

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MAY 12, 2015
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 11:45 a.m., with the following present:

BOARD

James McGoey, Chairman
Dave Robinson, Vice-Chairman
Ralph DeRose, Member
Doris Gernovich, Member
Kim Stucke, Member

STAFF

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

WELCOME NEW MEMBERS

Chairman McGoey welcomed new members, Doris Gernovich and Kim Stucke to the board of the Erie County Housing Authority. He noted that he is pleased to have a board with full membership.

MINUTES

On MOTION by Mr. Robinson, seconded by Mr. DeRose, the minutes of the Regular Meeting of March 10, 2015 were approved as submitted. AYES: ALL.

FINANCIALS

APPROVAL OF BILLS

Mr. McNierney reviewed expenditures and answered questions from the board. He provided updates relative to Public Entity Insurance Policies and stated he is researching new agencies for policy renewals which will come due at the beginning of the year.

Mr. Pettit reviewed the formula used to determine the distribution of income from washers and dryers recently installed in North East and Albion public housing facilities.

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority approved the bills paid from March 1, 2015 to April 30, 2015. AYES: ALL.

APPROVAL OF REVISED OPERATING BUDGET

Mr. McNierney advised that utility allowances for College View Apartments in North East were recalculated as a result of the installation of electrically powered Packaged Terminal Air Conditioner (PTAC) units. The authority paid for the gas when the gas fired boiler system was used to heat apartments previously, while tenants paid for their own electric bills. The installation of the PTAC units caused a higher burden on the tenants' electric bills and the adjustment in utility allowance resulted in lower rental income. It is expected to take about two years for Housing and Urban Development (HUD) to make allowances for the reduced rent received. Eventually revenues will normalize.

Mr. Pettit went over the revisions, stating a loss of approximately \$60,000 in rental income. He stated Administrative Costs, including Salaries, Sundries, Maintenance Wages, and Employee Benefits have been off-set and noted that some savings will be seen in gas costs because consumption is down due to the new PTAC units.

After discussion and ON MOTION by Mr. DeRose, seconded by Mr. Robinson, the Erie County Housing Authority approved the Revised Operating Budget as submitted and authorized the Chairman to sign the PHA Board Resolution. AYES: ALL.

BUDGET COMPARISON UPDATES

Mr. Pettit reviewed status reports of financials and provided budget comparison results as of April 30, 2015 for the Operating Budget, Barnett Building, South Hill Apartments, Utility Weatherization Profit & Loss, and Section 8 Vouchers. Mr. McNierney confirmed that these reports compare proposed revised budget amounts to actual receipts for revenue.

Mr. Pettit advised that a new truck was purchased in the amount of \$26,740 that was not budgeted causing a deficit in the Operating Budget. Mr. McNierney added that the truck was purchased through COSTARS, the Commonwealth of Pennsylvania's cooperative purchasing system, eliminating need for the bid process. He said the old truck required minor maintenance and was sold for approximately \$4,000 which will be utilized to purchase a plow for the new truck.

Mr. Pettit noted that a switch that controlled the generator at the Barnett Building had to be replaced and was also not budgeted.

He further noted the uncollectible rents and damages from previous years, in the amount of \$22,000, were written off the books at South Hill Apartments. Mr. McNierney reminded the board that tenants who leave public housing owing uncollectible debts are not allowed to re-enter public housing without first reimbursing those debts.

Mr. Pettit also reviewed the Utility Weatherization Account Profit & Loss through April 2015 noting a reimbursement from DCED to cover expenses for the Low Income Housing Energy Assistance Program (LIHEAP).

He answered questions of the board and Beverly Weaver reviewed the Income Fraud Recovery Policy stating some receipts are from current tenants who have not reported income and were required to pay back money to remain on the program.

STANDARD REPORTS

Mr. McNierney provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Project. He noted that all available funding is used to lease-up the 846 Section 8 Housing Choice Vouchers.

APPROVE BID TAB FOR GERALD S. SALSBUARY ELECTRIC PANEL BOX REPLACEMENT PROJECT

Mr. McNierney reviewed the Bid Tabulation and recommended the board accept the bid from Electrical & Mechanical Systems even though they were not the apparent lowest bidder. He noted that this company employs several electricians and the consensus was that they would be able to complete the job in a timelier manner than the apparent lowest bidder, Simonian Electric.

Mr. DeRose asked if the Housing Authority could expect reimbursement for the costs incurred in replacement of the electric panel boxes since they were found to be faulty and were ordered recalled. Mr. McNierney advised the company is no longer in business, which was also confirmed by Mr. McGoey.

After discussion and ON MOTION by Mr. Robinson, seconded by Mr. DeRose, the Erie County Housing Authority awarded Electrical & Mechanical Systems Bid A, and Alternative Bids B-1; 2; and 3 relative to the replacement of electric panel boxes at Gerald S. Salsbury Building in the total amount of \$32,577. AYES: ALL.

APPROVE REVISED PUBLIC HOUSING UTILITY ALLOWANCES

Mr. McNierney detailed the proposed revisions to the Public Housing Utility Allowances and noted they are reviewed annually.

After discussion and ON MOTION by Mr. Robinson, seconded by Mr. DeRose, the Erie County Housing Authority adopted Resolution 2015-1, approving the revised Public Housing Utility Allowances as submitted. AYES: ALL.

COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT (CSSR) POLICY

Mr. McNierney reviewed the policy, stating that most of ECHA tenants have exemptions to the requirement and said various organizations within the community have been contacted about allowing community service. He noted that the policy allows for self-service reporting by the tenant while verification is done by Section 8 and Public Housing employees.

He stated that the policy has been in operation; however, written verification of board approval was not found and requested current board members to adopt the policy for the record.

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority adopted the Community Service and Self-Sufficiency Requirement (CSSR) Policy as submitted. AYES: ALL.

UPDATES

FULL TRANSFER OF CHA ASSETS TO ECHA

Mr. McNierney advised the new Declarations of Trust in the name of ECHA were filed with the Erie County Courthouse approximately 2 weeks ago. He reminded the board that the Corry City Council will pass a resolution to dissolve the CHA. Then, the Corry City Solicitor will notify Pennsylvania Department of State and Department of Community and Economic Development (DCED) by letter of the final dissolution. He noted the matter is expected to be before the Corry City Council at next Monday nights meeting.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Mr. McNierney said he expects ECHA to be asked to sign another cooperation agreement with the City of Corry for management of the CDBG Program. He noted that a public hearing has already been held producing ideas as to what to do with the funding. They include installing additional handicapped curb cuts throughout the city and he stated the City of Corry Municipal Authority is under pressure to complete storm water and sanitary sewer separation projects.

He advised that the 2014 CDBG application has not yet been approved and work has already begun on the 2015 application. He reminded the board that CDBG funding remains open for the years 2012 and 2013.

REAL ESTATE ASSESSMENT CENTER (REAC) INSPECTIONS

Mr. McNierney advised the REAC Inspections are expected to occur June 25, 2015 for Gerald S. Salsbury, Marvin J. Schick, and College View Apartments. He noted this is the 3rd inspection within a year and that it was postponed from a January date due to weather and snow being on the ground.

GREEN PHYSICAL NEEDS ASSESSMENT (GPNA) PROGRAM

Mr. McNierney stated the Beta version of the GNPA Program has been tested and data was merged between CHA and ECHA.

RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Mr. McNierney provided information relative to the RAD Program, stating the program shifts units from the Public Housing Program to the Section 8 Program so that providers may leverage the private capital markets to make capital improvements. He advised that no ECHA properties have been transferred to RAD and he does not expect any to do so at this time.

PENNSYLVANIA ASSOCIATION OF HOUSING & REDEVELOPMENT AGENCIES (PAHRA) CONFERENCE

Mr. McNierney stated that Beverly Weaver, Deputy Director, and Sam Vanchieri, Facility Maintenance Supervisor, will be attending the conference and expo June 7-10, 2015 in Seven Springs Resort in Champion, PA.

CIVIL SERVICE UPDATE

Ms. Weaver advised that current ECHA employees are being asked to test into their current positions for placement onto the Civil Service List. She stated that everyone is cooperating and once certification is obtained through testing, it is good for a period of 2 years. She further noted that Civil Service is pleased with the efforts being made.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12:55 p.m. to discuss legal matters. All staff members were excused except for Mr. McNierney.

RE-CONVENE AS ECHA

The Board re-convoked as ECHA at 1:16 p.m. with all members present.

CHA BOARD MEMBERS RECOGNITION DINNER

Ms. Gernovich advised there is a recognition dinner planned for the former board members of the CHA. She stated ECHA board members are also invited and that invitations would be going out soon with the details.

ADJOURNMENT

There being no other business and ON MOTION by DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority adjourned the regular meeting at 1:20 p.m. AYES: ALL.