

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, MAY 10, 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 11:34 a.m., with the following present:

BOARD

Sherri Heasley, Chairperson
Dave Robinson, Member
Tina Freeman, Member by telephone
Jennie Hagerty, Member

EXCUSED

John Downey, Vice-Chairperson

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 Ms. Freeman, the Minutes from the March 8, 2023 Regular Meeting were approved. Ayes: All.

NEW BUSINESS

a) 2022 Auditors Report - Maher Duessel

Brian McCall thanked the board for having him and Sara Reed from Maher Duessel present to review the Draft December 31, 2022 Auditors Report. He introduced the Communication Letter and listed the Responsibilities of the Auditors as well as stated that Erie County Housing Authority (ECHA) has no outstanding leases or audit adjustments.

Ms. Reed called the attention of the board to the Draft Revised Financials, noting that there was an unmodified or clean opinion, the best that an agency could receive.

Mr. McCall noted that the pension is in an asset position this year and reviewed restricted as well as unrestricted positions, stating that Footnotes are consistent with those of last year.

Ms. Reed stated that because ECHA is a low-risk auditee, only 20% of their Federal Funds is looked at during the audit process. She stated further that there is no Management Letter because there is nothing to report.

Mr. McCall led discussion relative to Rental Assistance Demonstration (RAD) Program conversation, pointing out that while it is a very difficult process, other housing authorities that have been through the process are pleased with the results.

Ms. Weaver asked if the housing authority could expect auditing of the Bipartisan Infrastructure Law (BIL) Program through the Department of Community and Economic Development (DCED) next year and Mr. McCall advised her that it would require auditing if over \$750,000 is spent.

- b) **Resolution 2023-04 Section 8 Housing Choice Voucher (HCV) Administrative Plan Amendment**
Ms. Weaver announced that the United States Department of Housing and Urban Development (HUD), wants to permit families to use “special housing types” with the exception of Homeownership, expanding the program to shared housing.

On MOTION by Ms. Hagerty, seconded by Mr. Robinson, Resolution 2023-04 was adopted approving an Amendment of the Housing Choice Voucher Program Administrative Policy to use special housing types with the exception of Homeownership. AYES: All.

- c) **Erie County Rentals, Inc. Resolutions Adopted by the Incorporator**

Ms. Weaver introduced the resolution, stating the board voted on this item in January; however, Attorney Sennett requested a new vote due to the timing of Ms. Stucke’s term on the board expiring and Ms. Hagerty being appointed to the ECHA Board.

On MOTION by Ms. Freeman, seconded by Mr. Robinson, 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: Sherri Heasley; Reverend Dr. John Downey; Dave Robinson; Tina Freeman; and Jennie Hagerty. Also RESOLVING that the Bylaws in the form presented to the Incorporator are adopted as the Bylaws of the Corporation. AYES: All.

Ms. Weaver advised that Erie County Rentals, Inc. now has its own IRS Tax ID/EIN Number and is in the process of filing as a 501c3 Tax Exempt Organization.

- d) **Resolution 2023-05 RAD/Section 18 Blend**

Ms. Weaver reminded the board that this matter was voted upon at the January meeting as Resolution 2023-3 which is amended by Resolution 2023-05, correcting the number of units to be repositioned to 161 units and adding a paragraph stating that the housing authority has noted the RAD/Section 18 Blend in their Public Housing Authority (PHA) Annual Plan, has received a local government support letter and has held the noted resident meeting prior to this resolution.

Ms. Weaver detailed that she and Mr. Pettit met with tenants with Joyce Floyd from RAD present online through a Zoom Meeting.

On MOTION by Ms. Freeman, seconded by Ms. Hagerty, Resolution 2023-05 was adopted, amending Resolution 2023-3, supporting and authorizing the submittal of a Section 18 Disposition Application to HUD Special Applications Center (SAC) for 161 units at the Gerald S. Salsbury, Collegeview Manor, Pleasant Manor and Center Place Apartments as part of the repositioning of these properties, located in Erie County Pennsylvania through HUD’s RAD and Section 18 Disposition Program. AYES: All.

- e) **Resolution 2023-06 Section 8 Management Assessment Program (SEMAP) Certification**

Ms. Weaver introduced the resolution stating the SEMAP Management Certification Form HUD-52648 was submitted to the Real Estate Assessment Center covering performance measurements for the calendar year ending December 31, 2022 on February 21, 2023, before the deadline of March 1, 2023.

She advised that she just recently received the certification back and ECHA is rated as a High Performer with a score of 100.

On MOTION by Mr. Robinson, seconded by Ms. Freeman, Resolution 2023-06 was adopted approving the Section 8 Management Assessment Program (SEMAP) Certification for FY 2022. AYES: All.

f) New Checking Account – Appalachian Regional Commission (ARC) Funds

Ms. Weaver stated that Impact Corry Executive Director, Chuck Gray, applied and received ARC Funds to install new fiber optic lines in the City of Corry.

Ms. Weaver advised that the ARC Funds checking account will be a pass-through account similar to the Community Block Development Grant (CDBG) account, and detailed how funds are utilized.

Discussion was held relative to the creation of the Corry CDBG Program and its management by ECHA for the City of Corry. Ms. Weaver noted that because the state prefers the completion of fewer, larger projects, it is not a huge undertaking to manage the program. She advised the 2022 CDBG Projects will again include Code Enforcement and continued work on the Storm Sewer Separation Project.

Ms. Weaver announced that the new ARC checking account will be opened at Corry Federal Credit Union and the signers will include Jarid Pettit, Lorie Sutton, and Beverly Weaver.

On MOTION by Mr. Robinson, Seconded by Ms. Hagerty the board approved the opening of a new checking account for the purposes of ARC pass-through funds. AYES: All.

g) Updates

Ms. Weaver stated that the work on doors at Pleasant Manor has been completed in the amount of \$6,000. She listed where new doors were installed and where doors were re-built, including the laundry room, garbage room and generator room.

Ms. Weaver advised that ECHA recently participated in 2 Real Estate Assessment Center (REAC) inspections. She noted that once the RAD conversion is complete, REAC inspections will no longer be necessary.

She stated that an inspector reviewed the County buildings, including Salsbury Building, Collegeview Manor and Marvin J. Schick Apartments. She stated further that the inspector does not provide the actual REAC score; however, they take notes of what they see and submit it to a computer system that determines the score, in this case a 62.

Ms. Weaver stated further that a Rebuttal was filed, noting that the condition of the building does not reflect a score of 62; however, the Rebuttal was denied.

She said that at the end of March, the same inspector returned to do a REAC inspection in the City of Corry that received a score of 63. Again, a rebuttal was filed because while it was made clear to the inspector that a hole in a driveway was not on property owned by ECHA but by the county, it ended up in the report. She will be working with the City of Corry to get this corrected.

Ms. Weaver noted that the property map submitted with the Rebuttal was not accepted; however, a new score of 80 was given. She commented that she is pleased with the new score and it is unusual to see the same inspector.

Ms. Weaver announced that the Public Hearing for 2023 CDBG Funds has already been held and the City of Corry has tagged the funds for Code Enforcement and the continued Storm Sewer Separation Project.

Ms. Weaver advised that the fobs for entry into the tenant apartments at Salsbury Building and Collegeview Manor are almost ready for use and there will be no more need for keys. She stated that Ms. Badach is able to make changes to the fobs if necessary and reminded the board that the fob system was purchased through the Safety Security Grant the housing authority received.

Ms. Weaver stated that the RAD Program conversion is moving along and reiterated what Mr. McCall, from Maher Duessel, said about there being so much that needs to be done. She noted that there are weekly meetings as well as the need for Management Plans and Agreements as well as Surveys.

She stated further that the attorney from HUD did not accept the Management Agreement prepared for Center Place now that LECOM has taken over the first floor of the building with Counseling Services. She said that Attorney Sennett has been trying to put a Condo Agreement together and it has been recommended that he contact Michael Syme of FoxRothchild, to see if he has worked with similar agreements on any of the RAD conversions he has completed to avoid having to re-create the wheel.

FINANCIALS

Mr. Pettit reviewed the internal financials by project for the month ending March 31, 2023 and the Yearly Income Statement Comparisons from January 1, 2023 through March 31, 2023.

He stated that the housing authority is aware that the actual Contract Costs are over budget and noted that it is due to the RAD conversion.

On MOTION by Mr. Robinson, seconded by Ms. Hagerty, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

STANDARD REPORTS

Ms. Weaver provided updates and answered questions 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 Ms. Freeman, seconded by Ms. Hagerty, the Erie County Housing Authority adjourned the regular meeting at 12:59 p.m. AYES: ALL.