

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
WEDNESDAY, MAY 8, 2024 AT 11:30 A.M.  
PLEASANT MANOR APARTMENTS  
251 WEST PLEASANT STREET  
CORRY, PA 16407**

Chairperson Heasley 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**

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

**STAFF**

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

**ROLL CALL**

Meeting attendance was taken.

**PUBLIC COMMENT**

There was no Public Comment.

**APPROVE MINUTES**

On MOTION by Mr. Williams, seconded by Dr. Downey, the Minutes from the March 13, 2024, Regular Meeting were approved. Ayes: All.

**NEW BUSINESS**

Brian McCall of Maher Duessel was running late, so the Agenda Items were taken out of order.

**b) Bid Award – Family Housing Siding Replacement**

Ms. Weaver reviewed the Bid Tabulation, stating the project includes siding replacement for 15 units at Marvin J. Schick Apartments in North East; 12 units at West Court Apartments in Corry; and 7 Homes at Random Court in Corry.

She explained that when the Bids were requested, it was unclear whether there would be enough funding available for all 3 projects so, Random Court was separated into an Alternate Bid. Marvin J. Schick Apartments and West Court Apartments are included in the Base Bid.

She advised that TIP Construction is the apparent lowest bidder and noted that they have done good work previously and are good with tenants.

Discussion was held relative to when the buildings were built and Ms. Hagerty offered information relative to the Neighborhood Assistance Program (NAP) which would offer an 80% tax break instead of using funding from the state.

Mr. Williams advised that he would be available to review housing units with the executive director to determine eligibility for NAP.

On MOTION by Dr. Downey, seconded by Mr. Williams, the Erie County Housing Authority awarded the bid for siding replacement for 15 units at Marvin J. Schick Apartments in North East; 12 units at West Court Apartments in Corry; and 7 Homes at Random Court in Corry to TIP Construction in the amount of \$210,000.00 for the Base Bid and \$60,000.00 for the Alternate Bid; totaling the award amount of \$270,000.00.

**c) Bid Award – Family Housing Kitchen Cabinet & Countertop Replacements**

Ms. Weaver reviewed the Bid Tabulation, stating the project includes kitchen cabinet and countertop replacements for 14 units at Marvin J. Schick Apartments in North East; 11 units at West Court Apartments in Corry; and 7 homes at Random Court in Corry.

She explained that when the Bids were requested, it was unclear whether there would be enough funding available for all 3 projects so, Random Court was separated into an Alternate Bid. Marvin J. Schick Apartments and West Court Apartments are included in the Base Bid.

She announced that Bauer Specialty is the apparent lowest bidder and stated that Mr. Vanchieri, Facilities Manager, called Bauer Specialty and confirmed that they were able to comply with bid requirements.

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Erie County Housing Authority awarded the bid for kitchen cabinet and countertop replacements for 14 units at Marvin J. Schick Apartments in North East; 11 units at West Court Apartments in Corry; and 7 homes at Random Court in Corry to Bauer Specialty in the amount of \$114,800.00 for the Base Bid and \$46,300.00 for the Alternate Bid, totaling the award amount of \$161,000.00. Ayes: ALL.

**d) Barnett Building – Tenant Selection Plan Updates**

**e) South Hills – Tenant Selection Plan Updates**

Ms. Weaver stated that The NelRod Company has made updates to the Tenant Selection Plans for Barnett Building and South Hills Apartments. She reminded the board what is contained in the Plans and advised that no vote for approval is necessary. She noted that copies of the Plans are available to board members by email or on the Authority's website.

**a) 2023 Auditors Report - Maher Duessel**

Brian McCall thanked the board for having him and Laurel Prokopchak from Maher Duessel to review the Draft December 31, 2023 Auditors Report.

Mr. McCall reviewed the Draft Communication Letter and the Draft Single Audit, noting that the audit is ahead of schedule being that the deadline for reporting is September 30, 2024.

He explained Manager Responsibilities and stated that compliance is a large piece of this audit, even more than the Financials.

Mr. McCall reviewed the Statement of Revenues, Expenses and Changes in Net Position. He went over the Cash Flows and explained HUD Capital Grants and Depreciation Expenses, noting there is just not enough Capital Funding to maintain properties, so he is seeing many Housing Authorities that are converting to the Rental Assistance Demonstration (RAD) Program as a means to cover expenses.

He led discussion as to Erie County Rentals, Inc. having met the requirements to be a blended component unit. He reviewed the Existing Lines of Credit; Deferred Compensation Plan; the Authority's Pension Plan; Schedule of Expenditures of Federal Awards and informed the board that there are no Findings or Questioned Costs.

Mr. McCall announced the Audit had an Unmodified or Clean Opinion on the Financial Statements; the best type of an opinion an agency can receive, noting that it is a great accomplishment. He commented that while the RAD Conversion produced complicated accounting, there were No Findings. Mr. McCall finalized by saying there is nothing to report and stated that there is no need for a Management Letter.

**f) Updates**

Ms. Weaver announced that Authority employees are busy attending training and provided updates relative to the Kitchen Cabinet Replacement Project at Pleasant Manor. She stated there is an opportunity for board members to see the installation work after the meeting. She stated further that work is expected to be completed by next Tuesday and new work will begin at Center Place or College View Apartments.

She stated that the first NSPIRE Inspection, scheduled at the Barnett Building has been canceled, by HUD this week.

She stated further that work has begun on the second round of RAD Conversions, including tenant meetings that were scheduled for April 4, 2024. She said letters were sent to tenants encouraging them to attend either in-person or by Zoom.

She advised that she had reached out for letters of support for the next phase of RAD Conversions and confirmed that North East Borough is still in agreement. It was suggested that the Executive Director speak with the Corry Mayor to which she responded that she has already reached out to schedule an appointment.

Ms. Weaver reminded the board that depreciation is so high it only makes sense to move forward with the conversion and stated that because there will be no loans, the process will be much easier.

Discussion was held relative to an email from the County Executive that was received by only certain board members. Board members shared experiences and made recommendations to include the County Executive in communications to ensure he is aware of the goings on within the county.

Ms. Weaver reviewed a list of work approved for various properties, including the installation of new furnaces and hot water tanks at Pleasant Manor, expected to start the beginning of June; second and third floor hallway and common area flooring at the Salsbury Building will start May 20, 2024; stairwell, flooring, and stair tread replacement were completed April 26, 2024 in Buildings 8, 10 and 12 at South Hills Apartments; walk-in showers, bathroom flooring, painting, and emergency pull cords system replacement were all completed in April at the Salsbury Building. She advised the new generator should be delivered in the next couple of months and she is still waiting on Erie Water Works for the specifications on the fire pump replacement.

She continued reviewing the list of work at Pleasant Manor, including the completion of walk-in showers and bathroom floor replacement. She stated the new kitchens are just about completed; however, the new ranges have been ordered but there is no delivery date yet. She noted the emergency pull cords system will also be installed.

Ms. Weaver expressed excitement for the siding replacement for the family housing units, stating there will be 3 different colors updating the old yellow siding.

She stated that work continues on the Environmental Review with a partner from California who was awarded the Request for Proposal (RFP), for lead based painting testing on the houses as well as Radon and Asbestos detection and mitigation.

## **FINANCIALS & BILLS**

Mr. Pettit reviewed the internal financials by project for the month ending March 31, 2024 and the Yearly Income Statement Comparisons from January 1, 2023 through March 31, 2024.

Discussion was held relative to the Section 8 Vouchers Admin Income amount from the RAD Conversion which Mr. Pettit explained includes additional Admin Income due to the additional 161 units. He stated some of the expenses are allocated for the actual time housing managers work at those developments, providing for additional vouchers and saving money in Program Support.

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

Discussion was also held relative to purging the Section 8 Choice Voucher Waiting List and whether applicants know exactly where they are applying.

The topic of new construction was discussed, noting that properties owned by Erie County Housing Authority should be proportionately distributed throughout the county. Ms. Weaver stated Fair Housing Rules do not allow the removal of housing and are supported by Faircloth that sets a limit on the number of Public Housing units for which a Public Housing Authority (PHA) can construct. Dr. Downey advised that Faircloth is no longer relevant since the RAD Conversion.

Ms. Weaver stated that she can reach out to HANDS Housing and Neighboring Development Service, who develops new construction all of the time.

Discussion continued to whether there was any guarantee that new construction could be filled and Ms. Weaver explained how project-based vouchers work and that a percentage of the vouchers would remain with the property allowing for tenants with higher and lower income limits in one development.

Mr. Pettit reminded the board that not all of the available Section 8 Choice Vouchers are currently being used because there are not enough landlords to rent from.

Consideration of new developments being guaranteed payment was reviewed, as well as why the City of Corry has disproportionately low-income housing. Ms. Weaver stated that a large number of people living in Corry when the units were constructed were considered low-income, so funding was made available to build. She noted that the Housing Corporation of Corry was a development corporation planned for the City of Corry. She also reminded the board that 2 of the low-income properties in Corry, included in the 20% figure, are considered elderly properties.

The poverty rate of Corry was shared and the need for future senior-based housing was talked over. It was suggested that the Authority needs to serve the best interest of the area it serves, including the aging population that qualify for assistance. It was noted that the Whole Homes Project is showing that some seniors, who own their homes in Corry cannot afford to keep up with repairs.

Ms. Weaver announced that she would forward a copy of a PowerPoint Presentation that was created to show how few people moved into Corry from outside areas, noting the numbers are very low. Mr. Pettit stated that while the Authority helps the low and moderate income (LMI) persons in Corry, there are still people that don't receive assistance.

### **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 the Marvin J. Schick Apartments and South Hills Apartments Waiting Lists are being purged after 2 years and recently a tenant paid the \$2,800.00 that she owed to the Authority, so she could receive a Section 8 Voucher. She stated further that 2 of the Foster Youth to Independence (FYI) Section 8 Housing Choice Vouchers have been filled, noting that these vouchers are difficult to fill. She commented that the City of Erie applied and received 20 FYI Section 8 Housing Choice Vouchers but were only able to fill 7.

### **ADJOURNMENT**

With no other business before the Board and on MOTION by Ms. Hagerty, seconded by Mr. Williams, the Erie County Housing Authority adjourned the regular meeting at 1:14 p.m. AYES: ALL.