

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

March 25, 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 (by phone)	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 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; Ms. Melissa Aclo, Social Services Director and Mr. Christian Perrucci, Esquire. Due to the COVID-19 pandemic, everyone participated in the meeting utilizing a Zoom conference call.

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

PUBLIC COMMENTARY

The meeting started with Mr. Senderowitz stating that the call in number for the meeting was posted in the office for anyone who wanted to call into the meeting and no one responded.

APPROVED MINUTES

Mr. Senderowitz asked for a motion to approve the minutes of the February 26, 2020 Board meeting. A motion was made by Mr. Bañuelos and seconded by Mr. Matthews to approve the Board minutes.

Ayes 4 – Senderowitz, Bañuelos, Matthews, Barnes  
Nays 0

BILLS AND TREASURER’S REPORT

Mr. Reinert 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. The Board discussed how the Coronavirus will effect rent payments with people losing their jobs. Mr. Reinert reviewed the investment reports with the Board by handing out the cash and investment reports. Mr. Reinert discussed the cash and investment reports and the check register with Board members.

Mr. Bañuelos asked for a motion to approve the financials for February 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 flyers going out to residents with their rent statements explaining that the office is closed due to the Coronavirus and providing them with information about rent payments, and limiting visitors to the building. He discussed with the Board how staff is working and what we are doing to keep staff and maintenance safe during this time. Mr. Farrell discussed his idea of having someone come in to use the Community Room kitchen to prepare food for the residents of Gross Towers and Towers East. He added he is still working on putting this together. Mr. Bañuelos asked if a notice went out to employees that they must let the office know if they or anyone in their family has tested positive for the virus. Mr. Farrell stated we haven't at this time but will look into doing this. Mr. Bañuelos asked what the Housing Authority was doing with employees to keep up with their work so that when this is over they are not behind in rent changes, certifications, inspections, etc. Mr. Farrell discussed with the Board what the plan is and how it is being implemented. Mr. Senderowitz asked about the Reid Hotel and where we stand. Mr. Farrell replied he has a phone call this afternoon and stated that there are eleven remaining residents in the Reid Building that are interested in moving to Episcopal House. He continued, we had a tour set up, but this has been canceled at this time. The 30 day comment period is ending and there were no comments from residents, so we can make a formal submission to HUD to transfer the contract. Mr. Guridy came into the meeting at 10:00am. Mr. Guridy asked about the parcel of land and billboard issue with the Little Lehigh project. Mr. Farrell and the Board discussed this issue.

Mr. Lou Day reviewed his Construction Report by telling the Board about the \$250,000 Emergency Safety and Security Program Grant we received and that this money will be used for fire alarm and carbon monoxide upgrades at our high rises. He discussed the Gross Towers elevator replacement project and that a pre-bid conference will be held by conference call tomorrow rather than in person. The Community Room HVAC replacement had a pre-bid conference yesterday and we had several interested bidders. He added, the Gross Towers landscape enhancement has received bids

and we are going to separate the awning replacement from that project and bid it separately. The Walnut Manor landscape enhancement received one bid and we are looking at doing this large scope project in phases. The Gross Towers heating boiler replacement is now completed and the boilers are working fine. He continued with the Gross Towers fire alarm system replacement and stated the design documents are nearly complete. The multi property fire alarm system project is going to be delayed for the moment he advised. He continued with the Majestic Building storm water system and stated we are ready to put this out to bid next month. He told the Board that we have contracted RestoreCore to come into our high rises and offices to fog and decontaminate those spaces. Mr. Senderowitz asked if the Housing Authority put out a notice asking residents to limit the number of visitors coming into the building. Mr. Farrell replied that we have posted the building advising limiting guests coming into the building, but we don't have a way to enforce it. We have included this notice with the rent statements being mailed out. We have also removed chairs and tables in the lobby to keep residents out and cooperation has been pretty good among residents.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

##### Resolution 2579 – Award Contract for Gross Towers Landscape Enhancements

A motion was made by Mr. Guridy and seconded by Ms. Barnes to approve the resolution. Mr. Farrell described what the project will include as far as tree replacement, upgrading flower beds and new tables and ash urns in the courtyard area.

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

##### Resolution 2580 – Award Contract for 700 Building Domestic Hot Water Boiler Replacement

A motion was made by Mr. Guridy and seconded by Mr. Matthews to approve the resolution. Mr. Day explained what happened was an emergency call was received for no hot water. It was discovered that one of the two hot water boilers failed and when the vendor came to look at the boiler, they discovered that both were leaking. It was determined that they both needed to be replaced.

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

Resolution 2581 – Approval for Acquisition of Land Parcel for Little Lehigh Project

A motion was made to approve the resolution by Mr. Matthews and seconded by Mr. Bañuelos. Mr. Farrell explained that this is for the parcel of land from the city of Allentown for the Little Lehigh project that we had discussed earlier in this meeting. He added this is the agreement for the sale of that parcel for consideration of \$1.

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

Mr. Guridy left the meeting at 10:55am. Mr. Bañuelos asked to discuss social services and how we are going to work with residents on issues of unemployment; how we communicate to the residents, and formulate a plan to encourage them to follow CDC guidelines. The Board discussed ways to relay information to all the residents including handing out flyers, putting out public service messages and updating the AHA website.

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

Ayes 4 – Senderowitz, Bañuelos, Matthews, Barnes  
Nays 0

The meeting ended at 11:00 am.

ATTEST \_\_\_\_\_