

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, MAY 20, 2026, AT 11:30 A.M
BARNETT BUILDING
32 WEST PEARL STREET, ALBION, PA 16401**

Chairperson Downey 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

John Downey, Chairperson
Bob Williams, Vice-Chairperson
William “Buzz” Hammond, Member
Deonte Cooley, Member

COUNSEL

Timothy Wachter, Attorney at Knox, McLaughlin Gornall & Sennett, P.C.

STAFF

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

SUBJECT MATTER EXPERT

Sara Reed, Maher Duessel

ROLL CALL

Meeting attendance was taken.

PUBLIC COMMENT

There was no Public Comment.

APPROVE MINUTES

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Minutes from March 12, 2026, Regular Meeting were approved. AYES: All.

NEW BUSINESS

a) **2025 Auditors Report – Maher Duessel**

Sara Reed of Maher Duessel was present to review the Draft 2025 Auditor’s Report and answer questions from the Board.

Ms. Reed reviewed the draft Communication Letter and Single Audit Report section by section, stating the Financial Statement portion numbers received an unmodified opinion and no non-compliance material was noted. She stated that there were no material weaknesses and no significant deficiencies found in internal controls for both the Financial Statement and the major program: Section 8 Housing Choice Vouchers.

She stated further there was no Management Letter depicting smaller concerns that the auditor is required to document, noting the report reflects strong financial management and compliance practices.

Attorney Wachter interjected that while reviewing the documents, he noticed that a table was missing from page 12. Ms. Reed responded that the matter has been corrected and Mr. Pettit noted that the version on the tablet is correct; however, the emailed version does not contain the table.

Ms. Weaver commented that the housing authority has an excellent staff and expressed appreciation for their efforts in maintaining the authority’s strong financial and compliance performance.

On MOTION by Mr. Williams, seconded by Mr. Cooley, the Board accepted the 2025 Draft Auditor's Report as presented. AYES: All.

b) **Resolution 2026-02 Approving Policy Change within Housing Choice Voucher (HCV) Administrative Plan**

Ms. Weaver stated that a resolution is required because this change in the Administrative Plan is changing housing authority's policy.

She explained that most U.S. Department of Housing and Urban Development (HUD) regulations come through Nan McKay & Associates, Inc. and often there is opportunity for the agency to make policy.

She reviewed the proposed resolution, advising the board that currently, tenants are required to complete an interim re-certification, increasing their rent if their income increases by \$200 or more.

She stated that effective January 1, 2027, HUD will enforce compliance of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and the existing policy will be amended to require reexamination of a tenant's income if it increases by 10 percent or more unless the family reports an increase in income within three months of their annual reexamination effective date.

Ms. Weaver reminded the board that the agency runs reports from HUD's Enterprise Income Verification (EIV) System, which is a comprehensive on-line system for the determination and verification of various resident information and income.

Dr. Downey brought to attention a spelling correction on the front page of the resolution.

On MOTION by Mr. Cooley, seconded by Mr. Hammond, the Erie County Housing Authority (ECHA) adopted Resolution 2026-02 Approving an Amendment of the Housing Choice Voucher (HCV) Program Administrative Policy so that an interim reexamination will be generated for any increase of 10 percent or more in adjusted income. ECHA will not perform an interim reexamination when a family reports an increase in income (whether earned or unearned income) within three months of their annual reexamination effective date; however, families who delay reporting income increases until the last three months of their certification period may be subject to retroactive rent increases in accordance with ECHA policies in Chapter 14. AYES: All.

c) **Administrative Plan Updates**

Ms. Weaver reminded the board that the housing authority receives a list of updates directed by HUD from Nan McKay & Associates, Inc. She reviewed the Overview of Changes in the Current Revision and asked the board if there were questions, noting a vote was not necessary.

FINANCIALS

BILLS

Mr. Pettit reviewed the Summary Financials and Bills Report as of March 31, 2026, and Extraordinary Bills Report from January 1, 2026, through March 31, 2026.

Discussion was held relating to the slate shingles replaced on the ECHA office roof and Ms. Weaver stated that the contractor, Jason Klemm, said that if the shingles are kept in good condition, another 30 years could be expected for the life of the roof.

On MOTION BY Mr. Williams, seconded by Mr. Cooley, the Erie County Housing Authority Financials and Bills were approved as presented. AYES: All.

EXECUTIVE SESSION

Chairperson Downey called for an Executive Session at 12:09 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:30 p.m. with all members present.

UPDATES

Ms. Weaver announced ECHA received 130 out of 130 on the recent Section 8 Management Assessment Program (SEMAP) Performance Evaluation, noting it is a testament of a good staff, we continue to be a High Performer.

She stated that the elderly properties just completed a National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection that was required by Centennial Mortgage. She said the inspection went well; however, a cat had chewed a pull chord, and paint was found on an outlet.

She advised that the Federal Government has mandated the use of 10-year-sealed battery smoke alarms in rentals. Also the contract with Pinnacle Roofing & Construction Co. has been signed for roof replacement at College View Apartments with work to start in mid-June.

Ms. Weaver reported 2023 funds from the Community Development Block Grant (CDBG) had to be revised in the amount of \$228,507.00 because the second phase of the storm sewer didn't have to be paid with CDBG funds.

She stated that a Public Hearing is expected in mid-July relating to the piggy backing of another project for traffic signals in the amount of \$129,000.00; planning of only a sidewalk project in the amount of \$20,000; and approximately \$80,000 for the kitchen upgrades at the Corry Community Center.

She further stated that the second Public Hearing for the 2026 CDBG funding, in the amount of \$304,300.00, will be held in September.

STANDARD REPORTS

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

She stated the Section 8 Choice Voucher Program and South Hill Apartments Waiting Lists are currently closed and being purged. She is expecting them to re-open in September.

Ms. Weaver offered board members an opportunity to tour the Barnett Building revisions after the meeting and announced the next board meeting on July 8, 2026, at Center Place Apartments in Corry.

ADJOURNMENT

ON MOTION by Mr. Cooley seconded by Mr. Williams and there being no other business, the Regular Meeting was adjourned at 12:43 p.m. YES: ALL.