

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
TUESDAY, NOVEMBER 10, 2015 – 11:30 a.m.  
ERIE COUNTY CONSERVATION DISTRICT  
1927 WAGER ROAD  
ERIE, PA 16509**

Vice-Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:32 a.m., with the following present:

**BOARD**

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

**EXCUSED**

James McGoey, Chairman

**STAFF**

Mike McNierney, Executive Director  
Jarid Pettit, Controller  
Beverly Weaver, HR Director

**MINUTES**

On MOTION by Ms. Gernovich, seconded by Mr. DeRose, the minutes of the Regular Meeting of Tuesday, September 15, 2015 were approved as submitted. AYES: ALL.

**PUBLIC COMMENT**

There was no public comment.

**NEW BUSINESS**

**REQUEST FOR PROPOSALS**

**Auditing Proposals**, after discussion, Mr. DeRose made a MOTION to accept MaherDuessel audit proposal, seconded by Ms. Gernovich. AYES: ALL

**Legal Services Proposals**, after discussion, Mr. DeRose made a MOTION to accept Knox McLaughlin Gornall & Sennett, P.C. for legal services and Timothy Sennett as Solicitor, seconded by Ms. Gernovich. AYES: ALL

**Insulation Proposals, CollegeView Manor and Pleasant Manor**, after discussion, Mr. DeRose made a motion to accept Advanced Insulation Solutions, seconded by Ms. Gernovich. AYES: ALL

**BOARD RESOLUTIONS**

**Resolution 2015-4**, approving a "Cafeteria Plan/Flexible Spending Account Plan" to provide certain benefits to the Employees of the Housing Authority. Mr. McNierney explained that the Housing Authority is offering an FSA (Flexible Spending Account) to the employees. This is the first time a plan like this has been offered to the employees here. The employees have pre-tax dollars, up to \$2,550 per year, deducted from their pay and deposited into an account and may pay for qualifying medical and prescription expenses out of the account. Also, an additional \$5,000 can be deducted and deposited in the FSA account to pay for child care expenses (Dependent Care). After discussion, a MOTION was made by Ms. Gernovich to approve resolution 2015-4, seconded by Mr. DeRose. AYES: ALL This Resolution was signed by the board Vice-Chairperson and the Executive Director.

**Resolution 2015-5**, electing to amend its Municipal Pension Plan administered by the Pennsylvania Municipal Retirement System Pursuant to Article IV of the Pennsylvania Municipal Retirement Law; Agreeing

to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities.

Mr. McNierney detailed the proposed revisions to the Pension Plan document that will include necessary IRS language enabling the Plan to become IRS qualified and explained that PMRS was concerned that they were not an IRS Qualified plan and that could pose a potential problem for beneficiaries and retirees down the road. PMRS went through the process of determining what it took to be Qualified by the IRS, completed the process and they are now an IRS Qualified Plan.

After discussion and on MOTION by Ms. Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority Board adopted Resolution 2015-5. AYES: ALL

## **FINANCIALS**

### **APPROVAL OF BILLS**

Mr. McNierney reviewed expenditures and answered questions from the board.

Mr. Pettit reviewed the Barnett Building expenditure for laundry equipment that was purchased for the G.S. Salisbury Building. He explained that the distribution of income from these washers and dryers will be the same as for the units previously purchased for North East.

Mr. McNierney reviewed the Horizon Information Systems expenditure and explained that after acquiring quotes from several software providers, we are in the process of moving from our current software provider, Tenmast, to Horizon. Mr. Pettit explained to the Board that our cost savings will be approximately \$15,000 each year over the next 5 years then the increase would be between 2% and 10% of the \$7,500 yearly maintenance fee.

After discussion and ON MOTION, by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority approved the Bills paid from September 1, 2015 to October 31, 2015. AYES: ALL.

### **TENANT CHARGE OFFS**

Mr. McNierney reviewed recommended tenant charge offs for the Barnett Building, stating the charges are derived from past due rents and damages.

After discussion and ON MOTION, by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority Board approved the 2014 Tenant Charge Offs for the Barnett Building in the amount of \$2,693.00. AYES: ALL.

Mr. McNierney reviewed the recommended tenant charge offs for Erie County Public Housing, stating the charges are derived from past due rents and damages.

After discussion and ON MOTION, by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority Board approved the 2014 Tenant Charge Offs for Erie County Public Housing in the amount of \$7,208.60. AYES: ALL.

### **INCENTIVES – 2016 SALARIES**

Mr. McNierney reviewed recommended employee incentives for 2015 and proposed salaries for 2016.

After discussion and ON MOTION, by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority Board approved the 2016 Employee Incentives and Salary Increases. AYES: ALL.

### **2015 YEAR-TO-DATE OPERATING BUDGET**

Mr. McNierney noted the budget was a comparison of actual amounts to budgeted amounts as of September 30, 2015. He reviewed the itemized comparisons and noted that ECHA had higher non-routine expenses due to the \$26,740 vehicle replacement and ordinary maintenance material expenditures increased due to replacing several carpets, doors and some sidewalks getting ready for our REAC inspections. There has been a significant increase in the ECHA Section 8 Vouchers Administrative Income, expenses are down and the HAP payments are down. Mr. Pettit explained that there were a couple of months that there were an unusual number of tenants that went off of the program, but we are now leased to near capacity now.

### **ECHA OPERATING BUDGET 2016 FISCAL YEAR**

Mr. Pettit reviewed the planned budgeted amounts for the fiscal year beginning January 1, 2016 stating that we did not see as much of a break in the Property Insurance Premiums as anticipated and that beginning in 2016 we will be allocating \$10,000 per year for vehicle replacement.

After discussion and ON MOTION by Ms. Gernovich, seconded by Mr. DeRose, the Erie County Housing Authority approved the ECHA Operating Budget for the Fiscal Year beginning January 1, 2016 as submitted. AYES: ALL.

### **STANDARD REPORTS**

Ms. Weaver reviewed the Standard Reports. She reviewed waiting lists, delinquencies, promissory notes and the Section 8 Housing Choice Voucher Program and noted that the Section 8 Waiting List re-opened September 23 and over 350 applications have been received to date. Mr. McNierney reviewed Highland Village and noted that as a result of filling all 6 project based vouchers, that concluded our agreement with Highland village and we received a check for \$20,000 which is the final installment from them.

### **DISCUSSION/SELECTION OF 2016 MEETING DATES**

Erie County Housing Authority Regular Meeting dates were selected for the 2016 calendar year.

### **ADJOURNMENT**

There being no other business, the Erie County Housing Authority adjourned the regular meeting at 12:47 p.m. ON MOTION by Mr. DeRose, seconded by Ms. Gernovich. AYES: ALL