

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 15, 2015
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT BUILDING
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:40 a.m., with the following present:

BOARD

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

STAFF

Michael McNierney, Executive Director
Beverly Weaver, Deputy Director
Amy Clabatz, Section 8 Project Coordinator
Tonya Lutton, Administrative Assistant

MINUTES

On MOTION by Mr. DeRose, seconded by Ms. Gernovich, the minutes of the Regular Meeting of July 14, 2015 were approved as submitted. AYES: ALL.

PUBLIC COMMENT

There was no public comment.

FINANCIALS

Mr. McNierney reviewed all bills paid during July and August 2015. Responding to a question, Mr. McNierney explained that "fraud recovery" refers to recovering subsidy money in the case where a tenant is found to have unreported income. Repayment arrangements are made. Ms. Stucke noted that a lot of repair work is occurring in the units. Mr. McNierney responded that repairs were made in advance of inspections of the units. He included deferred sidewalk repairs; for example. At the Salsbury Building there were electrical breakers that had been recalled and have been replaced utilizing capital funds. Mr. McGoey asked if the pet deposit money from tenants is held in an interest bearing account. Ms. Clabatz informed the board members that the pet deposit money does not have to go into an interested bearing account due to the amount of the deposit required. Mr. McNierney answered questions and offered detail to inquiries from the board members. After Discussion, Ms. Stucke made A MOTION to approve the bills as paid for July and August, Seconded by Mr. DeRose. AYES: ALL

NEW BUSINESS

WEATHERIZATION BID TABS

Cellulose Insulation Bids, after discussion, Ms. Gernovich made A MOTION to accept Erie Energy Products, Inc., seconded by Mr. DeRose. AYES: ALL

Fiberglass Blowing Insulation Bids, Mr. Robinson made A MOTION, after discussion, to accept Carter Lumber Company, seconded by Ms. Gernovich. AYES: ALL

Mobile Home Replacement Prime Doors Bids, after discussion Mr. Robinson made A MOTION to accept Keystone Building Products, Mr. DeRose, seconded. AYES: ALL

Mobile Home Windows and Self-Storing Storms, Mr. DeRose, after discussion, made A MOTION to accept Blevins, Inc., seconded by Mr. Robinson. AYES: ALL

Mobile Home Vinyl Replacement Windows, after discussion, Mr. Robinson made A MOTION to accept Blevins, Inc., seconded by Mr. DeRose. AYES: ALL

House Vinyl Replacement Windows, Mr. DeRose made A MOTION, after discussion, to accept Blevins, Inc., Ms. Gernovich seconded. AYES: All

House Exterior Storm Windows, Mr. DeRose, made a MOTION, after discussion, to accept Carter Lumber Company, seconded by Ms. Stucke. AYES: ALL

Refrigerator Bids, after discussion, Ms. Gernovich made A MOTION to accept Lowe's Home Centers, LLC, and seconded by Mr. DeRose. AYES: ALL

BID AWARDS

Exterior Lighting: The board considered four bids from qualified contractors for exterior lighting upgrades at Gerald S. Salsbury Building, Marvin J. Schick Apartments, and College View Manor. After careful review and discussion Mr. De Rose made A MOTION to accept Electrical and Mechanical Systems, seconded by Ms. Gernovich. AYES: ALL

Light Pole Painting: Only one bid was received for the painting of parking lot light poles at Gerald S. Salsbury Building and College View Manor. Mr. DeRose made A MOTION to accept the bid of \$3,475.00 from Nupp Painting, seconded by Mr. Robinson. AYES: ALL

BOARD RESOLUTIONS

Annual Public Housing Authority (PHA) Plan, there are several documents that need to be signed by the board Chairperson, Mr. McGoey and Michael McNierney, Executive Director. They include: 1) Civil Rights Certification, 2) Certification for a Drug Free Workplace, 3) Disclosure of lobbying activities, 4) Certification of Payments, 5) Resolution to accept the PHA Plan. After discussion A MOTION was made by Mr. Robinson, seconded by Mr. DeRose. AYES: ALL. Documents were signed by the Chairperson and Executive Director.

Resolution 2015-2, Pledges compliance with the Violence Against Women Act of 2013 and provides for revisions and updates to the Admissions and Continued Occupancy Policy. It adopts safety standards consistent with the Pennsylvania Carbon Monoxide Alarm Standard Act of 2013. After discussion A MOTION was made by Mr. DeRose to approve resolution 2015-2, seconded by Ms. Stucke. AYES: ALL. This Resolution was signed by the board Chairperson and Executive Director.

Resolution 2015-3, approving the addition of a "veterans preference" to both the Erie County Section 8 waiting lists and the public housing waiting list. This Resolution also establishes a preference for "working families" on the public housing waiting lists. After discussion Mr. DeRose made A MOTION to approve resolution 2015-3, seconded by Ms. Gernovich. AYES: ALL This Resolution was signed by the board Chairperson and the Executive Director.

Revised Dwelling Lease, Revised Termination and Eviction Policy, Revised Grievance Procedures, Implementing Housekeeping Standards Policy, Ms. Clabatz informed the board that the policy is now up to date and current with all regulations. After discussion A MOTION to approve the revisions was made by Ms. Gernovich, seconded by Mr. Robinson. AYES: ALL

UPDATES

- Mr. McNierney informed the board that he will begin the process of getting proposals from legal and accounting services. He stated they will be available for the November meeting.
- Mr. McNierney informed the board that he is considering a software change from the current provider.
- Mr. McNierney noted that the Inter Agency Agreement between ECHA and Butler County Housing and Redevelopment Authorities is nearly complete.
- Mr. Robinson asked if there were any comments from the former Corry Housing Authority (CHA) board members in response to the letters that Mr. McNierney sent to them. Mr. McNierney informed the board that no former CHA board member inquired or made any comments.
- The Pension Plan Minimum Municipal Obligation for ECHA has been evaluated and presented to the board. This is reported to the board annually.

STANDARD REPORTS

Ms. Weaver reviewed the Standard Reports, including vacancies, waiting lists, delinquencies, and Section 8 Housing Choice Voucher Program. The board was informed that the ECS8 waiting list was closed February 16, 2015 and will now open on September 23, 2015. She informed the board that Highland Village there are five of the six vouchers filled and the sixth will be filled on October 1, 2015.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 1:10 p.m.

RECONVENE

The board reconvened at 1:37 p.m.

ADJOURNMENT

There being no other business, the ECHA adjourned the regular meeting at 1:39 p.m. ON MOTION by Mr. DeRose to adjourn the September 15, 2015 ECHA meeting, seconded by Ms. Gernovich. AYES: ALL