

ALLENTOWN HOUSING
AUTHORITY

REGULAR BOARD MEETING
APRIL 26, 2023

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

PRESENT:	Mr. Donald Senderowitz	Chairperson
	Ms. Sandra Barnes	Vice-Chairperson
	Mr. Fred Bañuelos	Secretary
	Mr. Zachary Matthews	Treasurer

Also participating in the Board Meeting were Aida Núñez, Interim Executive Director; Mr. Lou Day, Director of Maintenance of Operations; Ms. Melissa Aclo, Social Services Director; and Christian Perrucci, Esquire. Also in attendance was Alan Anderson to present the salary discussion and Kevin Easterling. The meeting information was posted so members of the general public could participate in-person.

The board meeting started at 9:08 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 wants to participate and on the AHA website. Mr. Senderowitz asked if there were any comments from the public.

Mr. Senderowitz introduced Alan Anderson who discussed AHA salaries for employees. Mr. Anderson presented an overview of the compensation methodology used to evaluate the current wage structure. The primary goal, he explained, is to review the compensation system to ensure it provides internal equity and external competitiveness. He explained to the Board how the data was analyzed and the current wage structure was evaluated. After his presentation, he answered questions that the Board had.

APPROVED MINUTES

Mr. Senderowitz asked for a motion to approve the minutes of the March 22, 2023 Board meeting. A motion was made by Ms. Barnes and seconded by Mr. Matthews to approve the Board minutes.

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

BILLS AND TREASURER'S REPORT

Megan Solt was not present at the meeting and Aida Núñez reviewed with the Board the March financials for this meeting. She reviewed the treasurer's report and the cash and investment reports for each property. There were two items that Ms. Núñez reviewed with the Board, Conventional Housing subsidy and the HCV Program. Ms. Núñez then continued to review the check register and answered the Board's questions. The Board discussed the upcoming budget and FASS scores.

Mr. Senderowitz asked for a motion to approve the financials for March. Mr. Bañuelos made a motion and it was seconded by Mr. Matthews to approve.

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

COMMUNICATION REPORT

Ms. Núñez began by discussing the Scattered Site project stating we are reviewing the site inventory to determine if any additional units will be added for homeownership. The Board discussed the REAC inspections and the scores that the Scattered Sites received last year and how to bring up the scores for this year. Ms. Núñez stated that Doryan Campo has scheduled meetings with residents at Little Lehigh to continue the move out of individuals from that site. She stated that of the 11 residents remaining, 7 qualify for vouchers. The Board discussed the consultant that was hired to assist in funding for Phase II at Little Lehigh with PHFA and also funding in general for Phase II. Ms. Núñez discussed rent collection and vacancies in the AHA portfolio. She also brought the Board up to date on recertifications for the month.

Mr. Day told the Board that he is working with Megan Solt on a weekly basis for the next HUD grant with obligating and expending funds. He told the Board he has spoken to Julio about keeping the projects flowing and working within the budget on getting these projects out there. Mr. Day informed the Board that there was a fire on a balcony at Walnut Manor, but there was no structural damage and the loss was under \$10,000. He reviewed the current projects and where we are with completing them with the Board and also future projects that have been put out for bid.

Ms. Aclo stated the Family Self Sufficiency Program currently has five family participants. Four are now accruing escrow credits and one will be successfully exiting in May with about \$10,000 earned through this program. She told the Board that one student that applied for the PAHRA Scholarship received it and will be receiving \$2,000. She finished by telling the Board that a ROSS Service Coordinator has completed a contract agreement and will be completing paperwork in May when Julio Guridy comes in as the new Executive Director.

Mr. Perrucci discussed the Little Lehigh issues and it was decided the Board should go into Executive Session.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2684 - Award Contract for Walnut Manor Apartment Entry Door Replacement

Mr. Day stated this has been on the list of projects for several years and when we had the fire at this building, the issue of not having self-closing hinges on the doors was brought to our attention by the Fire Department. The Board discussed the cost of the project and cost of installation of these doors. The Board discussed COSTARS versus going with open market pricing for doors and installation. The Board asked to table the resolution until Mr. Day could update this resolution to show that everything is included with cost and labor in COSTARS. Mr. Senderowitz asked for a motion to table the resolution until next month, a motion was made by Mr. Bañuelos and seconded by Mr. Matthews.

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

Ms. Nunez brought up for discussion Infradapt continuing IT work for the Housing Authority. She explained the background with Infradapt with the Housing Authority using them since 2018 in place of an IT person. She continued, that along with Mr. Day and Ms. Solt, they met with Infradapt and they presented a contract which would merge all projects they were working on into one. This would save the AHA about \$2,500 per month and would also include updating our equipment and infrastructure and would eliminate the cost of \$92,500. This contract would be for 4 years. The Board suggested that AHA put out an RFP to generate other contractors to give us quotes for the same scope of work being done by Infradapt. The first step will be for Christian to advise if the AHA should go with an RFP or an RFQ for this contract. Once this is decided, the Board agreed we will contact Infradapt and let them know we like their quote, but it triggers our procurement process to put out either RFP or RFQ for this contract. After this information is received, we will have a resolution prepared for the IT work.

Mr. Senderowitz asked for a motion at 11:50am to go into Executive Session to discuss Mr. Perrucci's report and Little Lehigh issues. A motion was made by Mr. Bañuelos and was seconded by Mr. Matthews.

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

A motion was made to end Executive Session by Mr. Matthews and seconded by Ms. Barnes at 12:56 pm.

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

A motion was made to adjourn the meeting by Mr. Matthews and seconded by Mr. Banuelos at 12:56 pm. The meeting continued for informational purposes without a quorum.

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

ATTEST _____