

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 8, 2020
11:30 A.M.
GERALD S. SALSBUARY BUILDING
4004 PACIFIC AVENUE
ERIE, PA 16506**

The board and staff members met for the Regular Meeting of the Housing Authority of the County of Erie, while practicing health and safety guidelines recommended by the Centers of Disease Control and Prevention (CDC) and the State of Pennsylvania including social distancing and the wearing of facial masks.

Chairperson Robinson called meeting to order at 11:45 a.m., with the following present:

BOARD

Dave Robinson, Chairperson by telephone
Doris Gernovich, Vice-Chairperson
James McGoey, Member
Sherri Heasley, Member by telephone
Kim Stucke, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Ms. Stucke, seconded by Mr. McGoey, the minutes of the July 14, 2020 Regular Meeting were approved as submitted. AYES: ALL.

NEW BUSINESS

a. PHA Annual Plan – HUD Resolution

Ms. Weaver presented the Public Housing Agency (PHA) Annual Plan stating a copy was available for review. She reminded the board that the plan includes a list of improvements that have been completed during the previous 12 months as well as work anticipated for completion in the upcoming 12 months.

She stated that the process of converting HUD properties to the Rental Assistance Demonstration (RAD) Program is still in progress.

After discussion and on MOTION by Mr. McGoey, seconded by Ms. Stucke, the PHA Annual Plan – HUD Resolution was adopted as submitted. AYES: ALL.

b. HCV Administrative Policy Revisions

Ms. Weaver announced that the housing authority is still working with Nan McKay & Associates, Inc., who updates the Section 8 Housing Choice Voucher (HCV) Administrative Policy each year. She noted they have been great to work with and provided copies of the revisions for review.

On MOTION by Mr. McGoey, seconded by Ms. Stucke, the HCV Administrative Policy Revisions were approved as submitted. AYES: ALL.

c. Landlord Incentive Policy – HCV CARES Funds

Ms. Weaver introduced the agenda item, stating the Housing Choice Voucher (HCV) Coronavirus Aid, Relief, and Economic Security (CARES) Act provided additional appropriations that could be used, among other things, for “landlord incentives”. She explained how both existing and new landlords could receive the additional funding and listed other eligible expenses including new laptops, personal protection equipment (PPE), and paid employee time off during the agency shut down. She stated further that the funding was also being considered for the purchase of a new Section 8 vehicle, cameras for the office and a new photocopier for the 3rd floor offices. She noted that any leftover funding would have to be returned; however, it does not look like there will be anything to return.

On MOTION by Mr. McGoey, seconded by Ms. Stucke, the Landlord Incentive Policy was approved as submitted. AYES: ALL.

d. HUD Waiver HCV-2 – Oral Voucher Briefing

Ms. Weaver advised the board that approval was needed for the Housing Choice Voucher (HCV) Section 8 Program to extend the ability to conduct non-public meetings, including Zoom Meetings. She commented that it has been a very effective process.

On MOTION by Ms. Stucke, seconded by Mr. McGoey, HUD Waiver HCV-2 – Oral Voucher Briefing was approved for extension to December 2020 as requested. AYES: ALL.

e. 2021 Pension MMO

Mr. Pettit reviewed the Minimum Municipal Obligation (MMO) Worksheet for Plan Year 2021 and clarified how the MMO was determined. He advised that this matter was for information only and approval was not required.

f. Bid Award – Gas Boiler Replacement West Court Apartments

Ms. Weaver reviewed the Bid Tabulation, stating 8 of the 12 gas boilers at West Court Apartments would be replaced. She noted that 4 gas boilers had already been replaced through operating funds or the Liheap CRISIS Programs.

She stated that Wm. T. Spaeder is the apparent low bidder and said that the housing authority is pleased with the work they have previously performed.

After discussion and on MOTION by Mr. McGoey, seconded by Ms. Stucke the Gas Boiler Replacements Project at West Court Apartments was awarded to Wm. T. Spaeder in the amount of \$56,950 with a 10% Bid Bond. AYES: ALL.

g. Bid Award – Window Replacements Barnett Building

Ms. Weaver reviewed the Bid Tabulation for replacement of the 2nd and 3rd floor windows at the Barnett Building left from after the fire. She stated TIP Construction is the apparent low builder and noted that the housing authority is familiar with their work.

After discussion and on MOTION by Mr. McGoey, seconded by Ms. Stucke the Window Replacements Project at Barnett Building was awarded to TIP Construction in the amount of \$41,600 with a 10% Bid Bond. AYES: ALL.

h. Bid Award – Common Area Painting College View Manor

Ms. Weaver reviewed the Bid Tabulation for painting of the common areas at College View Manor, including hallways; laundry area; community room; entryway; and garbage area. She said Hoffman United, LLC is the apparent low bidder; however, they are a general contractor and will subcontract the work out. She noted that the housing authority has not yet worked with Hoffman United, LLC but Mr. Vanchieri thinks the subcontractors should be reputable. She noted further that the housing authority will have an opportunity to deny any unsatisfactory subcontractor and can use the next lowest bidder, if necessary.

After discussion and on MOTION by Ms. Stucke, seconded by Mr. McGoey the Common Area Painting Project at College View Manor was awarded to Hoffman United, LLC in the amount of \$18,725 with a 10% Bid Bond. AYES: ALL.

i. **Common Area Flooring Replacement College View Manor**

Ms. Weaver requested this matter be tabled due to the large discrepancy in bid amounts. She stated there was miscommunication with Hoffman United, LLC who was not able to attend the official walk through and was misinformed by a maintenance person as to the project details. She said she would speak with Mr. Vanchieri and would notify board members of the results of their conversation by email.

On MOTION by Mr. McGoey, seconded by Ms. Stucke the Common Areas Flooring Replacement Project at College View manor was tabled. AYES: ALL.

j. **Bid Award – Floor Replacements South Hill Apartments**

Ms. Weaver reviewed the Bid Tabulation for replacement flooring in common area stairs, hallways and breezeways in Buildings 1, 3, and 5 at South Hill Apartments. She advised that TIP Construction is the apparent low bidder and requested they be awarded the bid.

After discussion and on MOTION by Ms. Stucke, seconded by Mr. McGoey the Stairs & Hallways Flooring Project at South Hill Apartments was awarded to TIP Construction in the amounts of Bid A - \$15,200.00 and Bid B - \$5,200. AYES: ALL.

k. **Bid Award – Stairway Flooring Replacements West Court Apartments**

Ms. Weaver reviewed the Bid Tabulation for replacement flooring on stairs and hallway in various apartments at West Court Apartments. She stated that Zehr Building is the apparent low bidder and advised that Mr. Vanchieri had checked their references and received favorable reviews.

After discussion and on MOTION by Mr. McGoey, seconded by Ms. Stucke the Stairs & Hallway Flooring Project at West Court Apartments was awarded to Zehr Building in the amount of \$15,771. AYES: ALL.

l. **Bid Award – Closet Door Replacements Marvin Schick Apartments**

Ms. Weaver reviewed the Bid Tabulation for solid core replacement closet doors in various apartments at Marvin J. Schick Apartments, noting 10 closet doors have already been replaced. She stated Zehr Building is the apparent low bidder and advised that Mr. Vanchieri had checked their references.

After discussion and on MOTION by Ms. Stucke, seconded by Mr. McGoey the Closet Door Replacements Project at Marvin J. Schick Apartments was awarded to Zehr Building in the amount of \$5,547. AYES: ALL.

UPDATES

Ms. Weaver stated that Mr. Vanchieri is looking into using Capital Funds to have cameras installed at the Marvin J. Schick Apartments in North East where garbage is being left by tenants. She said she hopes having cameras will help identify who is leaving the garbage as well as prevent garbage from being left around the apartments. She noted that this site is by far the worst as far as tenants not cleaning up after themselves and maintenance personnel have had to tell the tenants that their personal property will be thrown away if it is not picked up.

She announced that the 2006 Ford Escape Hybrid has sold for \$2,000, noting that \$1,200 had to be put into the vehicle for it to pass inspection. She stated that the old Barnett Building truck also sold while the 2006 Chevy pick-up used in North East may be replaced in the spring and that Section 8 is getting a new vehicle as well.

Ms. Weaver revealed that the upgrades for the Barnett Building elevator are scheduled for the 2nd week of October and she is waiting for the company to send the proposed timeframe for completion.

She stated the mortgage payment for South Hill Apartments has been reduced in order to build up the reserves and while the loan payments will be extended, it will never go past the original date of pay off.

She advised the board that the existing concrete area between parking spaces at the Salsbury Building will be torn out and filled completely with new concrete. Then planters will be added to clean up the look of the area. She stated the concrete work will be completed by Empire Snow Management, Inc. for \$11,000 and because the amount is less than \$21,000, there is no need for a sealed bid or board approval.

Ms. Weaver announced that all of the Public Housing Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the amount of \$58,000 has been spent on cleaning/sanitizing buildings and providing employee salaries during the Covid-19 Pandemic shut down. She stated that questions were asked at the last Directors Meeting as to where agencies were with spending the additional funding, noting that some agencies had not yet spent theirs.

EXECUTIVE SESSION

Chairperson Robinson called for an Executive Session at 12:19 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:52 p.m. and on MOTION by Ms. Stucke, seconded by Mr. McGoey employee bonuses due to the Covid-19 Pandemic were approved as discussed during the closed session. AYES: All.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending July 31, 2020; the paid bills for the period of July 1, 2020 – August 31, 2020; and answered questions from the board.

On MOTION by Mr. McGoey, seconded by Ms. Stucke, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. Discussion was held relative to purging waiting lists for the various properties.

She noted that a welfare check was performed on a tenant, who was found deceased in his apartment and stated the Section 8 Waiting List will open next Monday, September 14, 2020.

Discussion was held relative to the moratorium on evictions due to the Covid-19 Pandemic.

ADJOURNMENT

With no other business before the Board and on MOTION by Mr. McGoey, seconded by Ms. Stucke, the Erie County Housing Authority adjourned the regular meeting at 1:10 p.m. AYES: ALL.