

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 9, 2021
11:30 A.M.
ERIE COUNTY HOUSING AUTHORITY
120 SOUTH CENTER STREET
CORRY, PA 16407**

Due to the Covid-19 Pandemic, the meeting was held via telephone conference. Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:36 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Doris Gernovich, Vice-Chairperson
Kim Stucke, Member (present at 11:48 a.m.)
Sherri Heasley, Member
John Downey, Member

STAFF

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

VISITOR

Tina Freeman

PUBLIC COMMENT

There was no public comment.

AGENDA

On MOTION by Vice-Chairperson Gernovich, seconded by Ms. Heasley, the Agenda was approved as submitted.
AYES: ALL.

ANNUAL MEETING MINUTES

On MOTION by Ms. Heasley, seconded by Vice-Chairperson Gernovich, the Annual Meeting Minutes of the January 12, 2021 Meeting were approved as submitted. AYES: ALL.

REGULAR MEETING MINUTES

On MOTION by Dr. Downey, seconded by Ms. Heasley, the Regular Meeting Minutes of the January 12, 2021 Meeting were approved as submitted. AYES: ALL.

FINANCIALS/BILLS

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

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

NEW BUSINESS

a) **BID AWARD – West Court Roof Replacement**

Ms. Weaver reviewed the Bid Tabulation, stating there will be 12 shingled roof replacements. She announced that TIP Construction was the apparent low bidder and they did a good job replacing the roof at the Salsbury Building.

On MOTION by Ms. Heasley, seconded by Ms. Stucke, the Erie County Housing Authority awarded the bid to replace the roofs at West Court Apartments to TIP Construction in the amount of \$47,800. AYES: ALL.

b) **BID AWARD – Random Court Roof Replacement**

Ms. Weaver reviewed the Bid Tabulation, stating that TIP Construction was the apparent low bidder. Discussion was held as to why some of the bids were so much higher.

On MOTION by Vice-Chairperson Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority awarded the bid to replace the house and garage roofs at Random Court, 105 5th Avenue, to TIP Construction in the amount of \$9,800. AYES: ALL.

c) **BID AWARD – Marvin J. Schick Apartments Roof Replacement**

Ms. Weaver reviewed the Bid Tabulation, stating Townhouses #64 and #66 Clinton Street roofs require replacement because there are large trees that hang over the roofs blocking the sun and allowing moisture thus causing mold. She announced that E & E Construction, from Spartansburg, is the apparent low bidder. She stated that they are a new bidder with the Authority and Ms. Sutton checked over their information submitted with their bid and she will continue to ensure they are paying prevailing wages while Mr. Vanchieri checked references and they were all good references.

On MOTION by Ms. Stucke, seconded by Dr. Downey, the Erie County Housing Authority awarded the bid to replace two roofs at Marvin J. Schick Apartments, #64 and #66 Clinton Street, to E & E Construction in the amount of \$7,700. AYES: ALL.

d) **BID AWARD – Random Court Electric Panel Replacement**

Ms. Weaver reviewed the Bid Tabulation, explaining that the 7 Random Court homes located in Corry have older electrical panels that are not in the best of shape. She announced that Electrical & Mechanical Systems, Inc., located on Cherry Street in Erie, is the apparent low bidder, stating they have performed electrical work for the housing authority in the past.

On MOTION by Vice-Chairperson Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority awarded the bid to replace the Electric Panels in 7 Random Court homes to Electrical & Mechanical Systems, Inc. in the amount of \$5,950. AYES: ALL.

e) **UPDATES**

Ms. Weaver advised that the auditors from Maher Duessel were in the office last week and finished reviewing all the Section 8 Choice Voucher files and waiting list.

She stated the Voucher Management System (VMS) review has been completed and the monthly report submitted. She clarified that the VMS System is used to verify tenants leased to the United States Department of Housing and Urban Development (HUD) and advised that Mr. Pettit, as back up to the system, was able to assist the reviewer.

She shared that the auditors had spoken about the 3 homes returned from Stairways and whether the housing authority should deed the homes over to ECHA Rentals, LLC as 2 of the renters are participating in the Section 8 Housing Choice Voucher Program. She noted that the attorney will work on changing the deed. She will notify board members prior to the transaction being completed.

Ms. Weaver reminded the board that elderly tenants that wanted the Covid Vaccine have been able to get it thanks to LECOM Pharmacy, who has held clinics at Pleasant Manor and Center Place in Corry, Barnett Building in Albion, College View Manor in North East and Salsbury Building in Erie. She announced that there is expectation that 90% of the tenants at Salsbury Building will be vaccinated.

Discussion was held relative to the possibility of planning a barbeque type of get-together after the pandemic ends and everyone was agreeable.

Ms. Weaver stated that she sent an email to board members relative to the no cost Rental Assistance Demonstration (RAD) Program, inviting them to sign-up for the Regional Re-Positioning Meeting on March 23, 2021 for anyone who is interested or has questions. The meeting will be convening with Hud's Office of Recapitalization and Special Application Center and other Public Housing Authorities who have already converted to RAD.

She advised that relative to all work placed on hold last fall due to the Covid Pandemic, Mr. Vanchieri has requested that Contractors order materials because they should soon be able to return to work.

She stated that flooring was just completed in 2 buildings at South Hill Apartments and it looks very nice. Work has begun replacing flooring at the West Court Apartments in the stairwell and upstairs hallway, as well as a couple of upstairs bathrooms where toilets have leaked. She continued by saying work has been completed at College View Apartments where vinyl floating flooring has been installed in all of the hallways, laundry rooms, office and the portion of the Community Room where the kitchen is located.

Ms. Weaver announced that cameras have been installed at the Marvin J. Schick Apartments. She reminded the board that this property consists of 15 family units and stated that people have been dropping off old furniture and bags of garbage beside the dumpster. She stated that warnings have been given to tenants and their guests. Discussion was held relative to recycling and she said this matter will be reviewed as well as looking into the need for having the dumpster emptied twice weekly.

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 and noted that the Housing Authority has been trying to avoid evictions by only carrying out lease violations.

She announced that letters have been sent out purging the waiting lists for Salsbury Building and Marvin J. Schick Apartments.

EXECUTIVE SESSION AND ADJOURNMENT

Chairperson Robinson called for an Executive Session and with no other business before the Board and on MOTION by Vice-Chairperson Gernovich, seconded by Dr. Downey, the Erie County Housing Authority adjourned the regular meeting at 12:19 pm. AYES: ALL.