

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on May 9, 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 8:15 a.m. on Wednesday, May 9, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin, Mr. Howard Ermin 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. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:15 a.m. to discuss potential litigation. Executive Session concluded at 8:32 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on April 11, 2018, were presented.

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

Review of Financial Reports

Mrs. Johns stated that there was nothing out of the ordinary with the financial reports but that she would be happy to answer any questions.

Mrs. Johns stated that staff is still working with Horizon to include financial reports that are more user friendly.

Mrs. Johns stated that the Housing Authority is getting ready to close out the current fiscal year.

Mr. Kirwin asked about the expenditure in the amount of \$37, 171.52 to Wesco Receivables Corp. Mrs. Johns stated that the Housing Authority purchased materials for the Kitchen Upgrades Project at the Green Avenue Tower, through the COSTARS Program, to save money.

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

### Resolutions

**Approval and Adoption of Resolution 18-10** – This Resolution authorizes a contract be executed for Lawn Care.

Mrs. Johns stated that the Housing Authority advertised for Lawn Care in March. She stated that a copy of the bid tabulation is attached to the resolution. She added that she and Mr. Stephens interviewed all four (4) companies that submitted a bid. Mrs. Johns stated that Mr. Brubaker provided all documents and that he has the equipment and staff to handle the job. She stated that it is her recommendation to award the contract for Lawn Care to Skyline Property Solutions LLC.

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

### Solicitor's Report

Attorney George provided a report as to the activities that the law firm has been working on.

### Staff Reports

Mrs. Johns stated that she has started working on next years' budget.

Mrs. Johns stated that the contractor did measuring this week for the Kitchen Upgrades Project at the Green Avenue Tower.

Mrs. Johns stated that the Housing Authority is currently out to bid for maintenance contracts and that bids are due on Monday, May 21, 2018.

Mrs. Johns stated that the Housing Authority has advertised for the sale of the scattered site properties. She stated that bids are due on Friday, May 11, 2018. She added that she provided the Board with a copy of the Request for Proposals.

Mrs. Johns stated that she sent an e-mail to the Board in regard to the Housing Authority, once again, being designated a High Performer for Public Housing. She stated kudos to her staff for this designation, as it is not an easy task to accomplish. She added that she is very proud of everyone.

Mrs. Johns stated that the Housing Authority has been awarded funding through the City of Altoona's CDBG Program for blacktop repairs at Fairview Hills.

Mrs. Johns stated that the Housing Authority has been awarded \$1,000 through the City of Altoona's Goodman Trust Grant for the replacement of wood carpet at Fairview Hills.

Mrs. Johns stated that she included several articles in her board report for the Board's review.

#### Committee Reports

No meetings have been held between the date of the last board meeting (April 11, 2018) and the May board meeting.

#### 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. Kirwin seconded, all approved. The regular meeting was adjourned at 8:45 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, June 20, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
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Mitchell F. Cooper