

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on October 12, 2016

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, October 12, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

Minutes of Previous Meeting

The minutes for a regular meeting held on September 14, 2016, were presented.

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

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of September 1, 2016 through September 30, 2016, and the Investment Analysis for October 2016, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports.

Mrs. Johns stated that the expenditure to PC Works was for two months – September and October and that the Housing Authority pays the same amount every month.

Mr. Kirwin asked how much more grass cutting there will be. Mrs. Johns stated that grass cutting is done.

Mrs. Johns stated that the credit card statement includes in house on-line training and purchases for the Fairview Hills back to school event. She stated that doing on-line training in house saves on travel costs. She added that the on-line courses are refresher courses, which are good to keep up-to-date with changes and that said training has been very beneficial to staff.

Mrs. Johns stated that staff continues to get information gathered up for the auditor. She stated that no date has been set for the audit but that it will probably be done sometime in November.

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

Resolutions

Approval and Adoption of Resolution 16-32 – This Resolution authorizes a contract be executed with Pyramid Engineering, PC, to conduct a physical needs assessment of the scattered site properties for an amount not to exceed \$18,000.

Mrs. Johns stated that the Housing Authority has solicited proposals from architectural/engineering firms to perform a more thorough assessment of the scattered site properties so that the Disposition Application can be resubmitted to HUD. She stated that Mr. Stephens has been in contact with Pyramid Engineering and she feels that they are more than qualified to complete said assessment.

Mr. Brown noted that the proposal submitted by Pyramid Engineering notes that Judy Coutts will provide Structural Engineering Support if needed. Mr. Brown stated that Ms. Coutts is an architect and not an engineer and that she cannot do structural engineering.

Attorney George suggested doing a conditional approval with Mrs. Johns going back to Pyramid Engineering for clarification of the architectural structural engineer.

Mr. Cooper moved for approval pending the clarification on the architectural structural engineering support issue, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 16-33 – This Resolution authorizes a contract be executed for architectural/engineering services for the Plumbing Project at the Eleventh Street Tower.

Mrs. Johns stated that this Resolution is being tabled until the November board meeting.

Solicitor's Report

Attorney George discussed the activities that she and Attorney Haberstroh have been working on.

Staff Reports

Mrs. Johns stated that there are a lot of changes coming down from HUD.

Mrs. Johns stated that HUD has published a new notice regarding the streamlining rule. She stated that on October 3, 2016, HUD released administrative changes to the Housing Choice Voucher and Public Housing Programs with a new regulation entitled Housing Opportunity through Modernization Act of 2016 (HOTMA). She added that she is not doing anything until the Federal Register is released.

Mrs. Johns stated that the Housing Authority along with Operation Our Town and the Central PA Landlord's Association is hosting the annual landlord meeting, which will be held on Friday, November 4, 2016 at the Altoona Grand Hotel. She stated that it is a really good workshop and the Board members are more than welcome to attend.

Mrs. Johns stated that there are new protection laws out in regard to the Violence Against Women Act.

Mrs. Johns stated Congress recently passed a continuing resolution to fund the Federal government through December 9, 2016 at the current funding level to avoid a government shut down due to the Federal budget not being passed.

Mrs. Johns stated that the Personnel Committee will be meeting on October 26, 2016 to discuss various issues, as well as health care costs. She stated that she met with Mr. Tim Fulmer yesterday to discuss health care for the upcoming year. She added the Housing Authority will be able to get a better plan with costs being significantly lower.

Mrs. Johns stated that she included educational pamphlets for the Board in the board packet. She stated that the pamphlets are given to applicants, current residents and landlords.

Mr. Brown asked about painting and cleaning in-house. Mrs. Johns stated that the Housing Authority recently passed a Resolution awarding the painting contract but that cleaning will be done in-house by staff. She added that she will discuss the cleaning at the Personnel Committee meeting later this month.

Mrs. Johns stated that she attended a conference on hoarding and provided the Board with some information that she received.

Committee Reports

The Property/Maintenance Committee met immediately following the board meeting to discuss the proposals received for Architectural/Engineering Services for the Plumbing Project at the Eleventh Street Tower.

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

New Business

Mrs. Johns stated that she would like to go on the record to offer Mr. Brown condolences on the loss of his mother. Mr. Brown thanked everyone for their kindness.

Mrs. Johns stated that she would like to change the date of the November board meeting to Wednesday, November 2, 2016 at 8:15 a.m. The Board was in agreement to change the date of said meeting.

Old Business

There was no old business.

Media Questions/Comments

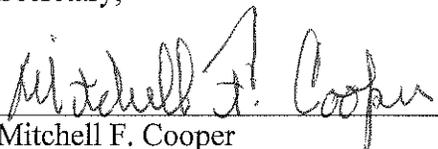
Mr. Bill Kibler, *Altoona Mirror*, was in attendance; however, he did not have any questions.

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 8:40 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, November 2, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper