

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on March 20, 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, March 20, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Legal representation: Attorney Terressa E. George, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. David Heckler, Comfort Supply Inc., Mr. Thomas Heasley, Pyramid Engineering, and Mr. Bill Kibler, *Altoona Mirror*.

Presentation – Mr. David Heckler, President, Comfort Supply Inc. (Mitsubishi VRF System)

Mr. David Heckler, President of Comfort Supply Inc. was in attendance to discuss options for the heating system at the Admin Office suggested by the Project Engineer, Mr. Thomas Heasley, Pyramid Engineering.

Mr. Heckler introduced himself and spoke briefly about his business. He provided the Board with a Project List of clients who have the Mitsubishi VRF System and a Mitsubishi Electric Cooling & Heating Commercial Owners Guide to VRF (Variable Refrigerant Flow).

Mr. Heckler discussed the options available to the Housing Authority, which are a heat pump or the VRF system and talked about the technology of these systems. He stated that the VRF system includes a ten-year parts and compressor warranty.

Mr. Heasley stated that with the VRF System, the Housing Authority would also need a new electrical system. He stated that the Housing Authority currently has a single-phase electrical system and that would have to be changed to a three-phase system from the street into the building, which inflates the cost of the heat system.

Mr. Brown stated that he has seen a number of these systems and he considers it would be an energy savings for the Housing Authority over a ten-year period. He added that he recommends this system.

Mr. Heckler stated that the life of VRF System is 20 plus years. He added that he has been working with Mitsubishi since the 1980s.

The Board thanked Mr. Heckler and Mr. Heasley for attending the meeting.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:52 a.m. to discuss potential litigation and personnel issues. Executive Session concluded at 9:20 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on January 9, 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 she is waiting for the final report from the auditor, which she will then send electronically to HUD.

Mr. Brown asked about the expenditure to PC Works Plus on Page 2 in the amount of \$3,998.09. Mrs. Johns stated that said expense was for equipment that is above and beyond the contract price.

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

Resolutions

Approval and Adoption of Resolution 19-5 – This Resolution authorizes the contract with PC Works Plus, Inc. be extended for an additional two (2) years effective April 1, 2019 through March 31, 2021 at current pricing.

Mrs. Johns stated that the Housing Authority currently has a contract with PC Works Plus for a Computer Service Consultant. She stated that they do a great job and that there is someone on-site every other week. She stated that PC Works is willing to continue the contract for an additional two (2) years with the same pricing. She added that it is her recommendation to extend said contract with PC Works for an additional two (2) years.

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

Approval and Adoption of Resolution 19-6 – This Resolution authorizes the contract with Skyline Property Solutions LLC for Lawn Care be extended for an additional two (2) years effective April 1, 2019 through March 31, 2021 at current pricing.

Mrs. Johns stated that last year was the first year that the Housing Authority contracted with Skyline Property Solutions for lawn care. She stated that she met Mr. Ty Brubaker, Owner, and discussed what was working and what needed to be approved upon. She added that Mr. Brubaker is willing to keep the current pricing for the duration of the contract.

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

Approval and Adoption of Resolution 19-7 – This Resolution approves formal revisions to the Preventative Maintenance Plan for Fairview Hills, the Green Avenue Tower, the Eleventh Street Tower and Pleasant Village effective April 1, 2019.

Mrs. Johns stated that staff met and revised the Preventative Maintenance Plan, as it needed to be tweaked and be more realistic. She stated that the Plan is posted for a 30-day comment period. She added that the revisions will be effective April 1, 2019 and if any comments are received during the public comment period, she will make revisions and bring the Plan back to the Board for approval.

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

Approval and Adoption of Resolution 19-8 – This Resolution authorizes the closing of the Public Housing Waiting List for one-bedroom units at Fairview Hills effective Monday, April 22, 2019.

Mrs. Johns stated that there are currently 94 applicants on the waiting list for a one-bedroom unit at Fairview Hills and there are only ten (10) one-bedroom units which are all occupied. She stated that the waiting list for one-bedroom units will be closed until further public notice, as there is no reason to have that waiting list open when units will not be available. She added that closing said waiting list will also save time for staff so that they won't have to process applications. Mrs. Johns stated that to her knowledge closing the waiting list for a particular unit size for Public Housing has never been done.

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

Solicitor's Report

Attorney George 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 she was contacted by Mr. Tim Hughes, who along with his fellow firefighters, attended the January board meeting. She stated that Mr. Hughes wanted to tell her that he was very touched by the recognition that he received from the Housing Authority and that he appreciates everything that the Housing Authority has done for him and the fire department.

Mrs. Johns stated that HUD recently announced a revision to the REAC inspection time notification from the 120-day advanced notice of inspection to a 14-day notice. She stated that this change is HUD's intent to reduce the lead time that owners and public housing authorities have to make repairs in order to secure a passing score on a REAC inspection.

Mrs. Johns stated that she is working on the Agency Plan, which will be presented to the Board for approval at the April board meeting. She stated that a Resident Advisory Board meeting was held on Tuesday of this week.

Mrs. Johns advised the Board that eight (8) of the ten (10) scattered site properties have been sold.

Mrs. Johns advised the Board that HUD recently published the administrative fees for Section 8 to administer the program. She stated that in 2018, the Housing Authority received \$65.42 per unit and in 2019, the Housing Authority will receive \$67.00 per unit.

Committee Reports

The Finance Committee met with the auditor on Tuesday, January 29, 2019 for a pre-audit conference. They met again on Tuesday, February 5, 2019 for the exit conference. Mrs. Beck stated that the meetings with the auditor went well.

No meetings have been held for the Finance Committee or the Personnel Committee.

Mrs. Johns stated that the Personnel Committee is scheduled to meet on Monday, March 25, 2019.

New Business

Mr. Cooper thanked everyone for the fruit arrangement, cards and well wishes extended to him during his illness.

Mr. Kirwin stated that he missed the January 9, 2019 board meeting due to the passing of his father. He thanked everyone for the cards and thoughts sent to him.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the HUD REAC inspections.

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 9:40 a.m.

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

Secretary,



Mitchell F. Cooper