

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on September 12, 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, September 12, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

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

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 litigation. Executive Session concluded at 8:20 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on August 8, 2018, were presented.

Mr. Cooper 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 the financial submission for fiscal year ending June 30, 2018 has been submitted to HUD for review.

Mrs. Johns stated that she will be contacting the auditor to get the audit scheduled for some time in October or November.

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

Resolutions

Approval and Adoption of Resolution 18-27 – This Resolution authorizes a contract be executed with Pyramid Engineering, PC, for architectural/engineering services for HVAC/Electrical Upgrades at the Administrative Office for an amount not to exceed \$18,700.

Mrs. Johns stated that the Housing Authority was out to bid for architectural/engineering services to evaluate and provide a recommendation to upgrade or replace the HVAC system at the Administrative Office. She stated that three (3) firms attended the Pre-Proposal Conference but that only two (2) proposals were received. She added that she is confident that Pyramid Engineering will be able to come back with a good analysis on how to proceed.

Mr. Kirwin asked that when staff evaluates the proposals, do they look at the cost prior to making a decision. Mrs. Johns stated that staff does not look at the fee until after the evaluations have been done.

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

Approval and Adoption of Resolution 18-28 – This Resolution authorizes a contract be executed with Child Advocates of Blair County, Inc. for the use of the child care building at Fairview Hills for a three (3) year period effective October 1, 2018 through September 30, 2021 for a rental fee of \$250 per month.

Mrs. Johns stated that the Housing Authority has a facility at Fairview Hills that Child Advocates uses as a Head Start classroom. She stated that she recently met with staff from Child Advocates to discuss the contract. She added that Child Advocates has been paying rent in the amount of \$200 per month for numerous years and that they also pay for all utilities. Mrs. Johns stated that she requested an extra \$50 per month for rent and that Child Advocates was in agreement. She added that the contract will be for three (3) years instead of two (2) years.

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

Approval and Adoption of Resolution 18-29 – This Resolution authorizes a contract be executed with Clyde E. Yon & Associates for Real Estate Broker Services for marketing and selling of the scattered site properties.

Mrs. Johns stated that the Housing Authority had solicited proposals for Real Estate Broker Services for the sale of the scattered site properties. She stated that the Housing Authority received three (3) proposals, which she reviewed with the Housing Authority's consultant, Mr. Tom Elias, who assisted with submitting the disposition application to HUD for approval.

Mrs. Johns stated that it was unanimous to go with Clyde E. Yon & Associates and that their fee was reasonable. She added that Clyde E. Yon & Associates, who also completed the appraisals for all properties, are adamant that the appraised value of each property is the real value of said property.

Mr. Cooper moved for approval, Mr. Kirwin 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 is busy working on policies.

Mrs. Johns stated that staff is getting the snow equipment ready for the upcoming winter season.

Mrs. Johns stated that additional security cameras will be installed at Fairview Hills and at the Towers.

Mrs. Johns stated that the REAC inspection for Fairview Hills is scheduled for Monday, September 24, 2018.

Mr. Cooper asked about the Certificates of Deposit (CD) rate comparison and asked if the Housing Authority is willing to go invest with companies such as Wells Fargo, which offers higher rates. Mrs. Johns stated that the Housing Authority is required by HUD to have General Depository Agreements with the banks where it has investments. She stated that she solicited local banks to get the best interest rates in order to comply with HUD regulations and as requested by the auditor. She added that it is difficult to get a General Depository Agreement signed by banks such as Wells Fargo. Mrs. Johns stated that she plans to use four (4) local banks to handle said investments.

Committee Reports

No meetings have been held between the date of the last board meeting (August 8, 2018) and the September 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. He asked about the sale of the scattered site properties.

Adjournment

There being no further business to come before the Authority, Mr. Kirwin made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 8:33 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, October 10, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,


for

Mitchell F. Cooper