

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY SEPTEMBER 12, 2017
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 11:38 a.m., with the following present:

BOARD

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

EXCUSED

Ralph DeRose, Member

STAFF

Mike McNierney, Executive Director
Beverly Weaver, Deputy Director
Amy Clabbatz, Housing Coordinator
Rachel Petty, Weatherization Coordinator
Tonya Lutton, Administrative Assistant

MEMBERS OF THE PUBLIC

Walt Aurand, Tenant at Salsbury Building
Anthony Albaugh, Tenant at Salsbury Building

PUBLIC COMMENT

Mr. Albaugh inquired about pending changes to ECHA's Smoke-Free Housing Policy. Mr. McNierney acknowledged that new federal regulations regarding smoke free public housing must be implemented by July 2018. The new law would render our designated smoking location at Salsbury and other ECHA Developments non-compliant. It is not practical to relocate these designated smoking areas. The Board has conducted several discussions regarding the smoking issue and they have decided to implement a smoking policy that will prohibit smoking anywhere on ECHA property as its implemented next July. All ECHA tenants will be informed of the policy in advance. Smoking cessation support will be offered to assist residents that wish to participate. Mr. Albaugh wanted to know if Salsbury residents would be required to pay their own electric bills. Mr. McNierney remarked that this has never been considered or discussed. Mr. Albaugh referred to a gutter downspout issue at Salsbury and requested removal of some ornamental trees. These building maintenance questions should be directed to the property manager at the Salsbury Building. The Board was informed about the award that Salsbury residents received for their garden by the Presque Isle Garden Club. Mr. McNierney discussed a previous meeting with Mr. Albaugh and ECHA's response to the issues raised in that meeting.

Mr. Robinson left the meeting at 11:55 a.m.

MINUTES

After review, Ms. Gernovich made a MOTION to approve the minutes of the Regular Meeting of July 11, 2017 as submitted, seconded by Ms. Stucke. AYES: ALL.

NEW BUSINESS

PHA Utility Allowance / Resolution 2017-01

Ms. Clabbatz reviewed the proposed 2018 utility allowance for our public housing. Federal regulations require that we review utility consumption and make appropriate adjustments to allowances. The methodology used for the

adjustments involves the averaging of utility billings by unit (bedroom) size. Ms. Stucke made a MOTION to approve Resolution 2017-01 as presented, seconded by Ms. Gernovich. AYES: ALL.

Public Housing Authority (PHA) Annual Plan / HUD Resolution

Ms. Clabatz reviewed ECHA's Annual Plan and addressed recommended updates and revisions. She covered the material with the Board Members and addressed their questions. After discussion, Ms. Stucke made a MOTION to approve the HUD Resolution as presented, seconded by Ms. Gernovich. AYES: ALL.

PII Policy

Mr. McNierney explained recent emphasis regarding the protection of personally identifiable information (PII) that we collect on our tenants, program participants, and employees. Accordingly, the ECHA staff has prepared a PII Policy for consideration that outlines how we intend to secure this data, protect and prevent any potential breaches of sensitive information. This policy is intended to safeguard the privacy of employees, clients and vendors by following the federal privacy laws, guidance, and best practices. After discussion, Ms. Gernovich made a MOTION to approve the new PII Policy as submitted, seconded by Ms. Stucke. AYES: ALL.

Minimum Municipal Obligation (MMO)

The 2018 Minimum Municipal Pension Obligation (MMO) calculation was brought before the Board for explanation and review. The total obligation will be \$104,794. This will be paid in monthly installments beginning in January 2108.

Smoking Policy

The ECHA Board previously had agreed to ban smoking on all ECHA owned property. A written Smoke-Free Housing Policy was presented to the Board for consideration and implementation in July 2018. ECHA's Policy goes beyond the recent federal law for public housing set to go in effect in July 2018. ECHA's Policy will cover all ECHA property, not just public housing. After discussion, Ms. Gernovich made a MOTION to approve the Smoking Policy as presented, seconded by Ms. Stucke. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey initiated an Executive Session at 12:32 a.m.

RECONVENE

The board reconvened at 12:56 p.m.

Erie County Housing Rentals

After the executive session, Ms. Gernovich made a MOTION to approve Mr. McNierney to sign on behalf of ECHA to secure a line of credit for up to \$30,000 for the operations of the Erie County Housing Rentals, seconded by Ms. Stucke. AYES: ALL.

BID TAB Weatherization

Cellulose Insulation Bids

Ms. Petty reviewed one bid received for the Cellulose Insulation. After discussion, Ms. Stucke made a MOTION to accept the bid from Erie Energy Products, Inc. at a total cost of \$352.80 per 1000 sq. ft. at R40 insulation. The motion was seconded by Ms. Gernovich. AYES: ALL.

Fiberglass Blowing Insulation Bids

Ms. Petty reviewed one bid received for the Fiberglass Blowing Insulation. After discussion, Ms. Gernovich made a MOTION to accept the bid from Blevins, Inc. at a total cost of \$435.71 per 1000 sq. ft. at R38, seconded by Ms. Stucke. AYES: ALL.

Mobile Home Replacement Prime Doors, Windows and Self-Storing Storms, Vinyl Replacement Windows

Ms. Petty reviewed one bid for the Mobile Home Replacement Prime Doors, Mobile Home Windows and Self-Storing Storms, and Mobile Home Vinyl Replacement Windows. After discussion, Ms. Stucke made a MOTION to accept the bid from Blevins Inc. per their price sheet, seconded by Ms. Gernovich. AYES: ALL.

House Vinyl Replacement Windows Bids

Ms. Petty reviewed two bids received for House Vinyl Replacement Windows. After discussion, Ms. Gernovich made a MOTION to accept the bid from Modern Builders Supply at an annual estimated cost of \$2,481.03, seconded by Ms. Stucke. AYES: ALL.

House Exterior Storm Windows Bids

Ms. Petty informed the board that there were no bids for House Exterior Storm Windows.

Refrigerator/Freezer Bids

Ms. Petty reviewed a bid for Refrigerator/Freezers. After discussion, Ms. Stucke made a MOTION to accept the bid from Arthur F. Schultz Company, seconded by Ms. Gernovich. AYES: ALL.

BID TAB CDBG Handicap Ramps and Sidewalk

Ms. Weaver reviewed the five bids for the CDBG Handicapped Access at Street Curbs. After discussion, Ms. Gernovich made a MOTION to accept the Empire Landscaping & Snow Services bid at \$34,940, seconded by Ms. Stucke. AYES: ALL.

FINANCIALS

Approval of Financials / Bills

Mr. McNierney reviewed interim financials, bills, and expenses for the various business units and fielded questions from the Board. After discussion, Ms. Gernovich made a MOTION to approve the financials as submitted, seconded by Ms. Stucke. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided a report relating to vacancies, applications, delinquencies, evictions and waiting lists for each development. She also reviewed the Section 8 HCV Program number of leased units and applications received and reminded the Board that the waiting list was re-opened on July 17, 2017. Questions from the Board were then answered.

ADJOURNMENT

Finding no further business before the Board, Ms. Gernovich made a MOTION to adjourn the Erie County Housing Authority regular meeting at 1:32 p.m., seconded by Ms. Stucke. AYES: ALL.