

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JULY 9, 2019
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairman McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:55 a.m., with the following present:

BOARD

James McGoey, Chairman
Dave Robinson, Vice-Chairman
Kim Stucke, Member

EXCUSED

Doris Gernovich, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Mr. Robinson, seconded by Ms. Stucke, the minutes of the May 14, 2019 meeting were approved as submitted. AYES: ALL.

NEW BUSINESS

a) Flat Rents Updated

Ms. Weaver introduced the agenda item and stated the Flat Rent Policy is updated each year to avoid disincentives for continued residency by families who are attempting to become self-sufficient.

On MOTION by Mr. Robinson, seconded by Ms. Stucke, the Flat Rent Policy was approved as submitted. AYES: ALL.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending May, 2019.

Mr. Pettit reviewed the paid bills for the period of May 1, 2019 – June 30, 2019. Mr. Pettit answered questions from the board.

After discussion and on motion by Mr. Robinson, seconded by Ms. Stucke, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

UPDATES

Ms. Weaver provided updates including the submission of a grant by Mr. Pettit for a Family Self Sufficiency Coordinator, which may result in a part-time employee to assist families by connecting them with programs to assist with self-sustainability.

She advised the Board that she had submitted another Safety and Security Grant Application, this time in the amount of \$183,000, to update cameras for various buildings and replace interior door locks at Gerald

S. Salsbury. She noted it would be 3 or 4 months before anything is heard about who will receive funding. Discussion was held as to what would be done with the old equipment.

She announced that a new part-time employee from last year returned through the Summer JAM Erie Program to assist with maintenance. She said attempts were made to hire another employee through the program for Gerald S. Salsbury, but was unsuccessful in locating anyone. She said the new part-time employee at the Barnett Building is doing well and the new part-time employee in North East is expected to graduate HVAC in August and there is the possibility of him working full-time after training.

She advised the Board that College View Apartments fire alarm has been replaced and Mr. Vanchieri is accepting bids for changing the fire alarm systems at Center Place and Pleasant Manor as well as replacing the pull chords at Gerald S. Salsbury and College View. She noted that Mr. Vanchieri was able to locate replacement blocks from the original manufacturer and is also accepting bids to repair the foundation at Gerald S. Salsbury.

She said Mr. Vanchieri is also addressing the sealing and striping of parking lots. Bids were accepted from Hoffman United who will subcontract the work to Bob Everhart from Albion while Kingsview Paving will complete the work at the Housing Authority office in Corry next week.

Ms. Weaver also advised the Board that the handicapped door opener at Center Place was replaced for approximately \$3,000 as an Emergency Repair.

Discussion was held relative to the 2000 pickup at the Barnett Building and the 2006 Ford Escape at Gerald S. Salsbury requiring replacement as well as the updating of the Procurement Policy. She said the wording needs to state it coincides with state changes, so a new change doesn't have to be approved each year.

She stated the Employee Handbook is at the attorney's office for review and once it is returned with any recommendations, Ms. Weaver will make personnel updates and then provide a draft to the Board for their updates.

BARNETT BUILDING ELEVATOR

Ms. Weaver reminded the Board that the elevator cylinder at the Barnett Building was leaking and Schindler Elevator Corporation had been hired to replace the cylinder. She stated the people from Schindler Elevator Corporation she and Mr. Vanchieri had first been working with are no longer involved and in December, Craig Cuccaro and David O'Brien began representing the company. She advised that the cylinder was improperly measured by that company, so an additional sleeve had to be ordered, of which Ms. Weaver stated Mr. Cuccaro said the Housing Authority was not charged. She advised further that once the cylinder was installed, she and Mr. Vanchieri were present on February 19th when Labor and Industry inspected the work and determined the elevator could not lift 4,000 pounds.

She distributed correspondence she received from Craig Cuccaro, offering a resolution to the open invoices from work done to the elevator prior to the February 19th date. This offer included Schindler Elevator Corporation crediting in full the \$7,279.36 cost of labor to install a pump needed after the elevator would not lift the load of 4,000 pounds; \$1,758.96 cost for Labor and Industry to re-inspect the elevator; and \$11,570.00 cost was a Change Order to clean out the pit underneath the elevator.

She said she has received several invoices from this company stating, "Additional work to Barnett Building elevator", but has not been able to verify the timeframe of work done because the time sheets from this period are dated January and she and Mr. Vanchieri were not made aware that the elevator could not lift the rated load amount until February.

Discussion was held relative to local companies that work on elevators and Ms. Weaver said contracts remain at Center Place and Gerald S. Salsbury since the problems at the Barnett Building. She said that now that the elevator is up and running, the remaining money has been released and the contract amount has been paid. She noted that Schindler Elevator Corporation still holds a deposit for upgrade work to the elevator at the Barnett Building and they are storing the parts at their facility.

The Board directed Ms. Weaver to contact Schindler Elevator Company once again requesting any additional information and providing them another opportunity for them to clarify the timeframe of the unpaid invoice before seeking Attorney Sennett's advice.

BAD DEBTS RESOLVED

Ms. Weaver stated that last September bad debts were high and had to be written off. This year, \$905.79 has been collected from tenants who have left owing money and now want to return. She noted that Amy Clabatz, Section 8 Coordinator, keeps a ledger showing any money owed by tenants and Debra Rasey, Public Housing Manager, mails eviction notices by the 10th of each month. Ms. Weaver said things are now moving along pretty well.

Mr. Pettit answered Mr. McGoey's question asking where the money goes by stating it is credited against bad debt as a negative expense.

Ms. Weaver advised the Board that ACT 137 funding from the Erie County Planning Department is not available this year.

Discussion was held relative to the Rental Assistance Demonstration Program (RAD), stating discussions will continue and reassuring the Board that if an application is created for RAD, there is no commitment or penalty if it is not followed through.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. She noted there are not a lot of vacancies and the waiting list contains applications from people who live outside of the state that have no intention of leaving their state. She stated she would gather the number of duplicate applications and email the information to the Board.

ADJOURNMENT

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