

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on November 14, 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, November 14, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

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

Staff members in attendance: Mrs. Cheryl Johns 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 September 12, 2018, were presented.

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

Review of Financial Reports

Mrs. Johns stated that there is nothing out of the ordinary in the Financial Reports.

Mrs. Johns stated that she has contacted the auditor, Mr. Ed Stockan, to get the audit scheduled. She stated that he advised her that he would be in touch within the next few weeks with a date to complete the audit.

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

Resolutions

Approval and Adoption of Resolution 18-30 – This Resolution authorizes an Addendum to change the dates of the contract with Child Advocates of Blair County, Inc.

Mrs. Johns stated that at the September 12, 2018 board meeting, Resolution 18-28 was approved to continue with the on-site Head Start Program at Fairview Hills. She stated that she was contacted by Child Advocates requesting that the dates of the Agreement be changed to align with their school year and funding cycle (July 1, 2018 – June 30, 2021).

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

Approval and Adoption of Resolution 18-31 – This Resolution approves Medical/Drug & Vision coverage for employees for the period December 1, 2018 through November 30, 2019.

Mrs. Beck stated that she and Mr. Mitch Cooper met with Mrs. Johns to discuss the health care benefits. She stated that it was decided to continue with the current health care plan.

Mrs. Johns stated that Resolution 18-31 and Resolution 18-32 both pertain to health care costs for the upcoming year.

Mr. Kirwin moved for approval of both Resolution 18-31 and Resolution 18-32, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 18-32 – This Resolution approves health care costs for employees for the period December 1, 2018 through November 30, 2019.

Mrs. Beck stated that she and Mr. Mitch Cooper met with Mrs. Johns to discuss the health care benefits. She stated that it was decided to continue with the current health care plan.

Mrs. Johns stated that Resolution 18-31 and Resolution 18-32 both pertain to health care costs for the upcoming year.

Mr. Kirwin moved for approval of both Resolution 18-31 and Resolution 18-32, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 18-33 – This Resolution authorizes the re-opening of the Section 8 waiting list for a period of one (1) week effective Monday, January 14, 2019 until the close of business on Friday, January 18, 2019.

Mrs. Johns stated that Section 8 would like to re-open its waiting list for one (1) week in January 2019. She stated that there are currently 193 people on the waiting list. She added that having the waiting list open for only one (1) week works so much better in regard to the administrative burden. Mrs. Johns stated that the re-opening of the waiting list will be advertised.

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

Approval and Adoption of Resolution 18-34 – This Resolution approves a modification in the utility allowances for public housing effective December 1, 2018.

Mrs. Johns stated that this is an annual resolution. She stated that HUD regulations requires housing authorities to contract with a third-party consultant to complete an analysis of utility allowances. She added that the utility allowances don't change much

from year to year. Mrs. Johns stated that the auditor reviews the utility allowances during the annual audit.

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

Approval and Adoption of Resolution 18-35 – This Resolution authorizes the sale of six (6) of the scattered site properties: 114 Lexington Avenue, 705 Sixth Avenue, 1407 First Street, 1501 15th Street, 1904 Sixth Avenue & 2021 Eighth Avenue.

Mrs. Johns stated that the Housing Authority has received offers for six (6) of the scattered site properties and that the paperwork has been signed in order to sell said properties. She stated that she has met with Attorney Haberstroh to review the offers received. Mrs. Johns stated that Clyde E. Yon Real Estate continues to market the four (4) remaining properties. She added that Mr. Pat Altiero and staff have done a nice job marketing the properties.

Attorney Haberstroh stated that the closing for two (2) of the properties is scheduled for next week and that the closing for the other four (4) will be scheduled in early December.

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

Solicitor's Report

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

Attorney Haberstroh stated that he was contacted by Attorney David Brennan, who is representing the workers comp carrier for Kylor Contracting, LLC. He stated that Kylor Contracting was the company that the Housing Authority hired to replace the roofs at Fairview Hills. He added that a representative from Kylor Contracting had his son working on said project, although the Housing Authority did not approve him to work on said project due to the results of his criminal background check, and he fell off the roof and was seriously injured. Attorney Haberstroh stated that Attorney Brennan is requesting some information from the Housing Authority in regard to a claim filed by the injured worker. He stated that the workers comp claim has been denied and that the injured worker has filed an appeal. Attorney Haberstroh stated that it is his recommendation to provide the information to Attorney Brennan. It was the consensus of the Board to provide said information to Attorney Brennan.

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 would like to go on record to congratulate the entire staff on being designated as "high performers" for both Public Housing & Section 8. She stated that being designated a high performer is not always an easy task to accomplish. She added that staff does a remarkable job.

Mr. Brown suggested that in appreciation of being designated a high performer for quite a while, maybe a pizza lunch could be provided for the staff. Mrs. Johns stated that she regularly provides lunch for staff for special occasions.

Mrs. Johns stated that HUD recently conducted a monitoring review for the Section 8 Rent Reasonableness Program. She stated that Ms. Kathi Ardizzone, Section 8 Coordinator, received a phone call from Mr. Mullgrav who conducted the review and he stated that the Altoona Housing Authority has one of the best systems in place that he has seen in a long time and that there is no room for improvement.

Mrs. Johns stated that the contractor is currently finishing up the punch list for the kitchen replacement project at the Green Avenue Tower. She stated that if any board member would like to see a finished kitchen, to let her know and that she would take them on a tour. Mr. Brown stated that he would be interested in seeing a kitchen. She added that the kitchens are beautiful and that the residents love them.

Mrs. Johns stated that Mr. Tom Heasley from Pyramid Engineering is working on the design for the heating/air conditioning system at the Admin Office. She stated that once she receives his recommendation on repairing the current system or replacing it, she will schedule a Property Committee to discuss said recommendation.

Mrs. Johns stated that the annual Landlord Educational Workshop was held on Friday, November 2, 2018 at the Altoona Grand Hotel. She stated that there were 88 in attendance and that the comments received from the surveys were all positive.

Mrs. Johns stated that the Housing Authority is currently out-to-bid for a design professional for the blacktop work at Fairview Hills. She stated that four (4) firms attended the Pre-Proposal Conference held yesterday at Fairview Hills.

Mrs. Johns stated that the Housing Authority received \$100,000 from the City through the CDBG Program. She added that she met with the Planning Office last month and was advised that there may be some extra money available and that she suggested that the Housing Authority could use the money to replace sidewalks at Fairview Hills.

Committee Reports

The Personnel Committee met on Thursday, November 1, 2018 to discuss health care benefits for the period December 1, 2018 through November 30, 2019.

No meetings have been held for the Finance Committee or the Property/Maintenance Committee.

New Business

The Board was provided with a list of dates for the 2019 board meetings. It was suggested to change the day of the board meetings from the second Wednesday to the second Tuesday of each month. Mrs. Johns stated that the list of dates will be revised and sent to the board members.

Old Business

There was no old business.

Media Questions/Comments

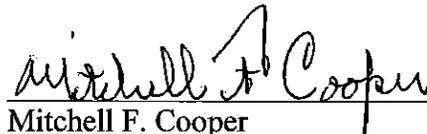
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the sale of the scattered site properties.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Ermin 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, December 12, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper