

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 13, 2018
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 11:42 a.m., with the following present:

BOARD

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

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Tonya Lutton, Administrative Assistant

PUBLIC COMMENT

No public comment.

MINUTES

On MOTION by Mr. DeRose, seconded by Ms. Gernovich, the minutes of the Annual Meeting of January 9, 2018 were approved as submitted. AYES: ALL.

On MOTION by Mr. DeRose, seconded by Ms. Gernovich, the minutes of the Regular Meeting of January 9, 2018 were approved as submitted. AYES: ALL.

NEW BUSINESS

Bid Openings –Salsbury Building Fire Alarm System

Ms. Weaver informed the board that due to replacement parts no longer being available for the computer board in the fire system a new panel will be needed for safety. Three bid proposals were received for the replacement of the fire panel at the Salsbury Building. After discussion, Mr. DeRose made a MOTION to accept the bid from The Wilkins Company at a total cost of \$8,920. The motion was seconded by Ms. Gernovich. AYES: ALL.

Corry Community Development Block Grant (CDBG) Storm Sewer

Ms. Weaver informed the board that Phase I of the Corry CDBG Storm Sewer has been completed. Phase II is approximately a one and a half block area. The Corry City Manager, Jason Biondi, asked Ms. Weaver to propose to the board to reject the bids. After discussion, Mr. DeRose made a MOTION to reject the bids for the CDBG storm sewer, seconded by Mr. Robinson. AYES: ALL.

Resolution 2018-1 Section 8 Management Assessment Program (SEMAP) Certification

Ms. Weaver explained SEMAP pertains to the Section 8 Housing Choice Voucher Program (HCV). SEMAP Certification must be completed and submitted annually. After discussion, Ms. Gernovich made a MOTION to accept Resolution 2018-1 as submitted, seconded by Mr. DeRose. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12:02 p.m.

RECONVENE

The board reconvened at 12:16 p.m.

Mr. DeRose made a MOTION to authorize Mr. McGoey to complete the evaluation and the checking and gathering of the information on the discussed property. Seconded by Mr. Robinson. The MOTION passed with Directors Robinson, DeRose, Gernovich, and Stucke voting in favor, Chairperson McGoey abstaining.

BILLS / FINANCIALS

Mr. Pettit reviewed financial performance and the check registers for the period between January and February 2018. After review and discussion, Ms. Gernovich made a MOTION to approve the bills/financials as submitted, seconded by Mr. DeRose. AYES: ALL

UPDATES

- Ms. Weaver stated that BIU has completed the final inspection of the Maintenance Building, passing it, with 99.9% of construction being complete. She informed the board that the building will serve the Erie County Housing Authority (ECHA) well.
- The final steps of dissolving the Housing Corporation of Corry will be concluded by the end of March 2018.
- The CDBG application was submitted in October 2017, approved in December 2017, and received in January 2018. The projects that were scheduled for 2017: Senior Center Roof replacement, storm sewer replacement on Park Place between East Washington and East Smith Streets, and Code Enforcement. Ms. Weaver informed the board that the first public hearing for 2018 fiscal year application on March 29, 2018 at the City of Corry building.
- REAC inspections were held in January. Erie County REAC inspection score was 88 out of 100 due to 2 smoke alarms not in working order, entry doors that are in need of repair. The City of Corry inspection score was 95 of 100 with a couple of small issues noted.
- Center Place PTAC replacements will begin this month and is expected to take no longer than three days. Ms. Weaver explained that the contractor will also be installing hot water baseboard heating in the elevator pit to maintain heat for the hydraulic oil.
- Ms. Weaver informed the board that ECHA received a check from Highmark Insurance Company. Approximately two years ago ECHA filed a class action suit for premium charging. Mr. Pettit deposited the \$10,234.55 into the health insurance fund account.
- A membership fee was paid to the Albion fire department for the Barnett Building. This will eliminate callout charges to the Barnett Building for the Alarms, etc.
- Ms. Weaver informed the board that one of the single house units that was recently transferred back to ECHA is not occupied to date. A toilet valve was left open for approximately 2 weeks in that unit and as a result the water/sewer bill is \$1,200.
- Kathy Dahlkemper, Erie County Executive, and Ms. Weaver met and spoke about housing and continuum of care.

Ms. Gernovich made a MOTION to approve all changes on signature cards at the banks to reflect the new management as discussed via email, seconded by Mr. Robinson. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided reports relative to the vacancies, applications, delinquencies, and waiting lists for each development. She also reviewed the number of leased units and applications received for our Section 8 Program and informed the board that the waiting list was closed October 30, 2017. She then answered questions from the board.

NEXT ECHA MEETING

May 8, 2018

ADJOURNMENT

With no other business before the Board, and ON MOTION by Mr. DeRose, seconded by Mr. Robinson, the Erie County Housing Authority adjourned the regular meeting at 1:02 p.m. AYES: ALL.