

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on August 8, 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, August 8, 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 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 8:15 a.m. to discuss litigation. Executive Session concluded at 8:35 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on July 11, 2018, 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 in the Financial Reports.

Mrs. Johns personally introduced Mr. Jack Blosky, Blosky & Associates, LLC, to the board members prior to the board meeting. She stated that Mr. Blosky is on site helping with the close-out for the end of the fiscal year. She stated that she will provide a copy of the report to the Finance Committee before submitting it to HUD.

Mr. Brown asked about the expenditure to Game Time. Mrs. Johns stated that said expenditure was for items for the family event that was recently held at Fairview Hills.

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

Resolutions

Approval and Adoption of Resolution 18-26 – This Resolution authorizes a contract be executed with Enviro Management Group, LLC, for Extermination Services for the period August 15, 2018 through August 14, 2019.

Mrs. Johns stated that the Housing Authority was out to bid for Extermination Services. She stated that three (3) bids were received. She added that it is her recommendation to award said contract to Enviro Management Group, LLC. Mrs. Johns stated that she has personally met with Mr. Jim Stein, Operations Manager, has checked their references and that they currently work with other housing authorities. She added that the annual costs are in line with the budget.

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

Solicitor's Report

Attorney Haberstroh 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 attended the National Night Out Against Crime at Heritage Plaza. She stated that there was a lot of community participation. She added that she saw many residents from the Towers at the event. Mrs. Johns stated that the Housing Authority had a table at the event and that it was nice to be included in this event.

Mrs. Johns stated that the Housing Authority received three (3) proposals from realtors for Real Estate Broker Services to help market and sell the scattered site properties. She stated that she is going to review the proposals received and will come back to the Board with a recommendation.

Mrs. Johns stated that the Housing Authority requested quotes from area banks in regard to rates for Certificates of Deposit (CDs). She stated that she will review the quotes received and determine what is in the best interest of the Housing Authority.

Mrs. Johns stated that she will be participating in the Altoona Community Clean-Up Day on Saturday, October 6th, which is part of the Blight Task Force. She stated that anyone who is interested in helping is more than welcome.

Mrs. Johns stated that the kitchen upgrades project at the Green Avenue Tower is moving along. She stated that there have been some minor issues but that the finished kitchens are very beautiful. She advised the Board to let her know if they would be interested in looking at a completed kitchen.

Mrs. Johns stated that the REAC inspection at Fairview Hills is scheduled for Monday, September 24th. She stated that maintenance is working hard to get everything ready for said inspection.

Mr. Brown stated that it looks as though the FSS Coordinator has a lot going on from the information in his report.

Committee Reports

The Personnel Committee met immediately following the July 11, 2018 board meeting to discuss personnel issues.

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

Mr. Brown asked about the upgrades to the HVAC system at the Admin Office. Mrs. Johns stated that the Housing Authority is currently out to bid for proposals for Architectural/Engineering Services.

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 and the Smoke Free Policy.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Brown seconded, all approved. The regular meeting was adjourned at 8:50 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, September 12, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper