

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 14, 2022, 11:30 A.M.  
ERIE COUNTY CONSERVATION OFFICE  
1927 WAGER ROAD  
ERIE, PA 16509**

Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:30 a.m., with the following present:

**BOARD**

Dave Robinson, Chairperson  
Kim Stucke, Vice-Chairperson  
John Downey, Member

**EXCUSED**

Sheri Heasley, Member  
Tina Freeman, Member

**STAFF**

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

**GUEST SPEAKERS**

Brian McCall – Maher Duessel  
Jocelyn Miller – Maher Duessel

**PUBLIC COMMENT**

There was no public comment.

**APPROVE MINUTES**

On MOTION by Vice-Chairperson Stucke, seconded by Dr. Downey, the Minutes from the July 13, 2022, Regular Meeting were approved. AYES: ALL.

**NEW BUSINESS**

a) **2021 Auditors Report – Maher Duessel**

Brian McCall from Maher Duessel reviewed the draft version of the 2021 Auditors Report and answered questions from the board, noting it was a very clean audit with no findings. He stated that the numbers are accurate, details are clear, and Erie County Housing Authority is in compliance with the Department of Housing and Urban Development (HUD) rules.

On MOTION by Dr. Downey, seconded by Vice-Chairperson Stucke, the 2021 Auditors Report was accepted as presented. AYES: All.

Vice-Chairperson complimented the housing authority staff stating they did a great job and Ms. Weaver agreed that credit was to be given to employees who were willing to step right back into full work during the Covid Pandemic, mentioning that some housing authorities were only doing emergency inspections and repairs.

Mr. McCall stated the Auditors Report will be filed with HUD and the federal government before the end of the month.

b) **Section 8 Administrative Plan Updates**

Ms. Weaver reminded the board that the housing authority has a contract with The Nelrod Company, who keep up with HUD updates. She stated that HUD updates are usually addressed in July; however, information was just received in August.

She advised that there are no major updates requiring a resolution and that as the housing authority continues to move forward with the Rental Assistance Demonstration (RAD) Program process, issues and items will be brought to the boards' attention.

On MOTION by Dr. Downey, seconded by Vice-Chairperson Stucke, the revisions to the Section 8 Administrative Plan were approved. AYES: All.

**c) PHA Annual Plan – HUD Resolution**

Ms. Weaver announced that the housing authority is still working on updates with Joyce and Shannon from RAD, noting the resolution must be submitted by October 15, 2022. She listed some of the items addressed in the plan, including reports for maintenance, policies and rules as well as the Pennsylvania State Housing Plan.

On MOTION by Vice-Chairperson Stucke, seconded by Dr. Downey, the PHA Annual Plan was accepted as presented and authorized its submission to HUD. AYES: All.

**d) 2023 Pension MMO**

Mr. Pettit introduced the item, providing the 2023 estimated payroll for the Minimum Municipal Obligation and defined the term benefit pension for the Board. He noted there is no need for a vote on this item.

**e) Updates**

Ms. Weaver stated the new Community Development Block Grant (CDBG) Agreement between the City of Corry and Erie County Housing Authority remains the same and ECHA continues to base the administration fee on the projects determined by the city.

She advised that the projects planned for 2023 include continued work on the Storm Sewer Project, and Code Enforcement, so ECHA is requesting administration fees in the amount of \$25,000.

Ms. Weaver provided updates as to the South Hill fire, stating that all tenants are now back in the apartments. She advised that the person who started the fire gave notice and moved out.

She stated that no one was hurt; however, the apartment where the fire started was a total loss. She advised that flooring has been ordered, cabinets are in at Lowes, and the apartment still needs painting.

Ms. Weaver announced that operating funds will cover the cost of planned elevator upgrades as quoted for Center Place in the amount of \$118,000 and Salsbury Building in the amount of \$117,000 with the work to be completed by Schlinder Elevator Corporation. She noted that while work will not begin for 6 months, contracts will be signed to retain the price quotes.

Ms. Weaver stated that Request for Proposals (RFP) have been issued for financing and architects for the RAD Program and bids are due September 21, 2022. She advised that she had reached out to Northwest Bank in Corry; however, Ms. Freeman said the bank is not currently able to provide financing in that area. Ms. Weaver noted that she has received questions from Roth Marz Partnership, an architectural design firm from Erie, as well as from an architect out of Pittsburgh.

Ms. Weaver thanked the board for their online vote and advised them that the fire truck has been ordered.

Ms. Weaver announced that she and Mr. Pettit are working on moving the housing authority's health insurance to Highmark PPO Blue while trying to lower employee costs and co-payments.

Ms. Weaver requested an immediate one-time bonus in the amount of \$300.00 for each employee due to increased costs in everything. She stated annual cost of living increases and incentives will still be requested to begin January 1, 2023.

ON MOTION by Vice-Chairperson Stucke, seconded by Dr. Downey, the one-time bonus in the amount of \$300.00 per employee was approved. AYES: All.

Ms. Weaver advised that Valerio Construction has made upgrades to the College View Manor entrance door with new glass, panic device, new door handles as well as weatherstrips and door sweeps. She noted they are currently painting front pillars and handrails and everything is looking cleaner and very nice. She advised further that Valerio Construction has already replaced the double doors and side lights on the main entrance.

Ms. Weaver announced that the Marvin J. Schick (MJS) boilers/hot water tank units installed with Capital Funding are done and being inspected today. She stated that 177 windows are in and Valerio Construction will begin replacement of the existing windows next week at West Court and Random Court. She informed the board that after the windows have been installed, all three entrance doors at Gerald Salisbury Building will be replaced, including all of the hardware.

College View Manor and Salisbury Building keyless entry cards, paid for with the Safety and Security Grant Funding, have been ordered and are expected to be in the middle of October. This will allow for one card that allows entry at the front door and into the apartment.

Ms. Weaver stated that Mr. Vanchieri is in the process of bidding out replacement gutters, soffit and fascia at West Court units in Corry as well as bidding for proposals for lawn maintenance and snow removal for College View Manor in North East.

Discussion was held relative to Disadvantage Business Enterprises (DBE) and Ms. Weaver noted that there is not always a response from qualifying companies when searches are done through the housing authority.

Chairperson Robinson advised that he was approached by a person involved in economic development who was giving a reference for a couple of women starting up a business. He said it motivated him to review further and he determined that there are no DBE businesses that provide services needed by the Transit Authority. He said he set-up a meeting with Gary Lee, head of the Diversity, Equity, and Inclusion Commission (DEI) because of the amount of funding available for entrepreneurs, business development, and for start-ups in disadvantaged neighborhoods and minority owned businesses.

Chairperson Robinson stated he believes public authorities and businesses have a role in nurturing or growing new businesses who provide needed services and is going to host DBE Certification Meetings.

### **FINANCIALS**

Mr. Pettit reviewed the internal financials by project for the month ending July 31, 2022 and the Yearly Income Statement Comparisons from January 1, 2022 through July 31, 2022.

Ms. Petty answered questions from the board relative to the Weatherization Program, Clean and Tune Program, Cooling Program and the status of work being conducted within the city limits of Erie.

On MOTION by Dr. Downey, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

### **STANDARD REPORTS**

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

Ms. Weaver announced that the City of Erie received \$100,000 in Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) funds to assist homeowners who need assistance with home repairs. She stated that she would contact the City of Erie to see if they are interested in working with ECHA Weatherization Program.

Discussion was held relative to solar panels and Ms. Weaver thanked the board for their time.

### **ADJOURNMENT**

With no other business before the Board and on MOTION by Vice-Chairperson Stucke, seconded by Dr. Downey, the Erie County Housing Authority adjourned the regular meeting at 1:30 p.m. AYES: ALL.