

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

July 27, 2017

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

PRESENT:	Mr. Donald Senderowitz	Chairman
	Mr. John Sherry	Vice Chairman
	Mr. Julio Guridy	Treasurer
	Mr. Fred Bañuelos	Assistant Treasurer

Also present at the Board Meeting were Mr. Daniel R. Farrell, Executive Director; Mr. Robert Donchez, Esquire and Mr. Alan Anderson from The Lytle Group. Mr. Alan Jennings was not in attendance.

The board meeting started at 9:00 am.

PUBLIC COMMENTARY

Mr. Farrell introduced Alan Anderson from The Lytle Group to discuss the results of the Employee Survey that was completed in April of this year. Mr. Anderson explained how the survey was conducted and told the Board the last survey was done in 2013. He told the Board he would do an overview and present the results as a snapshot of a wide array of workplace issues and gauge employee satisfaction and compare these results with the previous survey of 2013. He stated that the responses were from 38 employees out of 46 employees; those not present at the meeting were given the survey to complete and mail back to Lytle.

The Board was provided the Summary Survey Report and Mr. Anderson discussed the results with the Board. He stated that the good news is that in the categories of commitment and teamwork across the board is strong, but communication is below average and that impacts other areas. He added that this is something we have seen in the previous surveys and is common in employee surveys. Mr. Anderson discussed the results with the Board in regards to redefining the roles of the M4's and Property Managers.

The Board discussed the responses from the Maintenance staff and the possible reasons for some of the low ratings. Mr. Anderson recommended that the one area that will get more traction is to deal with confusion around the roles of the M4 and Property Manager by redefining those roles, provide training and communicating all of this to everyone. Mr. Senderowitz suggested we get a Maintenance Manager to take some of the work away from the M4's. Mr. Anderson stated that it's a question of do you want the supervision of maintenance centralized under one maintenance supervisor or decentralized under the Property Manager. He continued that Mr. Farrell's point is that the Property Managers are close enough to what the needs are in their facility and that of the residents that it would be better for them to provide that leadership. The Board requested a plan from Mr. Anderson

and Mr. Farrell for the next board meeting. Mr. Anderson stated he could have a specific proposal that outlines curriculum and training and have it for the next meeting.

#### APPROVED MINUTES

A motion was made by Mr. Bañuelos and seconded by Mr. Guridy to approve the Board minutes of the June 22, 2017 Board Meeting.

Ayes 4 – Senderowitz, Guridy, Sherry, Bañuelos

Nays 0

#### BILLS AND TREASURER’S REPORT

Mr. Farrell told the Board that page 6 is missing from the Financials and this report would be a year to date compared to the prior year over all. The reason it’s missing is due to June being the last month of the fiscal year and when Mr. Reinert created the report it included last years’ year end adjustments and the numbers are not comparable. He stated that next month’s report would compare July 2016 to July 2017. The Board discussed the budget and where money was coming from to balance the budget.

Mr. Guridy reviewed the Financial reports and discussed the Cash and Investments for June for the Housing Authority. Mr. Bañuelos asked about the shortfall and asked if the Housing Authority was using the two year tool to calculate the voucher amounts and if Mr. Farrell could present that at the next board meeting. Mr. Farrell told the Board that we have applied for the short fall funding pool to see if we can get additional funding.

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

Ayes 4 – Senderowitz, Guridy, Sherry, Bañuelos

Nays 0

#### COMMUNICATION REPORT

Mr. Farrell discussed the REAC inspections that are scheduled for this year. He told the Board that we have interviewed for the position of Purchasing Agent and Resident Selection Supervisor and have found two qualified candidates and are doing background checks. He told the Board we have put together a counter proposal for union negotiations that are being held on Monday, after our initial proposal was not accepted. The Board discussed an issue with the elevators and the service agreement with KONE, Inc. Mr. Farrell reviewed the vacancy summary and stated we are down to 17 vacancies from 51. He stated we are at a 97% occupancy rating now.

Mr. Farrell told the Board that we received HUD approval to close the 2013 and 2014 Capital Fund grants and we have received the award amount for 2017 Capital Funds, which is \$1,617,489, about \$100,000 less than last year which is mostly connected to the RAD conversion of Overlook Park. He reported we are ready to get started with the roof

replacement at Walnut Manor, and next week construction will begin at Gross Towers for the parking lot and sanitary sewer upgrades. He continued that work has started at the 700 Building and today we have the resolution for the Little Lehigh kitchen and bathroom upgrades.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolution 2522 – Approve PennDot Acquisition of Right of Way at Walnut Manor

A motion was made by Mr. Guridy to approve the resolution and seconded by Mr. Bañuelos. Mr. Farrell explained this is for the corner of 15<sup>th</sup> and Walnut Streets and PennDot needs access to the grounds to make signal improvements. The resolution is approved subject to legal review and HUD approval if required.

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

Resolution 2523 – Award Contract for Little Lehigh Kitchen and Bathroom Upgrades

A motion was made by Mr. Bañuelos to approve the resolution and seconded by Mr. Sherry. Mr. Farrell explained the situation with Little Lehigh is the condition of some of the kitchens and bathrooms prevents units from being leased so this is going to be a unit by unit replacement as needed. The Board discussed the design and the materials being used for this project and what finances would be used to pay for it.

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

Mr. Senderowitz asked for a motion to adjourn the meeting, a motion to adjourn was made by Mr. Guridy and seconded by Mr. Bañuelos.

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

The meeting adjourned at 11:15 am.

ATTEST \_\_\_\_\_