

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY SEPTEMBER 13, 2016
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:34 a.m., with the following present:

BOARD

James McGoey, Chairperson
Dave Robinson, Vice-Chairperson
Ralph DeRose, Member
Doris Gernovich, Member
Kim Stucke, Member

STAFF

Mike McNierney, Executive Director
Beverly Weaver, Deputy Director
Amy Clabbatz, Housing Coordinator
Tonya Lutton, Administrative Assistant

PUBLIC COMMENT

No public comment.

MINUTES

After review, Ms. Gernovich made a MOTION to approve the minutes of the Regular Meeting of July 12, 2016 as submitted, seconded by Mr. DeRose. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey initiated an Executive Session at 11:36 a.m.

RECONVENE

The board reconvened at 12:05 p.m.

AUTHORITY EXECUTIVE DIRECTOR

After the executive session, Mr. DeRose made a MOTION to approve an addendum to Mr. McNierney's Employment Agreement that would extend the agreement for two more years beginning January 1, 2017. The motion was seconded by Ms. Stucke. AYES: ALL.

Ms. Gernovich made a MOTION to approve a bonus with Mr. McNierney's Employment Agreement, consistent with the Board's discussion in Executive Session and contingent upon a satisfactory performance evaluation. The motion was seconded by Mr. DeRose. AYES: ALL.

NEW BUSINESS

Public Housing Authority (PHA) Annual Plan / HUD Resolution

Ms. Clabbatz reminded the board that it is time to revise, compile, and submit ECHA's Annual Plan. She reviewed several pages of revisions that must be incorporated in this year's Plan. She provided explanations and responded to questions about the Plan and this year's revisions. After discussion, Ms. Gernovich made a MOTION to approve the HUD Resolution as presented, seconded by Mr. DeRose. AYES: ALL.

BID TAB Weatherization

Cellulose Insulation Bids

Ms. Weaver reviewed two bids received for the Cellulose Insulation. After discussion, Mr. Robinson made a MOTION to accept the bid from Erie Energy Products, Inc. at a total cost of \$352.80 per 1000 sq. ft. at R40 insulation. The motion was seconded by Mr. DeRose. AYES: ALL.

Fiberglass Blowing Insulation Bids

Ms. Weaver reviewed two bids received for the Fiberglass Blowing Insulation. After discussion, Mr. DeRose made a MOTION to accept the bid from Carter Lumber Company at a total cost of \$532 per 1000 sq. ft. at R38, seconded by Ms. Gernovich. AYES: ALL.

Mobile Home Replacement Prime Doors Bids

Ms. Weaver reviewed one bid for the Mobile Home Replacement Prime Doors. After discussion, Ms. Gernovich made a MOTION to accept the bid from Blevins Inc., seconded by Mr. DeRose. AYES: ALL.

Mobile Home Windows and Self-Storing Storms Bids

Ms. Weaver reviewed a bid for the Mobile Home Windows and Self-Storing Storms. After discussion, Ms. Gernovich made a MOTION to accept the bid from Blevins Inc., seconded by Mr. DeRose. AYES: ALL.

Mobile Home Vinyl Replacement Windows Bids

Ms. Weaver reviewed one bid for the Mobile Home Vinyl Replacement Windows. After discussion, Mr. Robinson made a MOTION to accept the bid from Blevins Inc., seconded by Mr. DeRose. AYES: ALL.

House Vinyl Replacement Windows Bids

Ms. Weaver reviewed three bids received for Vinyl Replacement Windows. After discussion, Mr. Robinson made a MOTION to accept the bid from Blevins, Inc. at an annual estimated cost of \$3,522.15, seconded by Mr. DeRose. AYES: ALL.

House Exterior Storm Windows Bids

Ms. Weaver reviewed one bid for the Exterior Storm Windows. After discussion, Mr. Robinson made a MOTION to accept the bid from Carter Lumber Company, seconded by Mr. DeRose. AYES: ALL.

Refrigerator/Freezer Bids

Ms. Weaver reviewed two bids for Refrigerator/Freezers. After discussion, Mr. DeRose made a MOTION to accept the bid from Arthur F. Schultz Company at a total estimated annual cost of \$75,840, seconded by Ms. Stucke. AYES: ALL.

BID TAB Electric

Exterior Lighting Upgrades

Mr. McNierney reviewed the seven bids for the exterior lighting upgrades for Barnett Building and South Hills Apartments. After discussion, Mr. Robinson made a MOTION to accept the proposal from Newco Electric for new LED sidewalk lighting and parking lot lights at the Barnett Building for \$16,900, and a proposal from Connecto Electric for LED parking lot lighting at South Hills Apartments for \$6,600. Mr. Robinson's motion was seconded by Mr. DeRose. AYES: ALL.

BID TAB Carpet

Carpet Replacement Project

Mr. McNierney reviewed the three quotes for carpet replacement projects for both Center Place Apartments and the ECHA Administration Office. After discussion, Ms. Gernovich made a MOTION to accept both proposals from Mathews Carpet. Specifically, \$4,987 for carpet and installation at the Administration Office and \$12,592 for hallways and the community room carpet at Center Place. The motion was seconded by Ms. Stucke. AYES: ALL.

Section 8 Administrative Plan Updates

Ms. Clabatz presented the board with the most recent revisions for HUD compliance to the Section 8 Administrative Plan. No board action is required beyond notification.

PHA Utility Allowance / Resolution 2016-10

Mr. McNierney noted that we adjust utility allowances annually. The 2017 proposed utility allowances are specified in Resolution 2016-10. The biggest impact this year will be at College View as a result of the new PTAC installations. We could only estimate the utility allowance there as we switched from gas to electric. We used Section 8 standards initially because we had no actual annual data. Now that we have adequate history of consumption, we can rely on that data to more properly adjust the allowance. Ms. Clabatz continued by stating that the utility allowance revisions reflect Center Place, Marvin J. Schick Apartments, Random Court, West Court, and College View Manor. After discussion, Mr. DeRose made a MOTION to approve Resolution 2016-10 as presented, seconded by Mr. Robinson. AYES: ALL.

Section 3 Plan / Resolution 2016-11

Ms. Weaver informed the board that the ECHA Section 3 Plan updates and revisions are available for adoption by the Board. Section 3 provides fair access to job training and contracting opportunities to low and very low income residents. Ms. Weaver stated that 2008 was the last time that ECHA's Section 3 Plan was updated. Ms. Weaver stated the current updates now include revised exhibits: contract solicitation and commitment statement, summary report, compliant register and instructions, and regulations. After discussion, Ms. Gernovich made a MOTION to approve Section 3 Plan / Resolution 2016-11 as presented, seconded by Ms. Stucke. AYES: ALL.

FINANCIALS

Pension - Minimum Municipal Obligation (MMO)

Mr. McNierney informed the Board that the Pennsylvania Municipal Retirement System requires that a minimum municipal obligation is calculated annually. The 2017 worksheet is calculated by using the 2016 payroll, the number of plan members, and amortization of unfunded liabilities. The total obligation for 2017 is \$105,814. No board action is required beyond notification.

Approval of Bills

Mr. McNierney reviewed bills and expenses for the period between July 1st and August 31, 2016 and answered questions from the Board. After discussion, Mr. DeRose made a MOTION to approve the bills as submitted, seconded by Mr. Robinson. AYES: ALL.

Year-to-Date

Mr. McNierney reviewed the year-to-date internal financials for the period between January 1st and July 31, 2016 for public housing, Section 8, South Hills, and Barnett Building.

Key Bank Pledge Adjustment

Mr. McNierney informed the Board that First Niagara Bank is being acquired by Key Bank. A Depository Collateral Pledge Agreement was received regarding Key Bank's pledged collateral for public funds.

UPDATES

- An elevator upgrade is scheduled to be completed by ThyssenKrupp Corporation at the Barnett Building.
- Mr. McNierney informed the Board that there will be a REAC inspection on September 21, 2016 in Albion.
- Surge protectors are being given to Weatherization clients and paid by Penelec.
- Salsbury Building had their handicap automatic door opener replaced. Mr. McNierney stated that much of the cost for the repair was paid by Millcreek Township's CDGB funding.
- Garbage services will be provided by Advanced Disposal in several Corry developments and Pro Waste will serve the Barnett Building beginning October 1st. The service agreement with Waste Management will expire on that date.
- ECHA has been paying a service called EPS, Inc. to submit a monthly TRACS (tenant) report to PHFA's Multi-Family Division. With our new Horizon software system, we will complete the report in-house and save \$1,200 yearly.
- South Hills water and sewer excess billings amounted to \$21,263. The City of Corry will credit future bills until the credit is consumed.
- Application for disposition for the 7 Random Court properties is stalled. We may not come to agreeable terms for final approval.

STANDARD REPORTS

Ms. Weaver provided a report relating to vacancies, applications, delinquencies, evictions and waiting lists for each development. She also reviewed the Section 8 HCV Program number of leased units and applications received and reminded the Board that the waiting list has been closed since January 19, 2016. She and Ms. Clabatz then answered questions from the Board.

ADJOURNMENT

Finding no further business before the Board, Mr. DeRose made a MOTION to adjourn the Erie County Housing Authority regular meeting at 1:20 p.m., seconded by Mr. Robinson. AYES: ALL.

