

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 12, 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 11:50 a.m., with the following present:

BOARD

James McGoey, Chairman
Ralph DeRose, Member
Kim Stucke, Member

EXCUSED

Dave Robison, Vice-Chairman
Doris Gernovich, 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. Stucke, seconded by Mr. DeRose, the minutes of both the Annual Meeting and the Regular Meeting of January 8, 2019 were approved as submitted. AYES: ALL.

NEW BUSINESS

a) Bid Awards – Roof Replacement Gerald S. Salsbury Building

Ms. Weaver advised that there was a huge response from bidders who submitted bids to replace the roof at the Gerald S. Salsbury Building and TIP Construction is the apparent low bidder. She reminded the board members that TIP Construction installed self-contained heating and air conditioning systems (PTAC units) at the Gerald S. Salsbury Building and noted that Sam Vanchieri, Facilities Manager, felt confident that TIP would finish the roof replacement timely. She recommended the board award the bid from TIP Construction in the amount of \$154,500 to replace the roof at the Gerald S. Salsbury Building.

On MOTION by Mr. DeRose, seconded by Ms. Stucke the Erie County Housing Authority awarded the replacement of the roof at Gerald S. Salsbury Building in the total amount of \$154,500. AYES: ALL.

b) Resolution – 2019-1 SEMAP Certification

Ms. Weaver introduced Resolution 2019-1, and stated Amy Clabatz, Housing Choice Voucher Section 8 Program Coordinator, self-certifies that all conditions are met.

After discussion and on MOTION by Ms. Stucke, seconded by Mr. DeRose, the Erie County Housing Authority adopted Resolution 2019-1, Resolution of the Housing Authority of the County of Erie Approving the Section 8 Management Assessment Program (SEMAP) Certification for FY 2018. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 11:50 a.m. and all staff members were excused except for Ms. Weaver.

RE-CONVENE

The Board re-convened at 12:13 p.m. with all members present.

FINANCIALS AND BILLS

Mr. Pettit, Controller, reviewed the Erie County Housing Authority financials and bills; stating Public Housing Administration Costs referencing Utilities is \$9,000 under budget due to the new water meters installed at Pleasant Manor and Center Place. He stated Contract Costs are higher due to monitoring of the alarm systems, snow plowing requiring payment up front and inspection fees. While income is down at South Hill Apartments; the Barnett Building income is identical to last year and expenses are down in Erie County Section 8 and Weatherization.

After discussion and on MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority approved the bills as submitted. AYES: ALL.

UPDATES

Ms. Weaver advised that Tonya Lutton's last day of employment was a week ago and her replacement, Shelly Downey, previously from the Family Support Center, started yesterday.

She informed the Board that the City of Corry has granted forgiveness for taxes from 2018 relative to South Hill Apartments, the new maintenance building and all housing returned from Stairways; however, the Corry School District has not yet addressed the request to forgive the same taxes. She noted that Doris Gernovich, a member of both the Erie County Housing Authority and the Corry School District Boards has recused herself relative to these matters. Ms. Weaver answered questions from the Board and Mr. McGoey stated he was not able to find any case setting precedent similar to this matter.

Ms. Weaver stated there may be need for a special meeting requiring an email vote to approve a new fire alarm system for College View Apartments because proposals are due April 5, 2019.

She briefed board members that upcoming sealcoating and line painting of Erie County Housing Authority parking lots may be completed by maintenance employees who will receive prevailing wages to do the work through a process called Force Account Labor instead of using the bid process to award an outside company to do the work. Sam Vanchieri, Facilities Manager will provide a comparison of the costs involved for each.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. She made note that the Section 8 Waiting List remains closed at this time.

IT DISASTER RECOVERY PLAN

Mr. Pettit provided an update to the IT Disaster Recovery Plan implemented with Networking Technologies and answered questions from the Board.

ADJOURNMENT

Ms. Weaver notified the Board that Mr. DeRose's term expires March 31, 2019 and thanked him for his service. She stated she has contacted the County Executive Office, requesting a new board member and sent them Ralph's resignation letter.

With no other business before the Board and on MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority adjourned the regular meeting at 12:48 p.m. AYES: ALL.