authority to award said contract to LMJ Contractors, Inc. from Bedford. She added that Mr. Hoffman stated that he has worked with LMJ Contractors on other housing authority projects in the past and that they do a good job.

Mr. Brown stated that he and his associates are not familiar with LMJ Contractors.

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

Solicitor's Report

Attorney Haberstroh discussed the activities that the law firm has been working on.

Staff Reports

Mrs. Johns stated that she has been very busy over the past couple of months.

Mrs. Johns stated that she will be presenting the Annual Plan to the Board at the April board meeting, which will include statistical information. She stated that she has met with the Resident Advisory Board in February and March.

Mrs. Johns stated that she just received a "draft" of the Request for Proposals (RFP) for the sale of the scattered site properties. She stated that the Housing Authority must include HUD language in the RFP. She added that she hopes to advertise within the next few weeks.

Mrs. Johns stated that due to everything that has been going on at the Housing Authority, she has not done anything in regard to the HVAC issue at the Admin Office. Mr. Brown stated that he feels it would be better to wait and do this project later as he feels that it is important for someone to come in and look at the system.

Mrs. Johns stated that Mr. Stephens will be attending the Fair Housing Accessibility First Design & Construction Training next month in Pittsburgh.

Mrs. Johns stated that she included information from the NAHRO Monitor in the board packet regarding the President's Proposed Budget for Fiscal Year 2019.

Mr. Brown stated that he thought the information presented by PC Works Plus on Cybersecurity Awareness was very informative.

Committee Reports

The Finance Committee met on February 22, 2018 for the Exit Conference with the Auditor, Mr. Ed Stockton, Malcolm Johnson & Company, P.A.

The Personnel Committee met on February 24, 2018 to discuss a personnel matter.

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

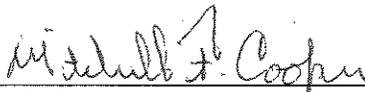
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about Executive Session, criminal background screenings, Section 8 inspection changes and the kitchen upgrades project.

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 9:40 a.m.

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

Secretary,



Mitchell F. Cooper