

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, JANUARY 18, 2023, 11:30 A.M.
ERIE COUNTY CONSERVATION OFFICE
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson Heasley called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:43 a.m., with the following present:

BOARD

Sherri Heasley, Chairperson
John Downey, Vice-Chairperson
Dave Robinson, Member
Kim Stucke, Member by telephone

EXCUSED

Tina Freeman, Member

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Rachel Petty, Administrative Assistant

PUBLIC COMMENT

There was no public comment.

APPROVE MINUTES

On MOTION by Mr. Robinson, seconded by Vice-Chairperson Downey, the Minutes from the November 9, 2022, Regular Meeting were approved. AYES: ALL.

STATE ETHICS FORMS

Ms. Weaver reminded the Board that it is time for them to submit their annual State Ethics Forms and said she would provide an email with a link to the website. Ms. Stucke requested a hard copy be sent to her.

RESOLUTION 2023-01 Section 8 Housing Choice Voucher (HCV) Administrative Plan Amendments

Ms. Weaver reviewed Resolution 2023-01, approving 2 amendments and stated this new process will avoid a lot of paperwork.

On motion of Vice-Chairperson Downey, seconded by Ms. Stucke, Resolution 2023-01 was adopted approving two amendments of the Housing Choice Voucher Program Administrative Policy: (1) an initial voucher term of 120 calendar days, and administrative fee funding for administrative and other expenses as well as (2) effective February 1, 2023, Erie County Housing Authority will now issue initial vouchers for 120 calendar days and also use administrative fee funds for other expenses. AYES: All.

ERIE COUNTY RENTALS, INC.

Ms. Weaver stated that this entity must come to fruition to meet Rental Assistance Demonstration (RAD) requirements. She advised that Erie County Housing Authority (ECHA) will manage the properties. She also said she spoke with Attorney Sennett and has prepared the paperwork, using the same process as when ECHA took back 3 properties from Stairways.

Ms. Weaver announced that the board will include Ms. Heasley as President; Dr. Downey as Vice-President, Ms. Weaver as Secretary/Treasurer and remaining ECHA Board Members as Directors of the Corporation to serve until their successors are duly elected and qualified.

Ms. Weaver stated she will confirm with Attorney Sennett as to whether the newly formed entity will hold separate meetings or will coordinate with ECHA meetings.

On MOTION of Mr. Robinson, seconded by Ms. Stucke the Erie County Rentals, Inc. Resolutions were adopted RESOLVING that the Articles of Incorporation of the Corporation, which were filed on January 11, 2023, are

approved as the Articles of Incorporation of the Corporation and RESOLVING that the following are elected as Directors of the Corporation to serve until their successors are duly elected: Dave Robinson; Kim Stucke; Sherri Heasley; Reverend Dr. John Downey; and Tina Freeman. AYES: All

FINANCIALS

Mr. Pettit reviewed the internal financials by project for the month ending November 30, 2022 and the Yearly Income Statement Comparisons from January 1, 2022 through November 30, 2022.

Discussion was held and Jarid answered questions relative to RAD Radon Tests; the fire at South Hill Apartments; and the Weatherization Program Credit Line.

Ms. Petty answered questions from the board relative to the Weatherization Program, Clean and Tune Program, Cooling Program and the status of work being conducted within the city limits of Erie.

On MOTION by Mr. Robinson, seconded by Vice-Chairperson Downey, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

UPDATES

Ms. Weaver announced that a Real Estate Assessment Center (REAC) Inspection was underway at the Salsbury Building and she expected the same inspections to be held at College View Apartments and Marvin Schick Apartments tomorrow.

She advised that yesterday, a contractor put new doors in at the Salsbury Building and a frayed wire blew out the computer system. She stated that she received notice today that a new computer board was installed and fobs are back working again.

She shared that one of the maintenance workers repaired a fence and cut and stacked wood from a tree that had fallen to find the next day that all of his fence patches were cut and the wood was knocked down everywhere at Marvin Schick Apartments in North East.

She stated that Dominion wanted to do Radon testing on Friday; however, she requested next week instead because the tests take 3 days to complete. She reminded the board that Center Place in Corry, which is connected to the Corry Counseling Center had radon testing and some type of exhaust system was installed. Ms. Weaver stated that she would make a call to clarify.

Ms. Weaver announced that there is work ready to bid out, stating that Bob Marz is working on drawings for work to be done at the buildings, including kitchens and kitchen floors. She stated that the generators, currently located inside the buildings will need to be replaced with either self-contained outside units or units that will require a roof to be built over them.

She stated further that there will be General Contractor bids for work to be completed on the 4 sites at the next board meeting and they will require board approval. She advised that other than the doors being replaced at the Salsbury Building, much of the work being done by Maintenance has been preparing for the REAC Inspections, including sealing of cracks in parking lots and minor concrete work that needed to be done. She noted that the Maintenance Department has been very busy.

Ms. Weaver stated she had a quick update on Section 8 Choice Voucher Program and announced that the Department of Housing and Urban Development (HUD) has loosened the use of funding, so that money can be given to landlords as incentives or used to assist tenants. She said that she had met with the employees who work in Section 8 and told them that she was not interested in continuing to provide landlord incentives because out of \$30,000 given in incentives during Covid, ECHA only received 1 thank you letter.

She reviewed a list of items where HUD funding could be used to assist tenants in need and explained how each would work.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

ADJOURNMENT

With no other business before the Board and on MOTION by Mr. Robinson, seconded by Vice-Chairperson Downey, the Erie County Housing Authority adjourned the regular meeting at 12:30 p.m. AYES: ALL.