

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MAY 14, 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 11:36 a.m., with the following present:

BOARD

James McGoey, Chairman
Dave Robinson, Vice-Chairman
Doris Gernovich, Member

EXCUSED

Kim Stucke, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Ms. Gernovich, seconded by Mr. Robinson, the minutes of the March 12, 2019 meeting were approved as submitted. AYES: ALL.

NEW BUSINESS

a) 2018 Auditors Report – Maher Duessel

Brian McCall and T.J. Gustafson of Maher Duessel thanked the board for allowing them to present the Draft Single Audit and for providing lunch.

Mr. McCall stated that all numbers and enclosures are in compliance with guidelines and their audit did not find any issues or need for adjustments. He noted there are no disagreements with management; the audit is unmodified/clean; “The best you can get”.

He reviewed the Statement of Net Position; gave an overview of the Independent Auditor’s Report on Compliance for the Major Program, noting this would be where any major compliances would be listed. He reiterated that there were no matters to report and the opinions were clean. He also directed the board’s attention to the Draft Management Letter, in particular the section concerning Data Security and Restoration and their recommendation that the Authority test and restore backup data, at least biannually, and to document the process.

Mr. McCall finished by saying he appreciated the assistance and enjoyed working with the Erie County Housing Authority staff.

After discussion and on motion by Ms. Gernovich, seconded by Mr. Robinson, the Draft Single Audit was approved as submitted. AYES: ALL.

b) Proposal – Fire Alarm Panel Replacement at College View Manor

Ms. Weaver introduced the item, noting the all-around lowest apparent bidder is FSC Systems. She advised the board that Sam Vanchieri, Facilities Manager, checked with each bidder prior to the meeting.

After discussion and on motion by Mr. Robinson, seconded by Ms. Gernovich, Fire Security Communications (FSC) Systems was awarded the Fire Alarm Panel Replacement at College View Manor in the amount of A – Fire Alarm Panel Replacement \$10,250.00; B – Annual Monitoring Fee \$360.00; and C – Annual Inspection Fee \$450.00. AYES: ALL.

c) Employee Handbook

Mr. McGoey advised there are issues to address within the current Employee Handbook, including updates concerning medical marijuana.

Ms. Weaver said she has spoken with attorney Mark Wassel, requesting that he review and advise the need for any legal updates. She noted one of the areas for review is to drug test any employee hurt on the job.

FINANCIALS/BILLS

Mr. Pettit reviewed the Operating Budget Comparisons and Income Statement Yearly Actuals Comparison, noting Public Housing Administration is down and Utilities are down due to the new water meters that were installed in units throughout the city of Corry. He stated Contracts are up due to the installation of new carpeting in units and the cleaning of buildings.

He advised that the Housing Choice Voucher Section 8 Program received Fraud Recovery Income when Jeff Peters, Housing Inspector, determined that a landlord was renting to their own daughter, which is against regulations. The landlord made an arrangement with the Department of Housing and Urban Development (HUD) to reimburse program monies the landlord had received on behalf of their daughter. He stated there is approximately \$57,000 more income than last year in the Housing Choice Voucher Section 8 Program.

Mr. Pettit stated Administration Salaries are up at the Barnett Building; however, Repair Materials and Contracts are down.

He closed by reviewing the Utility Weatherization Income Statement, noting it takes approximately 45 days to receive payments and that expenses to date for the Liheap CRISIS Program is \$192,000.

RECESS

A short recess was held at 12:16 p.m. with the board reconvening at 12:21 p.m.

FINANCIALS/BILLS CONTINUED

Mr. Pettit reviewed key items relative to the Revolving Fund and the Public Housing Check Registers.

Ms. Weaver noted that the Authority is in a dispute with Schindler Elevator Corporation over the invoiced amount of \$32,000 for time taken to determine what the problem was that left the Barnett Building Elevator unusable for 6 months. She said that she had sent a copy of the invoice to attorney Tim Sennett for opinion.

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

UPDATES

Ms. Weaver informed the board that the most recent Section 8 Management Assessment Program (SEMAP) Scores maintained that the Erie County Housing Authority is a “High Performer”, receiving 100 percent. She stated roof repairs at the Gerald S. Salsbury Building were delayed to weather and the College View Fire Alarm replacement should be completed by June 3, 2019.

She stated further that the Authority will be going to bid for the sealing and striping of parking lots for various properties and the replacement of a retaining wall at the Gerald S. Salsbury Building where water

behind the existing wall is pushing it out. Bids will also be accepted for the use of Capital Funds to replace the roof at Center Place as well as new Pull Cords and Intercoms at the Gerald S. Salsbury Building, Center Place and Pleasant Manor.

She noted that Mr. Pettit is putting together proposals for new cameras and Mr. Vanchieri is seeking bids for new door locks at the Gerald S. Salsbury Building for possible replacement, utilizing HUD Safety & Security Grant funds for which she is putting together an application.

Ms. Weaver stated that while Randy Owens is leaving to go to Meyer Green Apartments, two new part-time maintenance workers have been hired for the Barnett Building and Marvin J. Schick Apartments.

She introduced the Rental Assistance Demonstration (RAD) Program and stated the Authority is interested in Project Based Vouchers. Attempts are still being made to determine if tax exemption is available and whether Bacon Davis Wages are required. She and Mr. Pettit met with representatives from the City of Erie Housing Authority, Mike Fraley, Executive Director and Dusty Dennis, Deputy Director to compare initial information about the RAD Program.

Ms. Weaver announced that HUD hired a consultant to specialize in RAD properties and the Authority has 16 hours available to work with the consultant. She noted that RAD could equal the end of Public Housing.

Mr. Pettit said he would email RAD information to the board members.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. She stated that she and Amy Clabatz, Housing Choice Voucher Section 8 Program Coordinator, have been working with Debra Rasey, Public Housing Manager to clear up back rents. Eviction Notices have been sent to tenants that are late paying their rent and delinquent rent amounts have gone from \$5,000 to \$1,700.

ADJOURNMENT

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