

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

February 23, 2017

The Board of Commissioners was called to order by Mr. Jack Sherry, Vice Chairman, and upon Roll Call, those present and absent were as follows:

PRESENT:	Mr. Jack Sherry	Vice Chairman
	Mr. Alan Jennings	Secretary
	Mr. Julio Guridy	Treasurer
	Mr. Fred Bañuelos	Assistant Treasurer

Also present at the Board Meeting were Mr. Daniel R. Farrell, Executive Director; Mr. Eric Reinert, Comptroller; and Mr. Christian Perrucci, Esquire. Mr. Donald Senderowitz was not in attendance, but participated by phone during the meeting. Mr. Mark Retish from Ameresco was at the meeting for a presentation.

The board meeting started at 9:10am.

PUBLIC COMMENTARY

Mr. Farrell introduced Mr. Mark Retish from Ameresco, who did the Green Physical Needs Assessment. He informed the board that a draft of his presentation is in their packets. Mr. Retish started by discussing Ameresco and what they do. He explained that he does a lot of work with Housing Authorities and capital planning. He explained that the GPNA is a five year cycle, the first year you do the field assessments and produce the report which is approved and then submitted to HUD. Years two, three, four and five it's updated and submitted to HUD. He discussed with the board how the life cycle model and data development were prepared and how this included asset reviews with staff. After this information was gathered there were site assessments and this provided a life cycle profile. Mr. Retish reviewed the Allentown portfolio by construction year. He also discussed deferred maintenance and explained that these were items that should have been done, but weren't because there was no money to do them. He continued by discussing the five year renewal needs and how they are broken down and analyzed. Mr. Retish discussed with the Board the "Facility Condition Index" (FCI) and what that means for the Housing Authority. He explained that there is software Ameresco uses that will plot where the FCI is in the portfolio right now and project forward and will also tell you what your capital allocation needs to be each year. Mr. Retish ended his presentation by discussing with the Board a summary of energy and cost savings.

APPROVED MINUTES

A motion was made by Mr. Bañuelos and seconded by Mr. Guridy to approve the Board minutes of the January 26, 2017 Board Meeting.

Ayes 4 – Senderowitz, Guridy, Jennings, Bañuelos
Nays 0

The meeting started with Mr. Sherry reading the information related to the Annual Plan and the review of the plan at the Resident Advisory Board meeting on February 3, 2017 which was held in the Gross Towers Board Room. There were no members of the Resident Advisory Board present at the meeting today. Mr. Farrell explained that this is a fairly standard Annual Plan that we discussed with the Resident Advisory Board. We are making some policy revisions to reflect regulatory changes made last year. Last year we identified RAD conversions at Overlook Park and this year we are considering one public housing site at Overlook Park and at Cumberland Phase 1 and Phase 3 we are also considering RAD conversion. Little Lehigh is also a possible RAD conversion in the plan. The other policy being amended is changing the area of no smoking at our buildings from 10 feet to 25 feet at our sites. On the Cap Fund items, we are in an interim step this year and Mark Retish is going to give a presentation detailing the work that needs to be done. With Ameresco's input we have put numbers together and have identified about \$1.5 million of improvements even though we still do not know when we are going to get our Capital Fund allocation this year. We have some large capital projects that are going out to bid, the roof at Walnut Manor, the exterior work at the 700 Building, and some work on the parking lot at Gross Towers. Mr. Bañuelos asked if the Housing Authority is still looking into divesting itself of their Scattered Site properties and if this is marked in the plans if we decide to do that during the course of this year. Mr. Farrell replied that it will be reflected in the plan. The board discussed possible RAD conversion at Little Lehigh and possibly a program of vouchers for home ownership.

Mr. Jennings came into the meeting at 9:30am.

Mr. Sherry stated for the minutes that there was no public comment. A motion to adjourn the Annual Plan meeting was made by Mr. Jennings and seconded by Mr. Bañuelos.

BILLS AND TREASURER'S REPORT

Mr. Reinert discussed the financials by stating that Conventional Housing showed a loss for the month, primarily because of a loss in the COCC; the NSA showed income as well as Section 8 showing income. He continued that all three phases of Cumberland Gardens showed income for the month of January. He discussed the year to date financials with Conventional Housing which showed a net loss, again because of a net loss in COCC. He continued with the NSA's showing net income and also Section 8 showed income. He discussed Cumberland Gardens

with all three phases showing net income. Mr. Reinert discussed investments and stated that we are fairly consistent with our numbers and may have to take some money out to pay for our EPC loan which comes up in April. The board discussed the financials.

Mr. Senderowitz left the meeting at 9:45am.

A motion was made by Mr. Guridy and seconded by Mr. Jennings to approve the financial reports.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

COMMUNICATION REPORT

Mr. Farrell discussed the committees that were established at the last meeting. He told the board that in discussing this with Mr. Reinert would it be beneficial for the finance committee to meet before the board meeting, to prepare for the meeting or to meet after the board meeting to clean up and move forward. The board discussed these choices. The board asked if the financials could be given to them electronically before the meeting. Mr. Farrell replied that the board can be given access to these reports and download this information at their leisure. The board agreed and Mr. Farrell said he would arrange it. Mr. Farrell discussed the waiting list process and stated we will be using a third party to collect names of people interested in housing and work with those names. We have used this process before and it works well. We will start this on March 1. The board discussed the waiting list process and how it can be improved.

Mr. Farrell discussed the construction report and stated we are finished with the Gross Towers lobby but are not satisfied with the flooring and that is being redone. Mr. Farrell discussed obligation of the 2015 Cap Fund and that we are at 62% and need to be at 90% by April 12. He stated that the Walnut Manor roof and the Gross Towers parking lot projects are going out for bids next week and these will meet the obligations. He discussed that lead paint testing has been completed on all properties in our portfolio and there are some issues with lead in our Scattered Sites, but these will be routine maintenance repairs.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolution 2503 – Approve 2017 Annual Agency Plan

After discussion of the Annual Agency Plan, a motion was made by Mr. Jennings to approve the resolution and seconded by Mr. Bañuelos.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2504 – Approve Audit for AHA for the Year Ended June 30, 2016

A motion was made by Mr. Guridy to approve the resolution and seconded by Mr. Bañuelos. Mr. Farrell explained this was the presentation that was made at last month's meeting.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2505 – Approve Amendments to Admissions and Continued Occupancy Policy

A motion was made by Mr. Jennings to approve the resolution and seconded by Mr. Guridy. Mr. Farrell stated these are the changes that were discussed in the Annual Plan portion of the meeting earlier. They include doing reexams once every three years, flat rent, and how we verify assets. The Board discussed the changes.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2506 – Approve Amendments to Housing Choice Voucher Program Admin Plan

A motion was made by Mr. Bañuelos to approve the resolution and seconded by Mr. Guridy.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2507 - Approve Contact for Grass Cutting Services

A motion was made by Mr. Jennings to approve the resolution and seconded by Mr. Bañuelos.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2508 - Approve Contact for Fertilizer and Weed Control Services

A motion was made by Mr. Bañuelos to approve the resolution and seconded by Mr. Guridy. Mr. Farrell explained

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2509 - Approve Contact for Collection, Transfer, Disposal of Garbage and Recyclable Items

Mr. Perrucci explained to the Board that correspondence was received challenging the bid from the second lowest bidder. This company claims that the lowest bidder violated the RFP by not providing certain information. A motion was made to table the resolution until the March meeting by Mr. Guridy and seconded by Mr. Jennings

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

Resolution 2510 – Amendment to the No Smoking Policy

A motion was made by Mr. Guridy to approve the resolution and seconded by Mr. Bañuelos. Mr. Farrell explained that the AHA policy limits the smoking distance to 10 feet from the building; the HUD rule now states 25 feet.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

A motion to adjourn the meeting was made by Mr. Bañuelos and seconded by Mr. Guridy.

Ayes 4 – Sherry, Guridy, Jennings, Bañuelos

Nays 0

The meeting adjourned at 11:30 am.

ATTEST _____