

Palmyra Area Interfaith Housing Council
January 16, 2014

Present: Delbert Skinner, Kenneth Schaeffer, Karl Bordner, Harry Fox, Fran Campbell, Sandra Estrada, Harriet Linebaugh, Leroy Leach, and, Wayne Anspach

Absent: Donald Umberger

Professional Associates: Bryan Hoffman, Sue Bowman, Nikki Vigoda, and Michael Small, Esq.

1. President Delbert Skinner called the meeting to order at 12:05 p.m.
2. Wayne Anspach offered the opening prayer.
3. Minutes of the November 21, 2013 Housing Council meeting were presented for review and approved as printed.
4. Treasurer Harry Fox reported that he had reviewed all the bills.
5. Ms. Bowman reviewed the Monthly Management Report with the Housing Council, noting that there have been two move-outs since our last meeting and we have welcomed three new residents.
6. Del Skinner suggested we think about jetting of the sewer lines twice a year instead of one time annually. When the people do not use water with the garbage disposals, they tend to clog. Following discussion, Nikki was asked to have Plumb Rooter run their camera through some of the laterals when they are at the Manor next week. We will then have better information to determine future cleanings.
7. Bryan Hoffman distributed copies of our yearly audit. He discussed a problem with the Fire Alarm Maintenance Agreement with Yarnell Security Systems which we approved in October. Because different companies have installed the fire alarm systems in different buildings, Bryan has asked that all entities work out a deal between themselves on how all buildings will be serviced. He will bring back information for our next meeting.
8. Bryan reviewed the budget for 2014 and informed the Council as to what subsidies can be expected from HUD this year.
9. Discussion was held on possible options for what to do with the extra income when Interfaith's mortgage is paid off in five (5) years. A decision was made to appoint a committee to come up with options. They are to review the Interfaith Housing Council's By-Laws as well. Del will report back with committee member names at the February meeting.
10. There being no further business to come before the Housing Council, the meeting was adjourned at 1:05 p.m.

Respectfully submitted
Leroy L. Leach
Secretary

Next Meeting: Thursday, February 20, 2014 at 12:00 Noon at the Manor. (Please contact Nikki Vigoda at 838-5267 before February 18 if you cannot attend this meeting.)

Fran Campbell is scheduled to offer the opening prayer for the February 20, 2014 meeting.

**Palmyra Interfaith Housing Council
February 2014**

Monthly Board meeting canceled due to snow storm. No meeting held in February 2014.

Palmyra Area Interfaith Housing Council
March 20, 2014

Present: Wayne Anspach, Karl Bordner, Fran Campbell, Sandra Estrada, Harry Fox, Leroy Leach, Harriet Linebaugh, Kenneth Schaeffer, Delbert Skinner, Donald Umberger and Jeanette Briggs.

Absent: None

Professional Associates: Sue Bowman, Patricia Stine, Nikki Vigoda and Michael Small, Esq.

1. President Delbert Skinner called the meeting to order at 12:07 p.m.
2. Leroy Leach offered the opening prayer.
3. Minutes of the January 16, 2014 Housing Council meeting were presented for review and approved as printed.
4. Treasurer Harry Fox reported that he had reviewed all the bills for December 2013 and January 2014. The Income Report for December is missing. The missing report will be sent to all Board members.
5. Ms. Bowman reviewed the Monthly Management Report with the Housing Council. We currently have five (5) existing vacancies. Two of these are spoken for and interviews are in progress for the remaining three.

Nikki Vigoda, Interfaith's Property Manager, is resigning effective March 28, 2014 in order to accept a position closer to her home. Efforts are underway to identify a suitable replacement. Part-time coverage will be provided from Lebanon in the interim. Ms. Bowman distributed a job description for Palmyra Interfaith Manor Building Manager.

Ms. Bowman reported on Bryan Hoffman's progress with chemotherapy treatments.

6. A motion to have Plumb Rooter return in August to jet Interfaith's lines at a cost of \$1,200.00 was made by Harry Fox and seconded by Harriet Linebaugh. The motion carried.

7. Fran Campbell made a motion with a second from Harry Fox to have Meily's Tree Service trim dead branches and elevate the remaining branches of the trees in the parking lot area at a cost of \$395.00. The motion carried.
8. Delbert Skinner introduced and welcomed Jeanette Briggs as the newest member of our Board representing First Evangelical Congregational Church.
9. Del Skinner asked to whom the Manor's property manager is responsible. Ms. Bowman answered that the Housing Authority employs the property manager, with the salary then reimbursed from Palmyra Interfaith Manor's budget.

Del appointed Karl Bordner, Fran Campbell, and Harry Fox as an Interview Committee for the new property manager.

10. Del asked if any other housing units in the area are non-smoking properties. Mrs. Stine replied that a number of properties, such as those owned by Community Homes of Lebanon Valley have gone smoke-free. After much discussion, Ms. Bowman was asked to check how we could implement a non-smoking policy for our building.
11. Del expressed his sentiments on working with Nikki over the last eight years and commended her for the great work she has done. He also reminded everyone of the goodbye and thank you party in Nikki's honor scheduled for March 28, 2014 at 2:00 p.m. in the Community Room.
12. There being no further business to come before the Housing Committee, the meeting was adjourned at 12:55 p.m.

NEXT MEETING: THURSDAY, April 17, 2014 at Noon at the Manor.

Sandra Estrada is scheduled to offer the opening prayer in April.

Respectfully submitted,
Leroy L. Leach
Secretary

Palmyra Area Interfaith Housing Council
April 16, 2014

Present: Wayne Anspach, Karl Bordner, Fran Campbell, Sandra Estrada, Harry Fox, Leroy Leach, Harriet Linebaugh, Kenneth Schaeffer, Delbert Skinner, and Donald Umberger.

Absent: None

Professional Associates: Bryan Hoffman, Sue Bowman, Patricia Stine, and Michael Small, Esq.

1. President Delbert Skinner called the meeting to order at 12:08 p.m.
2. Sandra Estrada offered the opening prayer.
3. Minutes of the March 20, 2014 Housing Council meeting were approved as printed.
4. Treasurer Harry Fox reported that he had reviewed all the bills for February 2014 and March 2014. A motion was made by Harry Fox, second by Wayne Anspach to approve the report. Motion carried.
5. Ms. Bowman reviewed the Monthly Management Report with the Housing Council. There has been one more out and one transfer since last month's meeting. This leaves us with two vacant apartments to fill from the Extremely Low Income list.
The search to find a new property manager for Palmyra Interfaith Manor is proceeding. After initial interviews with the top five (5) candidates by Ms. Bowman and Mr. Krepps, the two (2) best interviewees have been referred to the Housing Council's Personnel Committee for a second interview.
Recommend we have the new manager survey all apartments to meet the tenants and determine the condition of the closet doors in all apartments. We will then have information on how to proceed with closet doors in the apartments.
6. Bryan Hoffman and Sue Bowman reviewed guidelines for implementing a Smoke Free Housing Policy. After much discussion, Harry Fox made a motion, seconded by Jeanette Briggs to start the process necessary to become a smoke free facility. The motion carried.
Since it could take two years for the approval, we will designate an area outside for smokers and review the situation in another year.
7. Mike Krepps, ?? , reviewed in detail the procedure followed to date for hiring a new resident manager for Interfaith Manor.
8. Del Skinner and Fran Campbell reported on their sit-down with the Manor's three current assistant resident managers to discuss their duties while on call.

9. Mr. Skinner read a thank you card from Nikki Vigoda.
10. Harriet Linebaugh made a recommendation to check the condition of the third floor storage room.
11. There being no further business to come before the Housing Council, the meeting was adjourned at 1:05 p.m.

NEXT MEETING: THURSDAY, MAY 15, 2014 at Noon at the Manor.

Karl Bordner is scheduled to offer the opening prayer in May.

Respectfully submitted,
Leroy L. Leach
Secretary

Palmyra Area Interfaith Housing Council
May 15, 2014

Present: Wayne Anspach, Karl Bordner, Jeanette Briggs, Fran Campbell, Sandra Estrada, Leroy Leach, Harriet Linebaugh, Kenneth Schaeffer, Delbert Skinner, and Donald Umberger.

Absent: Harry Fox

Professional Associates: Bryan Hoffman, Sue Bowman, Patricia Stine, and Michael Small, Esq.

1. President Delbert Skinner called the meeting to order at 12:05 p.m.
2. Karl Bordner offered the opening prayer.
3. Minutes of the April 16, 2014 Housing Council meeting were approved with the addition of Jeanette Briggs' name as an attendee at the April meeting.
4. A motion was made by Donald Umberger, second by Karl Bordner, to approve the financial reports and payment of the Management Fee for April 2014. Motion carried.
5. Ms. Bowman reviewed the Monthly Management Report with the Housing Council. There have been no new vacancies in the past month and there are now applicants lined up for all three units that remain vacant.
 - We have a new Property Manager, Renee Lookenbill, from Lebanon. She will begin her duties on May 20, 2014. Renee has six years of direct experience as a property manager.
 - Rick Wherley, the Housing Authority's Director of Facilities and Design, has been in the building to conduct a survey of the public areas as we an inspection from HUD's Real Estate Assessment Center (REAC) is likely later this year.
 - Bed bugs were discovered in two adjacent apartments on the 4th floor. A heat treatment was done at the infested apartments on May 6. The use of a bed bug sniffing dog at a cost of \$1,300.00 was suggested as a way to assure that the bed bugs have been contained and to give other residents peace of mind. Karl Bordner made a motion with a second by Harriet Linebaugh to bring hire the bed bug sniffing dog to inspect Interfaith Manor. The motion passed.
 - A chronic rent payment problem with a tenant was discussed. A late letter has been sent; the next step would be serving a Notice to Quit, preliminary to a possible Landlord/Tenant Complaint being filed against the tenant to enable eviction, if necessary. A motion was made by Wayne Anspach, second by Jeanette Briggs, to proceed with Notice to Quit. Motion carried. This information is to be kept confidential.

- As a follow up to discussion on making Interfaith Manor a smoke-free facility, Karl Bordner made a motion, second by Fran Campbell, to hire Dennis Morgan and Associates to update Palmyra Interfaith Manor's Management Plan at a cost of \$1,500.00. The motion carried.
 - Michael Small, Esq. reported on his progress updating the Interfaith Housing Council By-laws and as well as his work to resolve the HUD mortgage, which was paid off by the Manor several years ago.
 - The Housing Authority will be issuing a new contract to Eastern Time, current fire alarm contract holder; this will then resolve the ongoing issue with low bidder, Yarnell, which submitted a non-responsive proposal.
 - The stains in the 4th floor carpet have been cleaned.
6. Donald Umberger made a motion, seconded by Fran Campbell, to approve Palm Lutheran Church holding a band concert on Interfaith's property June 29, 2014 from 4:00 – 5:30 p.m., with proper insurance rider provided. Motion carried.
 7. Discussion was held on obtaining another Knox Box to provide availability of keys to building for emergency responders.
 8. There was discussion on getting prices for carpet/ceramic flooring and repainting hallway walls and doors on the 2nd, 3rd, and 4th floors. The Housing Authority was directed to seek proposals from Fritz Leiss Flooring and Atkins and Lundberg.
 9. Renee Lookenbill will be conducting a survey of closet door conditions in all apartments. There was discussion about having Brian Hoy do closet door replacement in vacated apartments; he had given a price of \$1,890/apartment, installed and painted.
 10. A motion was made by Ken Schaeffer, seconded by Karl Bordner, to pay bills for the month of April. Motion carried.
 11. Harriet Linebaugh made a motion, seconded by Karl Bordner, to allow Central Pennsylvania Food Bank to do a monthly food distribution program in our building. The motion carried.
 12. There being no further business to come before the Housing Council, the meeting was adjourned at 1:28 p.m.

NEXT MEETING: THURSDAY, June 5, 2014 at Noon at the Manor.

Harriet Linebaugh is scheduled to offer the opening prayer in June.

Respectfully submitted,
 Leroy L. Leach
 Secretary

Palmyra Area Interfaith Housing Council
June 5, 2014

Present: Wayne Anspach, Karl Bordner, Fran Campbell, Sandra Estrada, Harry Fox, Leroy Leach, Harriet Linebaugh, Delbert Skinner

Absent: Jeanette Briggs, Kenneth Schaeffer, and Donald Umberger

Professional Associates: Bryan Hoffman, Sue Bowman, Patricia Stine, Renee Lookenbill, and Michael Small, Esq.

1. President Delbert Skinner called the meeting to order at 12:00 p.m.
2. Harriet Linebaugh offered the opening prayer.
3. Minutes of the May 15, 2014 Housing Council meeting were approved as printed.
4. No financial reports due to early meeting date.
5. Ms. Bowman reported as follows:
 - A letter to residents outlining procedure for bed bug sniffing dog's visit to the Manor on June 11, 2014 was shared.
 - Preparations are underway for August 21, 2014 inspection by HUD's Real Estate Assessment Center (REAC).
 - Property Manager Renee Lookenbill will visit residents' apartments to inspect closet doors.
 - Renee will be attending a HUD handbook training in Trenton, NJ on July 23-25.
 - Forty-six residents have signed a petition requesting that the laundry room be open 24 hours per day. Following discussion, the Housing Council opted not to change the current Laundromat hours.
 - A tenant delinquent with rent payments has paid \$800; this pays through May and he has stated when he will be paying his June rent.
 - Copies of the budget for the fiscal year starting October 1, 2014 were distributed for review.
6. Discussion was held on renovations to second, third, and fourth floors and samples were reviewed. Motion was made by Harry Fox and seconded by Harriet Linebaugh to accept the painting bid from Atkins & Lundberg for painting at \$6,385 per floor (\$19,155 total) and 24 x 24 carpet tile (Visual Energy) from Fritz Leiss at a cost of \$31,815. Motion carried. Both contractors are on notice that this work must be completed prior to the August 21 REAC inspection.

7. Interfaith Housing Council members were reminded about the annual resident picnic to be held at 6:00 p.m. on Thursday, September 11, 2014.
8. A motion was made by Wayne Anspach, with a second by Sandra Estrada that the Interfaith Housing Council not meet during July and August 2014. Any necessary decisions needed during that time are to be made by the Executive Committee.
9. It was brought to the Housing Council's attention that, based on a walk-through done by Rick Wherley of the Housing Authority during May, there are a number of work items in the Manor's common areas that will need attention before the REAC inspection; a determination will be made about which ones can be completed by Randy and which will require the services of an outside contractor. Mr. Wherley and Renee will be conducting apartment inspections prior to REAC to assure that all necessary repairs have been taken care of in those areas, as well.
10. Attorney Small is still working to resolve issue with HUD regarding the re-financing of Interfaith's mortgage several years ago.
11. There being no further business to come before the Housing Council, the meeting was adjourned at 12:50 p.m.

NEXT MEETING: THURSDAY, September 18, 2014 at Noon at the Manor.

Delbert Skinner is scheduled to offer the opening prayer in September.

Respectfully submitted,
Leroy L. Leach
Secretary

PLEASE LET RENEE LOOKENBILL (838-5267) KNOW BY NOON OF WEDNESDAY, SEPTEMBER 17, 2014 IF YOU WILL NOT BE ABLE TO ATTEND THE SEPTEMBER 18 MEETING.

**Palmyra Area Interfaith Housing Council
September 18, 2014**

Present: Wayne Anspach, Jeanette Briggs, Fran Campbell, Sandra Estrada, Harry Fox, Leroy Leach, Harriet Linebaugh, Kenneth Schaeffer, and Donald Umberger

Absent: Karl Bordner, Delbert Skinner

Professional Associates: Sue Bowman, Renee Lookenbill, Karen Raugh and Michael Small, Esq.

1. Vice President Donald Umberger called the meeting to order at 12:00 p.m.
2. Donald Umberger offered the opening prayer.
3. Minutes of the June 5, 2014 Housing Council meeting were approved as printed.
4. Election of Officers was postponed until the October 16th meeting.
5. Leroy Leach and Wayne Anspach were reappointed to 3-year terms on the Council.
6. The May, June, and July Financial Reports were unanimously approved on a motion by Harry Fox with a second by Fran Campbell.
7. The 2014-2015 budget was approved unanimously on a motion by Harry Fox and a second by Kenneth Schaeffer.
8. Ms. Bowman reported as follows:
 - The painting and flooring contractors completed their work in August. An additional cost of \$1,800.00 for the flooring project was incurred because of a problem with glue removal. Fran Campbell made a motion, seconded by Jeanette Briggs to approve the additional cost. The motion carried.
 - HUD REAC inspection scheduled for August 21, 2014 has been rescheduled by HUD for January 8, 2015 because the inspector suffered a broken arm.
 - Renee Lookenbill completed the inspection of closet door conditions. Her findings were that 32 closet doors in 14 apartments are in poor condition. Brian Hoy has installed sample closet doors in one apartment, which members were invited to visit following the meeting; Hoy had been uncertain who would have the responsibility painting these doors.
 - Bed bugs continue to be a concern at Interfaith Manor. The bed bug sniffing dog visited the building on September 2 and indicated some level of interest in 10 apartments. Renee is coordinating with J. C. Ehrlich to do a spray project in these apartments as well as the van.
 - Plumb-Rooter returned in August to jet the first floor drains.

- Total Heating and Cooling is cleaning and servicing the Manor's heat pumps this week.
 - Lencioni's will be doing fall window cleaning October 14-16, 2014.
 - Dennis Morgan has completed most of the updates to Interfaith Manor's Management Plan. A copy was distributed to all Housing Council members for review.
 - Discussion was held on the Non-Smoking Policy. Two options for dates to implement this policy were presented. After much discussion, Harry Fox made a motion, seconded by Jeanette Briggs, to accept option 2 as follows: The policy becomes effective for all new residents January 1, 2015 and then becomes effective for ALL existing residents on January 1, 2016. The motion was approved.
9. Donald Umberger announced the appointment of a Liaison Committee between Interfaith Manor's Property Manager and the Interfaith Housing Council. The Committee will consist of Chairman Harry Fox, Karl Bordner, and Fran Campbell.
10. There being no further business to come before the Housing Council, the meeting was adjourned at 1:15 p.m.

NEXT MEETING: THURSDAY, October 16, 2014 at Noon at the Manor.

Donald Umberger is scheduled to offer the opening prayer in October.

Respectfully submitted,
Leroy L. Leach
Secretary