

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
TUESDAY, MAY 11, 2021  
11:30 A.M.  
CONFERENCE CALL**

Due to the Covid-19 Pandemic, the meeting was held via telephone/video conference. Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:34 a.m., with the following present:

**BOARD**

Dave Robinson, Chairperson present at the Erie County Housing Authority  
Kim Stucke, Vice-Chairperson  
Sherri Heasley, Member  
John Downey, Member  
Tina Freeman, Member

**STAFF**

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

**PUBLIC COMMENT**

There was no public comment.

**AGENDA**

Chairperson Robinson asked the board members to take note that the date on the agenda should read May 11, 2021.

**MINUTES**

On MOTION by Vice-Chairperson Stucke, seconded by Ms. Heasley, the Minutes of the March 9, 2021 Regular Meeting were approved as submitted. AYES: ALL.

**FINANCIALS/BILLS**

Mr. Pettit reviewed the Operating Budget Comparison as of March 31, 2021 and the Income Statement Comparisons from January 1, 2021 through March 31, 2021.

Discussions were held relative to extra Admin Funding received due to the Covid Pandemic and the payment to Knox McLaughlin, Gornall & Sennett P.C. in the amount of \$6,553.45.

At the request of Chairperson Robinson, Mr. Pettit explained the Revolving Fund and how it is utilized.

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

**NEW BUSINESS**

**a) BID AWARD – RANDOM COURT CONCRETE WORK**

Ms. Weaver reviewed the Bid Tabulation, stating that Empire Snow Management, Inc. of Waterford was the apparent low bidder. She stated that she spoke with Mr. Vanchieri concerning why the bid is so much lower than the others and was told that the owner said he runs a lot of the work himself and he doesn't have to pay himself prevailing rate.

She noted that Empire Snow Management, Inc. has also done a good job installing curb cuts and the parking lot concrete work at Gerald Salisbury Building was also done well. She recommends the Board approve their bid tabulation and discussion was held relative to prevailing wage as well as whether the bid is all inclusive of the bid requirements. She noted that Mr. Vanchieri will be present while the work is being done.

After discussion and on MOTION by Ms. Freeman, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority awarded the bid to replace the driveway and retaining wall at 548 Church Street to Empire Snow Management, Inc., in the amount of \$11,999.99 with a 10% bid bond and based on work previously done by the company and in compliance with the bid requirements.

**b) UPDATES**

Ms. Weaver announced that she was excited to send an email to everyone announcing the award of the Safety and Security Grant funding in the amount of \$235,000. She noted that \$250,000 was the maximum amount that could be requested.

She listed various Capital Fund improvements where the funding would be spent, including the replacement of apartment door locks and the replacement of 4 entrance security doors at the Gerald Salsbury Building; replacement of apartment door locks, installation of security cameras and replacement of exterior security doors at College View Manor; and new security cameras for Pleasant Manor, West Court Apartments and Center Place Apartments.

Ms. Weaver stated that ceiling fans are installed at Pleasant Manor in all of the bedrooms and the second and third floor windows have been installed at the Barnett Building in Albion. She noted that Mr. Vanchieri is looking into what it would cost to replace the first-floor windows at the Barnett Building.

She said that Mr. Pettit is looking into replacing the 12-year-old security cameras at the Barnett Building and noted that the building already has new wiring from the renovations made after the 2017 fire.

She stated that a Request for Proposal (RFP) has been issued for a Consultant to the Rental Assistance Demonstration (RAD) Conversion.

Ms. Weaver announced that a special meeting will be necessary in June for the board to amend the Capital Fund 5-Year Action Plan to include additional projects that will be completed with the \$235,000 awarded through the Safety and Security Grant. She stated further that the special meeting will also be necessary for the board to consider the appointment of a RAD Conversion Consultant and to discuss the Consultant's recommendations for moving forward with the conversion. She noted that she will email the board members to determine what date is best for the special meeting.

She advised that a dividend check in the amount of \$3,619.49 was received from HAI Group, the insurance agency with which the Housing Authority had property and casualty insurance in 2020. She noted that amount of the check was based on supplemental dividends totaling \$16.9 million.

Ms. Weaver stated she received an email from Creditech Collection Solutions about a previous tenant who owed the Housing Authority \$900.00 and was willing to pay \$450.00. She stated further that she requested \$505.00 because the tenant owed for damages. She stated that a check has been received in the amount of \$400.00 after the collection agency's commission was paid. She stated further that there is almost \$50,000.00 in collections.

She advised that Ms. Rasey found out that a tenant was working, earning \$14.00 per hour and had not reported it. Ms. Rasey confirmed this with the tenant's pay stub and determined the tenant owed over \$4,500.00 in back rent. Ms. Weaver stated that a promissory note was signed and with the tenant's payments, income tax and stimulus payment, Ms. Rasey received a money order in the amount of \$3,839.00, which paid the back rent in full.

Ms. Weaver stated that Ms. Rasey is good about contacting tenants that owe back rent around income tax and stimulus time when they have extra money.

Chairperson Robinson asked if it was known whether any tenants had taken advantage of the Erie County Emergency Rental Assistance Program and Ms. Weaver stated flyers were sent last week to Section 8 tenants that owe money, so it's too early to know if anyone has applied for assistance. Mr. Pettit reminded everyone that the information for the program is also on the Housing Authority's website.

### **STANDARD REPORTS**

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. She stated that Section 8 Housing Choice Voucher Program waiting list remains open, noting that this is the first time she has seen the list remain open for more than a few months at a time. She was excited to share that one of the families renting a Random Court property, recently moved into a home of their own, noting that it's great to see families utilize the assistance program in time of need and then be able to move out and be able to care for their own expenses.

Discussion was held relative to while there are not enough landlords renting to Section 8 tenants, the number of families currently renting has increased from 815 to 888. Ms. Weaver noted that this increase assists in spending down HUD held reserves which contributes to increased Admin funding.

### **EXECUTIVE SESSION AND ADJOURNMENT**

Chairperson Robinson called for an Executive Session and with no other business before the Board and on MOTION by Dr. Downey, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority adjourned and the regular meeting at 1:18 p.m. AYES: All.