

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
MONDAY, NOVEMBER 21, 2022  
10:00 A.M.  
CONFERENCE CALL**

Vice-Chairperson called the Regular Meeting of the Housing Authority of the County of Erie to order at 10:04 a.m., with the following present:

**BOARD**

Dave Robinson, Chairperson  
Sheri Heasley, Member  
John Downey, Member  
Tina Freeman, Member

**EXCUSED**

Kim Stucke, 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 Ms. Freeman, seconded by Dr. Downey, the Minutes from the September 14, 2022 Regular Meeting were approved. AYES: ALL.

**EXECUTIVE SESSION**

Mr. Robinson called for an Executive Session at 10:06 a.m. and all staff members were excused.

**RE-CONVENE**

The Board re-convened at 10:38 a.m. with all board members present.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the Erie County Housing Authority approved employee pay increases as discussed in Executive Session.

**FINANCIALS**

**a) 2023 Budget**

Mr. Pettit provided an overview of the Operating Budget for the fiscal year beginning January 1, 2023 and explained the budget notations and calculations. He noted the 2023 Budget is similar to last year; however, upcoming Rental Assistance Demonstration (RAD) conversions may cause the need for changes.

On MOTION by Ms. Heasley, seconded by Ms. Freeman, the Erie County Housing Authority approved the 2023 Operating Budget as submitted. AYES: All.

**b) Tenant Charge Offs**

Mr. Pettit stated the current Tenant Charge Offs include lots of maintenance charges and Ms. Weaver announced that they are approximately \$10,000 higher than the previous year. She noted that Emergency Rental Assistance Program (ERAP) funds helped considerably with many of the past due rents.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the Tenant Charge Offs were approved, totaling \$32,522.37. AYES: All.

**c) Financials**

Mr. Pettit reviewed the internal financials by project for the month ending September 31, 2022.

**d) Bills**

Mr. Pettit reviewed the paid Bills for the period of September 1, 2022 through October 31, 2022 and answered questions from the board.

On MOTION by Dr. Downey, seconded by Dr. Heasley, The Erie County Housing Authority Bills and Income Statements were approved. AYES: All.

**NEW BUSINESS**

Ms. Weaver thanked the board again for appointing TIP Construction, Inc., the apparent lowest bidder at \$43,000 plus a 10% Bid Bond to replace Gutter, Soffit and Fascia at West Court Apartments during an email vote. She stated the project is moving forward and materials have been ordered.

**a) Utility Allowance – Resolution 2022-01**

Ms. Weaver reviewed the Resolution reminding the board how the Utility Allowance is determined. She stated further that the new rates will take effect March 1, 2023.

On MOTION by Ms. Heasley, seconded by Ms. Freeman, Resolution 2022-01 was adopted approving the revised Public Housing Utility Allowances as presented. AYES: All.

**b) Selection of Meeting Dates 2023**

Ms. Weaver questioned the board members as to availability of 2023 meeting dates and it was determined the board would continue to meet in regular session on the second Wednesday of every other month beginning January 11, 2023.

Discussion was held as to board members attending the meetings by telephone if they are not available to attend in person.

**STANDARD REPORTS**

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

**UPDATES**

Ms. Weaver advised that she had been in contact with the solicitor, Tim Sennett, to discuss a Sole Source Contract with Schindler Elevator Corporation to upgrade the elevators at both Center Place and Salsbury Building in the amount of \$120,000 each. She stated the outcome of the conversation is that bids are required and will be brought before the Board for approval before any work is started.

Ms. Weaver announced that Valerio Construction has replaced 177 windows at West Court and Random Court properties. She noted that they are currently starting to replace all main entrance doors at Salsbury Building.

Ms. Weaver revealed that the housing authority has received a lot of complaints about the current lawn and snow removal company, so it has been decided to move forward with the only other bidder, Grape Coast from North East.

She stated that Roth Marz Partnership of Erie has been selected as the architect for the RAD conversions and they have started preliminary drawings and scopes of work that will need to be completed before all closing paperwork is submitted and project-based vouchers can be designated.

She stated further that the housing authority is waiting for word from Department of Housing and Urban Development (HUD) as to whether they will allow first round conversion of the 4 elderly properties: Salsbury in Millcreek; College View in North East; Center Place and Pleasant Manor both of which are located in Corry. She noted that the concern is the amount of distance between the properties and that Centennial Mortgage, Inc. (CMI) is in support of this first round conversion.

Discussion was held relative to amps and distances between the properties and Ms. Weaver advised that all properties are in HUD's Inventory Management System/PIH Information Center (IMS/PIC) System.

She stated that information has been gathered, research as to cooperation in low-income housing has been reviewed, and waiting lists have been sent to the lender. She stated further that there has been lots of paperwork and lots of meetings.

Ms. Weaver announced that the housing authority would not be renewing with United Health as a health insurance provider, but would be enrolling in Highmark which offers lower co-pays; no co-pays for labs; \$250 deductibles and if an employee is admitted from the emergency room, there is no-co-pay. She stated that employee premium costs will remain the same.

Ms. Weaver advised there will be an employee Christmas Party on December 8, 2022 at 11:30 a.m. at the Community Center in Corry and invited the board members to attend.

She advised further that after the Christmas Party, at 1:00 p.m. Insurance Meetings will be held where employees will be able to meet with representatives from AFLAC Insurance and VALIC Insurance Company.

Mr. Pettit announced that Networking Technologies has advised that computer upgrades must be made and the monthly cost will increase by \$900. He stated that he has received a new quote through the company currently in contract for the telephone system, Advent Communication Systems, and their monthly cost would be an additional \$500, including almost everything Networking Technologies offers plus unlimited service calls.

#### **ADJOURNMENT**

With no other business before the Board and on MOTION by Ms. Freeman, seconded by Ms. Heasley, the Erie County Housing Authority adjourned the regular meeting at 11:27 a.m. AYES: ALL.