

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 11, 2018 – 11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:59 a.m., with the following present at roll call:

BOARD

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

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Amy Clabbatz, Housing Choice Voucher Section 8 Program Coordinator
Rachel Petty, Weatherization Program Coordinator

PUBLIC COMMENT

There was no public comment.

MINUTES

ON MOTION by Ms. Gernovich, seconded by Mr. DeRose, the minutes of the Regular Meeting of July 10, 2018 and the minutes of the Conference Call Meeting of August 24, 2018, were approved as submitted. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12: 35 p.m, all non-board members were excused.

RECONVENE

The board reconvened at 1:05 p.m.

NEW BUSINESS

ECHA PROCUREMENT POLICY

Ms. Weaver introduced the draft Procurement Policy, stating there were no changes to bidding policies and while there were not many changes overall there were 2 new Code of Federal Regulations (CFR) Accounting rules.

Discussion was held relative to petty cash and sealed bids; Mr. Pettit answered questions relative to bid amounts.

After discussion and ON MOTION by Mr. Robinson, seconded by Mr. DeRose, the Erie County Housing Authority Procurement Policy was adopted as revised by Resolution 2018-4.

2019 PENSION MMO

Mr. Pettit introduced the 2019 Minimum Municipal Obligation (MMO) for the Erie County Housing Authority Pension Plan (25-451-6N), reminding the board members that no vote was necessary; however, this matter must be presented each year. He reviewed the MMO Obligation Worksheet; provided the amount paid by Erie County Housing Authority; and explained how the payment is made through the Revolving Fund to each program.

PHA ANNUAL PLAN – HUD RESOLUTION

Ms. Clabatz introduced the Public Housing Agency (PHA) Annual Plan, stating it needs to be submitted to the Department of Housing and Urban Development (HUD) in October. She provided updates since the last plan was submitted, including the completion of a Utility Review and submission of the Housing Choice Voucher (HCV) Program Administrative Plan. She noted that the Admissions and Continued Occupancy Policy (ACOP) are compliant; the Smoke Free Property Policy took effect July 21, 2018, and the new maintenance storage building has been completed.

She reminded the board members of the 3 single family homes that were re-habilitated and returned to the housing authority by Stairways; discussed Capital Improvements; participation in public meetings and the inclusion of resident's comments, as well as the Governing Policies of Housing Choice Voucher Section 8 Program and Public Housing.

After discussion and ON MOTION by Ms. Gernovich, seconded by Mr. Robinson, the Erie County Housing Authority adopted the Public Housing Agency (PHA) Annual Plan as presented. AYES: ALL.

HCV ADMINISTRATIVE POLICY REVISIONS

Ms. Clabatz stated that she received several Housing Choice Voucher (HCV) Administrative Policy revision updates from Nan McKay and Associates, Inc. provided to ensure the housing authority remains compliant with the Department of Housing and Urban Development (HUD), noting that no board approval was necessary. She reviewed the updates, and advised that the changes were made as recommended.

BID TABS

APPROVE BID TABS FOR WEATHERIZATION MATERIALS

Ms. Petty reviewed bid tabs gathered for the purchase of weatherization materials to be utilized during the period of October 1, 2018 through September 30, 2019 by the Erie County Housing Authority Weatherization Program, who is contracted with the Department of Community and Economic (DCED).

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority approved the award of bid for Cellulose Insulation to Erie Energy Products, Inc. (the only bidder) for the same cost as the previous year. AYES: ALL.

Ms. Petty reviewed an email notification from Blevins, Inc. (the only bidder) stating the manufacturer has increased the cost of Fiberglass Blowing Insulation 26% during the year 2018 and it is reflected in the bid tab price increase of \$4.48 per bag of insulation.

After discussion and ON MOTION by Mr. McGoey, seconded by Ms. Stucke, the Erie County Housing Authority approved the award of bid for Fiberglass Blowing Insulation to Blevins, Inc. AYES: ALL.

After discussion and ON MOTION by Ms. Gernovich, seconded by Mr. DeRose, the Erie County Housing Authority approved the award of bid for Mobile Home Replacement Doors to Blevins, Inc. (the only bidder). AYES: ALL.

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority approved the award of bid for Mobile Home Windows and Self-Storing Storms to Blevins, Inc. (the only bidder). AYES: ALL.

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority approved the award of bid for Mobile Home Vinyl Replacement Windows to Blevins, Inc. (the only bidder). AYES: ALL.

After discussion and ON MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority approved the award of bid for House Vinyl Replacement Windows to Modern Builder's Supply (the apparent low bidder). AYES: ALL.

Ms. Petty advised that there were no bids received for the House Exterior Storm Windows.

SOLITICIATIONS REPLACEMENT PROPOSAL – COSTARS

Ms. Petty reviewed a handout received during the annual Department of Community and Economic Development (DCED) meeting in Williamsport, earlier this year for the Commonwealth's Cooperative Purchasing Program (COSTARS) and advised there may be a need next year to purchase weatherization materials through the program instead of going out for bids due to such a low response to the Request for Proposals (RFPs) advertised this year.

UPDATES

Ms. Weaver provided updates, including the jury acquittal of the accused arsonist at the Barnett Building and recent Ransomware attacks. She stated the Federal Bureau of Investigation (FBI) was made aware of the attacks; however, she has never heard back from them.

Mr. Pettit stated Networking Technologies has been hired and has installed a new firewall and Baracuda Backup to protect both on site and the cloud storage. He said another meeting is scheduled Wednesday to discuss any future needs.

Ms. Weaver advised that Housing Choice Voucher (Housing Choice Voucher Section 8 Program) is now sending utility payments directly to the utility companies instead of reimbursing tenants with a check; the gutter, fascia and soffit repairs have been completed at College View; and 30 exterior doors at Pleasant Manor have been measured, ordered and will be replaced by Architectural Doors and Hardware of Erie.

She stated further that she was approached by Andy Cohen of WODA Cooper Companies, and was advised that a new 59-unit townhouse project is to be built in Harborcreek through funding received from Erie County Redevelopment Authority and Pennsylvania Housing Finance Agency (PHFA). She said the housing authority may be able to provide 5 Housing Choice Voucher Section 8 Program Project Based Vouchers, which could generate income. She reminded the board members that Highland Village in Edinboro already has 6 of the project based vouchers.

FINANCIALS/BILLS

Mr. Pettit reviewed expenditures and bills for the period of July 1, 2018 to August 31, 2018 for Public Housing, Housing Choice Voucher Section 8 Program, South Hills Apartments, Barnett Building, Weatherization, and the Revolving Fund. He answered questions and provided updates stating interior doors have been replaced at the Gerald S. Salisbury Building; LED bulb upgrades have been installed throughout various facilities; and the Contracts category was higher due to spring snow plowing in North East. He stated Housing Choice Voucher Section 8 Program expenses were higher due to the new maintenance building and because there were no contributions or rental income last year due to the fire at the Barnett Building. He stated further that the elevator at the Barnett Building will be updated with money in reserves. Due to the South Hills Apartments becoming a property of the Housing Authority, the payment of taxes should no longer be required.

Mr. Pettit reminded the board members that the Weatherization Program funding from Department of Energy (DOE) and Low Income Home Energy Assistance Program (LIHEAP) allow for only reimbursement of actual costs and the Utility account for the Weatherization Program is currently upside down while awaiting payments from Penelec.

He called attention to extraordinary expenses from The Nelrod Company for an updated Admission and Continued Occupancy (ACOP) Policy; Rabe Environmental Systems, Inc. for package terminal air conditioner (PTAC) units installed at Center Place; The Wilkins Company, Inc. for a new fire system at the Gerald S. Salisbury Building; Matthew's Carpet Express for carpet changes in the Barnett Building; and Reimbursement to the Revolving Fund from South Hills Apartments for the cost of property and liability insurance as well as the mortgage payment.

After discussion and ON MOTION by Mr. Robinson, seconded by Mr. DeRose, the Erie County Housing Authority approved the bills paid from July 1, 2018 to August 31, 2018. AYES: ALL.

STANDARD REPORTS

Ms. Weaver reviewed the Standard Reports relative to the vacancies, applications, delinquencies, promissory notes, evictions and waiting lists for each development. She also reviewed the Housing Choice Voucher Section 8 Program number of leased units, applications received and advised the Waiting List is still open.

ADJOURNMENT

There being no other business, the meeting was adjourned at 1:30 p.m. ON MOTION by Mr. Robinson, seconded by Mr. DeRose. AYES: ALL.