

ALLENTOWN HOUSING AUTHORITY

REGULAR BOARD MEETING

May 27, 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 (at 9:50am)
	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 Mr. Lou Day, Director of Maintenance Operations; Ms. Melissa Aclo, Social Services Director; Ms. Aida Núñez, Director of Housing Management; and Mr. Christian Perrucci, Esquire. Due to the COVID-19 pandemic, everyone 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 started by stating the call in number for the meeting was posted in the office for anyone who wanted to participate and there were no responses. Ms. Barnes told the meeting that the voting location for Gross Towers/Towers East residents was moved to the Allentown Fairgrounds for the primary election and the date was changed to June 2, 2020.

Mr. Kevin Easterling from the Black Heritage Association participated in the meeting to inquire about a recent contract awarded by the AHA and if the awardee was a minority contractor. Mr. Day replied that it was awarded but the contractor was not a minority contractor. Mr. Easterling asked for information on the bids and Mr. Day stated he would send him names that the AHA reached out to, who responded and the final bid results.

Mr. Alan Anderson presented the Board with the results of the AHA 2020 Employee Engagement Survey. He reviewed the recent survey and compared the prior 2017 survey and the significant improvements in the aggregate and departmental results. He continued by discussing the results by comparing the 2020 survey vs. the 2017 survey and the improvements in many of the survey categories. Mr. Anderson discussed some of the drivers behind the transformation that has changed the AHA culture, including the CORE values. He went on to discuss how leadership development through training workshops, personal development plans and leadership coaching will help employees at the Housing Authority. Mr. Anderson discussed the long term plans with the Board including a strategic plan which Mr. Farrell discussed later with the Board members.

APPROVED MINUTES

Mr. Senderowitz asked for a motion to approve the minutes of the April 22, 2020 Board meeting. A motion was made by Mr. Matthews and seconded by Mr. Bañuelos to approve the Board minutes. Mr. Guridy came into the meeting at 9:50am.

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

BILLS AND TREASURER’S REPORT

Mr. Senderowitz reviewed with the Board the financials for April 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 as well as Section 8. He reviewed Cumberland Phase 1 which had net income; Phase 2 had a net loss and Phase 3 had net income. He reviewed year to date financials and reported that Conventional Housing had net income and Central Office had net loss. He continued with the NSA’s and Section 8 which both had net income. Cumberland Phase 1, Phase 2 and Phase 3 had net incomes. Mr. Senderowitz discussed the check register with Board members. The Board discussed investments and CD’s that have future maturity dates. Mr. Bañuelos asked about COVID money, Mr. Farrell told the board we received almost \$620,000 in CARES Act funding split between Public Housing and Housing Choice Voucher funds. He explained how these funds work and how we must report and draw down these funds.

Mr. Senderowitz asked for a motion to approve the financials for April 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 discussed the budget and told the Board he would send a preliminary budget to them and the fiscal budget will be on next month’s agenda. He stated the audit submission has been completed, but was rejected by HUD and we are going to resubmit a redline version to them when we receive it. Mr. Farrell discussed the annual income certifications that we are currently behind in completing. Mr. Senderowitz asked about the Walnut Manor boiler failure and where we are for responsibility for repair costs. Mr. Donchez discussed the labor charges KC Mechanical is disputing with the engineer of the boiler and the defective design and/or installation resulting in the repairs that had to be made. Mr. Farrell discussed the Reid Building and stated the packet of documents has been sent to HUD to request transfer of the assistance contact from the Reid Hotel to Episcopal House. We are going to reach out to remaining residents to determine who will go to Episcopal

House and who will get a tenant protection voucher to move wherever they want to move. We are setting up meetings with the remaining residents visit Episcopal House to see the apartments and decide if they want to move there. Mr. Farrell discussed the Little Lehigh parcel and stated that we submitted a proposal to the City and are waiting for their comments. He continued, the City approved a resolution to sell the parcel to the AHA for \$1, but we are still waiting for the deed. Mr. Farrell discussed some of the petty thefts and vandalism that has occurred at our buildings since the COVID19 office closings.

Mr. Lou Day reviewed his Construction Report by stating the Gross Tower elevator project will be awarded to Otis Elevator and you will see this resolution later. It will be a 10 – 12 month project once we sign the contract. The Gross Towers HVAC project will begin with the demolition of the existing HVAC equipment in June. The landscape enhancement at Gross Towers is beginning tomorrow with some tree and shrubbery replacement. He continued, the fire alarm system and carbon monoxide project should have the design completed in June and then be put out for bid. Mr. Day finished by stating we are installing burglar alarm systems in all the maintenance warehouses and offices at Walnut Manor, Central Park, 700 building and Towers East as a result of past thefts in those buildings.

Ms. Aclo discussed the upcoming June newsletter which will include more COVID19 information regarding prevention and will include a list of resources and services for residents. She added that the Housing Authority is now on social media platforms Twitter, Facebook and Instagram. She also discussed the Hero's Kafe which provides free and/or accepts donations for daily lunches for seniors. Mr. Bañuelos asked about Catholic Charities and Ms. Aclo explained how the reporting will be done and the Service Coordinator who will be keeping track of information that is reported to HUD.

Ms. Núñez talked about the Housing Choice Voucher report and told the Board we are at 100% utilization. We are utilizing all of our monies and are on target with our spending.

Mr. Perrucci discussed his Solicitor report and stated we are working with Constellation to get the updated reimbursement for the miscalculation of the Measurement & Verification report.

UNFINISHED BUSINESS

Mr. Senderowitz asked Mr. Farrell about the RFQ for an attorney for labor negotiations. Mr. Farrell stated he is still working on the RFQ for the labor negotiations. Mr. Senderowitz reminded the Board that there are only about six months left before the contract expires on December 31.

NEW BUSINESS

Resolution 2583 – Award Contract for Gross Towers Elevator Modernization

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

Mr. Farrell explained this was the resolution that was tabled from last month's meeting. There were two bidders and Otis Elevator is the recommended contractor. Mr. Farrell stated the cost represents two new elevators since these are the original cars from 1966.

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

Resolution 2584 – Award Contract for Central Park Security Camera Replacement

A motion was made by Mr. Guridy and seconded by Mr. Bañuelos to approve the resolution. Mr. Farrell explained this is for twelve cameras to replace the existing system in that building.

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

Resolution 2585 – Approve Catholic Charities Subgrantee Agreement for Resident Opportunity and Supportive Services (ROSS) Grant

A motion was made by Mr. Guridy and seconded by Mr. Bañuelos to approve the resolution. Mr. Farrell explained this is for the three year agreement with Catholic Charities to provide the case management part of the ROSS Grant. Ms. Aclo told the Board the grant is for three years initially and at the end of those three years we can re-apply for an additional three year grant.

Ayes 4 – Senderowitz, Bañuelos, Matthews, Barnes
Abstain 1 - Guridy
Nays 0

A motion was made to adjourn the meeting by Mr. Matthews and seconded by Mr. Guridy. The meeting ended at 11:35am.

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

ATTEST _____