

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

February 26, 2020

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

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

Also present at the Board Meeting were Mr. Daniel R. Farrell, Executive Director; Mr. Eric Reinert, Comptroller; Mr. Lou Day, Director of Maintenance Operations; Ms. Aida Núñez, Director of Housing Management and Mr. Christian Perrucci, Esquire. Absent from the meeting was Mr. Zachary Matthews.

The board meeting started at 9:07 am with Mr. Bañuelos asking for the roll call for those present.

PUBLIC COMMENTARY

The meeting started with Mr. Bañuelos introducing Mr. J. B. Reilly and Mr. Jon Strauss from The Real Estate Lab for their presentation. Mr. Reilly started his presentation by discussing a program called The Real Estate Lab and how this will help Allentown and the Housing Authority. He discussed how this is aimed at young people and getting them involved in real estate and entrepreneurship by helping teach them investing, purchasing and managing properties in the Allentown community. He added that this might help identify properties in the Housing Authority portfolio as part of the Authority potentially divesting properties not part of our strategic plan because of management difficulties or size of property. He continued, we would like to work with the Housing Authority on buying some of these properties for this group of buyers and work with you to identify these properties. We would also like to work on an arrangement to buy them and follow those properties with this group of aspiring investors. There was a discussion by the Board of this presentation.

Mr. Bañuelos introduced the next presentation from Mandy Merchant with CliftonLarsonAllen, LLP the AHA auditors. She reviewed the 2019 audit for the Board. She concluded by stating that the single audit report had no financial statement findings. She stated that an issue with a high inventory balance would be put in the management letter comments. The inventory balance is significantly higher this year she told the Board, and we will address this and assess what should be in inventory and what the true balance is. She told the Board that we will be sending you a communication letter detailing our responsibility under accepted audit standards and a management representation letter. The Board discussed the audit presentation.

The meeting moved on to the Annual Plan public hearing with Mr. Bañuelos reading the information related to the Annual Plan and the review of the plan from the Resident Advisory

Board meeting held on February 7, 2020. There were no members of the Resident Advisory Board present at the meeting today or general public present at the meeting. As there were no Resident Advisory Board members present to discuss the Annual Plan, Mr. Bañuelos closed the hearing and resumed the regular meeting.

### APPROVED MINUTES

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

Ayes 4 – Senderowitz, Bañuelos, Matthews, Barnes

Nays 0

### BILLS AND TREASURER’S REPORT

Mr. Guridy reviewed with the Board the financials for January for this meeting. He began with Conventional Housing, which had net income and Central Office had a net loss. He continued with the NSA’s which had net income and Section 8 had a net loss. He reviewed Cumberland Phases 1 which had net income; Phase 2 had a net loss and Phase 3 had net income. He reviewed the year to date financials and reported that Conventional Housing had net income and Central Office had net loss. He continued with the NSA’s which had net income and Section 8 also had net income. Cumberland Phase 1, Phase 2 and Phase 3 had net incomes. Mr. Reinert reviewed the Cash and Investment reports with the Board by handing out the cash and investment reports. Mr. Guridy also reviewed the numbers with those present and finished the financials by reviewing the check register.

Mr. Bañuelos asked for a motion to approve the financials for January and the motion was made by Mr. Guridy and seconded by Ms. Barnes to approve the reports.

Ayes 4 – Senderowitz, Bañuelos, Matthews, Barnes

Nays 0

### COMMUNICATION REPORT

Mr. Farrell discussed the proposal for the strategic plan process that not only includes meeting with the Board, but getting information from the community and the city Allentown. We are working with Constellation and will be meeting with them soon to discuss compliance with the contract. He continued, we have submitted an application for the Foster Youth Initiative which needs to be participant specific. We have had our two participants pass the first review. We met with residents of the Reid Building on Monday and they have a 30 day comment period on our plan to move them to Episcopal House. We are working on a program with the United Way called Women United to increase economic stability for women and this application is due in March. We are

doing an employee survey next week and will have information for the Board later.

Mr. Senderowitz left the meeting at 10:35am and asked Mr. Farrell to update the Board on an issue with the Little Lehigh project. Mr. Farrell discussed the parcel of land that the Housing Authority is trying to purchase which is between the 8<sup>th</sup> Street Bridge and Little Lehigh and is owned by the city. He continued, there is a restrictive covenant on that parcel and our solicitor, Mr. Perrucci is researching getting this restriction lifted. He told the Board, the city wants to put a billboard on it and that is the problem. The Board discussed several ways this can be handled.

The Social Services Director, Ms. Aclo told the Board the Census people have come out to our sites to do tutorials on what the census survey is going to look like, how to do it online or by mail and answering any questions or concerns from residents. She stated that in March she would be at the properties with tablets to give residents internet access. She told the Board there was a medium turnout for these meetings.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

##### Resolution 2576 – Approve Annual Agency Plan for 2020

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

Ayes 3 – Bañuelos, Matthews, Barnes

Nays 0

##### Resolution 2577 – Approve Audited Financial Statements for Year Ending June 30, 2019

A motion was made to approve the draft pending any material changes to the audit. If there are any redlined/highlighted changes, the Board will review at the next meeting. A motion was made by Mr. Guridy and seconded by Ms. Barnes.

Ayes 3 – Bañuelos, Matthews, Barnes

Nays 0

##### Resolution 2578 – Award Contract for Walnut Manor Fire Pump Replacement

A motion was made to approve the resolution by Mr. Guridy and seconded by Ms. Barnes. Mr. Farrell told the Board this is a Sole Source procurement.

Ayes 3 – Bañuelos, Matthews, Barnes  
Nays 0

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

Ayes 3 – Bañuelos, Matthews, Barnes  
Nays 0

The meeting ended at 10:55 am.

ATTEST \_\_\_\_\_