

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2024 AT 11:30 A.M.
GERALD S. SALSBUURY APARTMENTS
4004 PACIFIC AVENUE
ERIE, PA 16505**

Chairperson Heasley called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:31 a.m., with the following present:

BOARD

Sherri Heasley, Chairperson
John Downey, Vice-Chairperson
Bob Williams, Member
William "Buzz" Hammond, Member

EXCUSED

Jennie Hagerty, Member

STAFF

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

ROLL CALL

Meeting attendance was taken and Chairperson Heasley deemed a quorum was present.

PUBLIC COMMENT

There was no public comment.

APPROVE MINUTES

On MOTION by Dr. Downey, seconded by Mr. Williams, the Minutes from the September 11, 2024, Regular Meeting were approved. AYES: All.

On MOTION by Mr. Williams, seconded by Dr. Downey, the Minutes from September 30, 2024, Special Meeting were approved. AYES: All

FINANCIALS

a) Tenants Charge Offs

Mr. Pettit said he spoke with property managers, who provided lists of tenants and the amounts they owe the housing authority. He reviewed the list of charge offs by building, stating the amount is approximately \$6,000 less than last year.

Ms. Weaver provided information relative to the Housing Authority System run by the Department of Housing and Urban Development (HUD) that keeps track of who owes and how much is owed because they are not able to return to subsidized housing without their debts being paid.

On MOTION by Dr. Downey, seconded by Mr. Hammond, the Erie County Housing Authority approved the Tenant Charge Off Request as submitted. AYES: All.

b) 2025 Multi-Project Budget

Mr. Pettit reviewed 2025 Budget Notations by explaining the formula used to determine annual rent and reviewing definitions of headings used in the Operating Budget and how those amounts are determined.

He brought to the Board's attention the changes to the Operating Budget including the new format and heading entitled, Total Multi-Project Budget.

He also explained the use of Time Studies and how there is a need for them at the beginning of the year and middle of the year depending on employee turnover.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority approved the new 2025 Multi-Project Budget as submitted. AYES: All.

c) Financials and Bills

Mr. Pettit reviewed the Summary Financials as of September 30, 2024, previously approved for use by the Board, noting the deficit in Public Housing is due to the RAD Conversion.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

NEW BUSINESS

a) Bid Award – Barnett Building Project

Ms. Weaver reviewed the Bid Tabulations, stating the bids were higher than expected but she understood with the increased costs of everything.

She reminded the Board of the alterations to be made at Barnett Building Apartments.

She stated further that TIP Construction is the apparent low bidder; noting they do great work and expect the project to be completed by the end of summer 2025.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority awarded the Alterations to Barnett Building Apartments Project to TIP Construction in the amount of \$488,00.00. AYES: All.

b) Pension Increase

Ms. Weaver asked the Board to recall the discussion at the last meeting relative to increasing the housing authority pension and stated that she had received the proposals that were requested of the Pennsylvania Municipal Retirement System (PMRS).

She reviewed the Cost Study Results in Minimum Municipal Obligation (MMO) format and stated that the cost to increase the pension Member Final Average Salary multiplier from 1.00% to 1.75% could be met by the housing authority without additional contribution from the employee.

She noted that the start date would be January 1, 2025 for the increase.

On MOTION by Dr. Downey, seconded by Mr. Williams, the Erie County Housing Authority accepted Proposal 2 of the PMRS Proposals reflected on the Cost Study Results and approving the Member Final Average Salary multiplier to 1.75% effective January 1, 2025. AYES: All.

c) Updates

Ms. Weaver announced that Mr. Pettit had recently completed an audit with the Weatherization Program Monitor. She stated that there were no findings or concerns outlined in the report and therefore no corrective action plan was necessary.

She also advised the Board that Ms. Sutton had met with the new Community Development Block Grant (CDBG) Monitor over the years of 2017, 2018, and 2019 where there were zero findings and no concerns as well.

Ms. Weaver stated that she had received an email in response to an application to the Green and Resilient Retrofit (GRRP) Program notifying the housing authority that it is unable to approve a grant for the South Hill Apartments at this time; however, a loan was offered.

Discussion was held relative to reapplying for the grant to which Ms. Weaver agreed.

She reported that she had been contacted by Michael Ferritto of the Governor's Office with regard to reaching out to Desiree and Bob Troutner with what sounded like them wanting to work with the housing authority on the Weatherization Program.

Ms. Weaver announced that after meeting virtually with Mr. and Ms. Troutner she learned that they wanted the housing authority to manage additional state funding. She advised that she had not heard anything about this funding prior to this and read from a list describing the resources.

She stated that after discussing and investigating, she learned that there is going to be a Vision Conference in Harrisburg on Tuesday where she and Mr. Pettit are going to attend. She stated further that Kim Thomas, Executive Director of Infinite Erie is also planning to hold a meeting under the name, Erie Action Team.

Discussion was held relative to whether the housing authority had staff to manage additional funding.

Ms. Weaver advised that she was expecting to hear from HUD confirming the Closing on Tuesday of the second round of RAD Conversions. She said she has spoken with both attorneys about signing documents on Monday before leaving for Harrisburg.

She stated that new leases will be signed by the end of November with an effective date of December 1, 2024. She stated further that the Erie City Housing Inspector is expected to complete Corry and North East inspections on November 25, 2024.

She announced that the majority of the first RAD Conversion construction work is complete; noting the generators at Pleasant Manor and Center Place still need to be installed.

She reiterated that all construction work must be completed by the end of the month, at which time she will prepare the Close Out Report for RAD, which must be completed by December 19, 2024.

Discussion was held and agreed to relative to continuing meeting dates in 2025 on the second Wednesday of every other month.

Ms. Weaver provided an opportunity for Mr. Pettit to explain further and answer questions of the Board about the new Operating Budget to which he ended by stating the housing authority is sitting very strong.

STANDARD REPORTS

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

She stated that a lot of out of state applicants have applied for housing in the Barnett Building in Albion and currently there is only one Foster Youth to Independence (FYI) voucher leased.

OLD BUSINESS

Mr. Williams requested to re-address the National Standards for the Physical Inspection of Real Estate (NSPIRE) protocol, asking if the housing authority is going to move forward so that landlords know what must be repaired?

Ms. Weaver replied that issues have already been addressed with the landlord. She stated that October 1, 2025 is the start date and nothing can be enforced before then.

Discussion was held relative to whether there are corrective matters if a landlord retaliates against a tenant for complaining and Ms. Weaver advised they should call Fair Housing.

Discussion was also held relative to concerns for the tenants whose landlords do not pass NSPIRE Inspections as well as the large number of applicants from Erie County and out of state. Further discussion was held relative to Waiting List Preferences; HUD Faircloth; and use of tax credits.

Ms. Weaver stated she would provide the number of Erie County applicants to the Board.

EXECUTIVE SESSION

Chairperson Heasley called for an Executive Session at 12:32 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:56 p.m. with all members present.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority approved salaries and bonuses as presented. AYES: All.

ADJOURNMENT

With no other business before the Board and on MOTION by Mr. Williams, seconded by Dr. Downey, the Erie County Housing Authority adjourned the regular meeting at 12:57 p.m. AYES: ALL.