

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

August 26, 2020

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

PRESENT:	Mr. Donald Senderowitz	Chairman
	Mr. Fred Bañuelos (by phone)	Vice Chairman
	Mr. Julio Guridy (by phone)	Treasurer
	Ms. Sandra Barnes (by phone)	Secretary
	Mr. Zachary Matthews (by phone)	Assistant Treasurer

Also participating in the Board Meeting were Mr. Daniel R. Farrell, Executive Director; by phone were Ms. Melissa Aclo, Social Services Director; Mr. Eric Reinert, Comptroller; Ms. Aida Núñez, Director of Housing Management; Mr. Lou Day, Director Maintenance Operations and Mr. Christian Perrucci, Esquire. Due to the COVID-19 pandemic, most participated in the meeting via Zoom conference call. The meeting information was posted so members of the general public could participate.

The board meeting started at 9:00 am with Mr. Senderowitz asking for the roll call.

PUBLIC COMMENTARY

Mr. Senderowitz explained the call in number for the meeting was posted in the office for anyone who wanted to participate and there were no responses. There was no public commentary.

APPROVED MINUTES

Mr. Senderowitz asked for a motion to approve the minutes of the July 22, 2020 Board meeting. A motion was made by Mr. Bañuelos and seconded by Ms. Barnes to approve the Board minutes.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

Mr. Senderowitz asked for a motion to approve the minutes of the special Board meeting held on August 10, 2020. A motion was made by Mr. Matthews and seconded by Ms. Barnes to approve these minutes.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

Mr. Farrell presented a CARES Act Funding Summary. He explained that the CARES Act was money set aside for both public housing and the Housing Choice Voucher Program. He said that the funds are to be used for administrative expenses and other expenses related to the Coronavirus. The second round of funding is for NSA properties. We received \$409,000 in operating subsidy and the first round of admin fees was about \$218,000, the second round was about \$258,000 and we received about \$8,700 for NSA. Mr. Farrell explained where some of these funds were spent in Public Housing, Housing Choice Vouchers and the NSA's. He discussed some of the spending such as fogging offices and common areas, CDC Covid flyers, personal protection equipment (masks, gloves etc.), and hand sanitizers. The Board discussed other options to spend these funds.

BILLS AND TREASURER'S REPORT

Mr. Reinert reviewed with the Board the July financials for this meeting. He began with Conventional Housing and Central Office which had net incomes. He said the NSA's had net income and Section 8 had a net loss. He reviewed Cumberland Phases 1, 2 and 3 which had net losses. He reviewed year to date financials and reported that Conventional Housing and Central Office had net incomes. He said the NSA's had net income and Section 8 had net loss. Cumberland Phase 1 had a net loss and Phases 2 and 3 had net incomes. Mr. Reinert discussed rent receipts and how property managers are taking aggressive actions with residents to deal with past due rent by contacting residents with rent past due and reporting them to Aida Núñez on a weekly basis. The Board discussed investments and a CD that matures in two weeks. Mr. Reinert reviewed the check register with the Board.

Mr. Senderowitz asked for a motion to approve the financials for July and the motion was made by Mr. Guridy and seconded by Mr. Matthews to approve the reports.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

COMMUNICATION REPORT

Mr. Farrell started his report by discussing the tax credit approval for Little Lehigh and discussions about tearing down some units and leaving some onsite. He stated, we need to take down 48 units and 28 units are set to remain onsite. We are evaluating the vacancy situation and deciding if we can afford to tear them down or if the rental market condition in the community dictate that we use them as relocation resource for the 48 units we have to move. We are also evaluating how dense we want to make this property when it's complete. He discussed with the Board how many units we want to have there and how we want them to look as it will impact the size of the Community building. Mr. Farrell discussed the progress with the city parcel and stated there will be a second round of tax credits April next year when PHFA does credits again and there will not be a

round in November. He told the Board we submitted a proposal to the state for additional redevelopment funds and are working on that. He added we are anticipating having a year of construction and having the units completed by summer of 2022. The Board discussed housing needs and future development with city properties. Mr. Farrell told the Board he would be sending them information regarding a schedule for future strategic planning sessions. Mr. Farrell reviewed the unpaid rent summary with the Board. He explained that the collections are getting better due to the property managers calling residents, knocking on doors, leaving notices, getting repayment agreements and that is helping our collections. He discussed the reexam summary report and stated that September's are complete; October annuals are due September 1 and are 85% done. We are at 73% completion for November and 75% completion for December. He told the Board that they can expect a special edition of the AHA newsletter which is specifically focused on voting, registering to vote, absentee ballots, filling out the census, and paying rent.

Mr. Day discussed his construction report and stated we are closing out the 2018 Cap Fund grant. The elevator project is under contract now, but there's no demolition yet until we have approved permits from the city. The Gross Towers HVAC project is in the process of wrapping up. The fire alarm system and carbon monoxide detector project will have the design documents this week. We have been working with Kevin Easterling and Section 3 vendors and contractors have lined up some of the minority vendors for future projects.

Ms. Aclo discussed her report and the results of resident phone calls that were made in July. The results were responses from residents regarding voting information, census completion, Covid concerns and other topics for residents to receive information.

Ms. Núñez discussed her Housing Choice Voucher report and stated that we sent out 50 letters to issue vouchers and received 12 responses. She continued, out of the 12 responses, 5 vouchers were issued and we are issuing 4 more vouchers today. The Board discussed the fair market rent and the payment standards for next year.

Mr. Perrucci reviewed his report and said we are waiting for a letter from the billboard company, Adams Outdoor Advertising, to terminate their lease stating they are no longer interested in putting up a billboard on the Little Lehigh site. He continued that Constellation has come back with an offer of \$440,000 for reimbursement on the energy contract we had with them. The AHA countered back with an offer of \$660,000 and we are working with our consultant and think we can reach a final agreement with them to settle this matter and get between \$550,000 and \$580,000. He added, hopefully by next Board meeting we should have a final resolution moving forward. Mr. Perrucci talked about a final resolution to the Walnut Manor boiler issue for the cost of repairs and the warranty.

UNFINISHED BUSINESS

Mr. Farrell discussed the Reid Building and stated we made a submission HUD they asked for

additional documentation, which we sent to them. We're giving them a few days to review and then we're going to ask them for their approval. Center City has done a hazardous material review of the property this week and we are making progress on this property.

NEW BUSINESS

Resolution 2596 – Approve Operating Budget for Cumberland Gardens Phase 1 FYE October 31, 2021

A motion was made by Mr. Matthews and seconded by Mr. Guridy to approve the resolution. Mr. Farrell said there really is nothing to discuss, it's a standard budget.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

Resolution 2597 – Approve Operating Budget for Cumberland Gardens Phase 2 FYE October 31, 2021

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

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

A motion was made by Mr. Guridy to go into Executive Session at 11:20am and seconded by Mr. Matthews.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

A motion was made to adjourn the meeting by Mr. Guridy and seconded by Mr. Matthews. The meeting ended at 11:30am.

Ayes 5 – Senderowitz, Bañuelos, Guridy, Matthews, Barnes
Nays 0

ATTEST _____