

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, MARCH 8, 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 11:32 a.m., with the following present:

BOARD

Sherri Heasley, Chairperson
John Downey, Vice-Chairperson
Dave Robinson, Member by telephone

EXCUSED

Tina Freeman, Member
Jennie Hagerty, Member

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 Vice-Chairperson Downey, the Minutes from the January 18, 2023 Annual Meeting were approved. Ayes: All.

On MOTION by Vice-Chairperson Downey, seconded by Mr. Robinson, the Minutes from the January 18, 2023 Regular Meeting were approved. AYES: All.

NEW BUSINESS

a) Procurement Policy Update – Resolution 2023-2

Ms. Weaver announced that the U.S. Department of Housing and Urban Development (HUD) has required the Erie County Housing Authority to adopt a Procurement Policy that meets the requirements of HUD Handbook 78460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007.

On MOTION by Vice-Chairperson Downey, seconded by Mr. Robinson, Resolution 2023-2 was adopted revising the Procurement Policy. AYES: All.

b) RAD Section 18 Blend – Resolution 2023-3

Ms. Weaver explained that the Disposition Application will dispose of properties from Erie County Housing Authority to Erie County Rentals, moving 151 public housing units to project-based vouchers. She noted that 80% of the units will be converted under the Section 18 Disposition Program with the remaining units to be converted through the Rental Assistance Demonstration (RAD) Program as guidelines of PIH Notice 2021-07.

She answered questions and on MOTION by Vice-Chairperson Downey, seconded by Mr. Robinson, Resolution 2023-3 was adopted supporting and authorizing the submittal of a Section 18 Disposition Application to HUD Special Applications Center (SAC) for 151 units at the Gerald S. Salsbury, College View 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.

c) Bid Award – Limited Repairs Erie County Senior Projects

Ms. Weaver provided a copy of the drawings for review and listed the limited repairs to be completed at Salsbury Building, College View Manor, Center Place Apartments, and Pleasant Manor.

She announced that TIP Construction, Inc. is the apparent lowest bidder and noted that the housing authority has been very pleased with their previous work. She stated that TIP Construction, Inc. has accepted the position of General Contractor and will begin work in the fall when the housing authority has available funding. She noted that the Financial Application will be submitted in May and a response from HUD is expected by August.

Ms. Weaver answered questions and stated that measures will be taken into consideration to avoid relocating tenants where complete kitchens upgrades will be done.

On MOTION by Mr. Robinson, seconded by Vice-Chairperson Downey, the Erie County Housing Authority awarded the bid for Erie County Senior Projects to TIP Construction, Inc. in the amount of \$1,850,000.00 with a 10% bid bond. AYES: ALL.

UPDATES

Ms. Weaver advised that RAD has engaged Corry J. Lambert Land Surveying, who has completed all of the field work for surveys of the 4 properties and is waiting for a draft title commitment from Attorney Sennett so he can include easements and rights-of-way.

Relative to a stipulation with HUD attorneys, Attorney Sennett is working with attorneys from LECOM and Counseling Services Center to create a formal condo-type of agreement, now that they own the first-floor area of the Center Place Apartments building, to ensure the housing authority continues to have access to areas on the first floor as well as responsibilities of each party.

She noted that the housing authority has always worked well with all parties related to Center Place Apartments, including the first-floor owner, the City of Corry, who owns the parking lot, and the Redevelopment Authority, who owns the front area where the table is located.

Ms. Weaver advised that the housing authority has contracted with ThyssenKrupp for elevator upgrades which are currently about 6 months out. She stated that representatives from both the appraiser and finance company were out yesterday to tour all 4 buildings and Connor from the finance company, CMI, advised that unless there is an emergency, the elevator upgrades will have to wait until after closing around October or November.

Ms. Weaver stated that Mr. Vanchieri, Facilities Manager, is going to meet with ThyssenKrupp tomorrow so that a detailed list of materials can be made and he can explain that the upgrades will be delayed. She noted that she does not see this as being an issue.

Ms. Weaver disclosed that she is preparing a Management Plan relative to Erie County Housing Authority managing properties for Erie County Rentals, Inc. Ms. Heasley stated that she would provide a copy of a form from the Pennsylvania Association of Realtors that may assist her to which Ms. Weaver was appreciative.

Ms. Weaver reminded the board that she had sent an email announcing that Ms. Stucke's term on the board has ended. She said that she spoke with Ms. Stucke, who thanked Ms. Weaver and told her that she had enjoyed her time on the board.

Ms. Weaver announced that Jennie Hagerty, Executive Director for the Mercy Center For Women, has been appointed to the board. She noted that Ms. Hagerty had a prior commitment and was not able to attend today's meeting; however, has cleared her calendar for the remaining meeting dates this year. Ms. Weaver stated that she is looking forward to meeting with Ms. Hagerty and bringing her up to speed with the housing authority and what is going on.

Ms. Weaver stated that she met with Erie County Executive, Brenton Davis, a week ago Monday and took with her a letter of support for the RAD Program conversion that she left with him to review and sign. She stated further that she has received the signed letter back from his office.

Discussion was held relative to low-income housing in Corry and fair-housing laws.

FINANCIALS

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

On MOTION by Vice-Chairperson Downey, seconded by Mr. Robinson, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

STANDARD REPORTS

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

ADJOURNMENT

Mr. Robinson thanked board members and staff, stating it has been a pleasure working with everyone.

With no other business before the Board and on MOTION by Mr. Robinson seconded by Vice-Chairperson Downey, the Erie County Housing Authority adjourned the regular meeting at 12:32 p.m. AYES: ALL.