

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, NOVEMBER 12, 2025
11:30 A.M.
PLEASANT MANOR APARTMENTS
251 WEST PLEASANT STREET
CORY, PA 16407**

Vice-Chairperson Downey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:47 a.m., with the following present:

BOARD

John Downey, Vice-Chairperson
Jennie Hagerty, Member
Bob Williams, Member
William "Buzz" Hammond, Member
Deonte Cooley, Member – EXCUSED

COUNSEL

Tim Sennett, Knox McLaughlin Gornall & Sennett, P.C.

STAFF

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

ROLL CALL

Roll call was taken.

PUBLIC COMMENT

There was no Public Comment.

APPROVE MINUTES

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Minutes from the September 22, 2025 Regular Meeting were approved. AYES: All.

ELECTION OF CHAIRPERSON

Ms. Weaver explained the process of electing the Chairperson and Vice-Chairperson.

ON MOTION by Ms. Hagerty, Dr. Downey was nominated to serve as Chairperson, seconded by Mr. Williams. Nominations were closed.

RESOLVED by the Housing Authority of the County of Erie that the office of Chairperson be filled by Dr. Downey and that he be declared elected. AYES: ALL.

ELECTION OF VICE-CHAIRPERSON

ON MOTION by Mr. Hammond, Ms. Hagerty was nominated to serve as Vice-Chairperson, seconded by Mr. Williams. Nominations were closed.

RESOLVED by the Housing Authority of the County of Erie that the office of Vice-Chairperson be filled by Ms. Hagerty and that she be declared elected. AYES: ALL.

FINANCIALS & BILLS

a) Tenants Charge-Offs

Mr. Pettit advised that he meets with property managers to discuss tenants that have not paid.

Ms. Weaver stated that tenants often work without reporting income and the agency learns of the employment through the Earned Income Verification System. The tenant's rent amounts must be re-determined based on their income.

Mr. Sennett stated the tenant defaults on retro-rent.

Mr. Pettit informed the board that the delinquencies are sent to Credit Check for collections; however, he is not pleased with this company and is in the process of looking for another collections agency.

Ms. Weaver provided information related to the HUD System that keeps track of who owes money to housing authorities and how much is owed because they are not able to return to subsidized housing without their debts being paid.

Mr. Pettit announced that the Charge Off amount is slightly higher than last year totaling \$15,982.81.

On MOTION by Ms. Hagerty, seconded by Mr. Williams, the Erie County Housing Authority approved the Tenant Charge Off Request as submitted. AYES: All.

b) 2026 Budget

Mr. Pettit reviewed 2026 Budget Notations by explaining the formula used to determine annual rent and reviewing definitions of headings used in the Operating Budget and how those amounts are determined. He stated that he used realistic numbers instead of balanced budget.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority approved the 2026 Budget Notations as submitted. AYES: All.

Mr. Williams requested previous years numbers for future Budget Notations in a format to compare.

Mr. Pettit brought to the attention of the board, Budget Comparison as of September 30, 2025, available in this Board Package.

c) Financials

d) Bills

Mr. Pettit reviewed the Summary Financials and Bills Report as of September 30, 2025, and Extraordinary Bills Report from September 1, 2025 through October 31, 2025.

He advised that the Weatherization Program has been affected by the Federal Government Closure and discussion was held related to the Pennsylvania State Budget Impasse and funding.

Ms. Weaver explained expenses paid to Disaster Restoration Company (DSR) of Erie County, Inc. for water mitigation and repair services in South Hill Apartments, Building 3, are from 2 tenants moving out and the water line to the toilet split, running all night and leaking into an empty apartment below causing extensive damage.

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

NEW BUSINESS

a) Updates

Ms. Weaver announced that a Management and Occupancy Review was held last week at South Hill Apartments and expects good return because the Inspector thanked Ms. Rasey for making her job easier. The agency is waiting for the score.

She stated that a Management and Occupancy Review was also held at Barnett Building recently, receiving a 79. She noted that Mr. Danielson struggled with some of the paperwork in the files and she is working with him to improve.

Ms. Weaver stated that a Fiscal Monitor for the Weatherization Program was also held and Mr. Pettit did a very good job. She announced that while it has taken years to get here, no findings or concerns were outlined in the report, so no corrective action plan is needed.

She advised that the City of Corry Community Development Block Grant (CDBG) Monitoring Activity Progress Report (MAPR) Review was held and a Low Risk Rating was received qualifying for Bi-Annual Filing.

She stated that the subcontractor is hoping to put glass in the front and back canopies, finishing construction at the Barnett Building. She listed the improvements made to the building and stated that there are plans for an Open House for the tenants and a Board Meeting next year.

Ms. Weaver announced that she is in the process of hiring a full-time maintenance person for the Barnett Building in Albion and for Corry. She noted that the new employee for Corry will float between the buildings in Corry and North East because family units usually need a lot of work.

She informed the board that she is hearing that some tenants think they don't have to pay rent because of the Federal Government shut down and tenants are being advised that this is not correct.

Mr. Williams requested a countywide map by zip code, showing where vouchers are located including how many vouchers are in specific areas and requested updates annually.

Discussion was held relating to work force housing coming available in Corry.

b) CDBG Bid Award – 2022 Storm Sewer Project

Ms. Weaver stated that Bids were accepted for the Spring Street Phase 2 Storm Sewer Separation Project and the apparent low bidder is Ray Showman, Jr. Excavating, Inc. with the bid price of \$199,597.78.

She stated further that civil engineering company, Burgess & Nipke reviewed the 4 bids and found no irregularities that would affect the total bid price. They noted that Ray Showman, Jr. Excavating, Inc. has completed projects for B&N, Erie County Housing Authority, including a previous storm sewer project on Spring Street and findings of the review of the bids is that the contract may be awarded to Ray Showman, Jr. Excavating, Inc.

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Erie County Housing Authority awarded the Spring Street Phase 2 Storm Sewer Project to Ray Showman, Jr. Excavating, Inc. in the amount of \$199,597.78. AYES: All.

OLD BUSINESS

a) Rosewood Rental Tax-Exempt Status

Ms. Weaver revealed that the Tax Exempt Status was denied for Rosewood Rentals, Inc. and the agency is in the process of preparing an appeal with the assistance of Michael Syme, an attorney with Fox Rothschild, LLP in Pittsburgh, who is well versed in Rental Assistance Demonstration (RAD) Conversions and not paying taxes on those properties.

She stated that the Pilot Payment may have to change to include the County of Erie, North East School, North East Borough, Corry School District, and the City of Corry.

b) Center Place Generator Issues

Ms. Weaver advised that when the new generator was installed at Center Place, it was installed backwards and instead of turning it around and exhausting it out of the front of the building like originally designed, it will remain in place and the exhaust will be run out the side of the building along the north side of the building, which should resolve the issue of overheating and shutting down.

Discussion was held related to the condition of the 26 apartments at Center Place.

STANDARD REPORTS

Ms. Weaver stated that all of the Waiting Lists are open except Marvin Schick Apartments, where Ms. Scouten is in the process of purging the Waiting List.

Mr. Williams stated that a good job is being done to keep lists up to date. Ms. Weaver agreed, noting that it is a struggle to get new landlords and keeping vouchers filled.

Discussion was held related to the management of Waiting Lists.

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

EXECUTIVE SESSION

Chairperson Downey called for an Executive Session at 12:36 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 1:13 pm with all members present.

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Erie County Housing Authority approved salary raises and incentives as documented in Ms. Weaver's report and discussed in executive session. AYES: All.

ADJOURNMENT

With no other business before the Board and on MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority adjourned the regular meeting at 1:15 p.m. AYES: ALL.