

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JANUARY 10, 2017
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 11:35 a.m., with the following present:

BOARD

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

STAFF

Mike McNierney, Executive Director
Beverly Weaver, Deputy Director
Tonya Lutton, Administrative Assistant

OTHERS

Bonita Miles

PUBLIC COMMENT

There was no public comment.

MINUTES

After review, Mr. Robinson made a MOTION to approve the minutes of the Regular Meeting of November 8, 2016, seconded by Ms. Gernovich. AYES: ALL.

STATE ETHICS FORMS

State Ethics Forms were distributed for completion. Mr. McNierney reminded board members that they are due before May 2017.

NEW BUSINESS

BID OPENINGS - Mr. McNierney reviewed the 2017 Pennsylvania Department of Labor (DOL) Bidding Thresholds. According to PA DOL three quotes must be obtained for contracts or purchases between \$10,700 and \$19,699. Anything \$19,700 and above must be publicly bid and competitive bidding is required. PA permits contracts or purchases with a value of less than \$10,699 without quotes or bids. HUD procurement is a little different. He stated that according to HUD small purchases between \$2,000 and \$100,000 require a reasonable number of bids. These could be acquired by a written or verbal bid. The preference for ECHA is at least 3 bids.

Fire Alarm Panel Replacement – Barnett Building

Mr. McNierney requested that the fire panel replacement award be deferred until the next regular meeting due to the receipt of less than three bids. He is asking the deferment until the March regular meeting. After discussion, Mr. DeRose made a MOTION to defer the Fire Alarm Panel Replacement bid, seconded by Ms. Gernovich. AYES: ALL.

Intercom System Replacement – Barnett Building

Mr. McNierney reviewed three bids received for the Intercom System Replacement. After discussion, Mr. Robinson made a MOTION to accept the bid from Leveco Communications at a total cost of \$10,304. The motion was seconded by Ms. Gernovich. AYES: ALL.

Boiler Replacement – College View Manor

Mr. McNierney reviewed three bids received for the Boiler Replacement at College View. He noted that funding for this project will be provided through our Capital Fund. The new boiler is to be 95% efficient and produce 150,000 BTU's. After discussion, Ms. Gernovich made a MOTION to accept the bid from Concord Plumbing & Heating, Inc. at a total cost of \$13,446.28, seconded by Mr. Robinson. AYES: ALL.

POLICY ADDITIONS – Mr. McNierney informed the board that the new audit team from Maher Duessel recommended formalizing the following policies:

Payroll Policy

After discussion, Mr. DeRose made a MOTION to accept the written Payroll Policy as submitted, seconded by Mr. Robinson. AYES: ALL.

Cash Receipts Policy

After discussion, Mr. DeRose made a MOTION to accept the Cash Receipts Policy as submitted, seconded by Mr. Robinson. AYES: ALL.

Credit Card Use Policy

After discussion, Mr. DeRose made a MOTION to accept the Credit Card Use Policy as submitted, seconded by Mr. Robinson. AYES: ALL.

OTHER BUSINESS

- Mr. McNierney discussed the results and recommendations from a recent Management and Occupancy review conducted on behalf of HUD for South Hills. The process involved a review of policies, a physical examination of the property and improvements, and a documentation review of our tenant files. Several items were addressed including a total revision of South Hills Tenant Selection Plan. Mr. McNierney informed the board that overall it was a positive learning experience that resulted in many document upgrades and highlighted the differences between public housing and Multi-Family policies.
- Mr. McNierney discussed the concentration of S-8 vouchers at Granada Apartments and the plan to attract new landlords within the Erie County area.

BILLS / FINANCIALS

APPROVAL OF BILLS

Mr. McNierney reviewed the internal financials by project for the month ending November 30, 2016.

Mr. McNierney reviewed the paid bills for the period between November 1, 2016 and December 31, 2016. He responded to questions from the board. After discussion and on MOTION by Mr. Robinson, seconded by Ms. Gernovich, the ECHA approved the bills as submitted. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided reports relative to the vacancies, applications, delinquencies, evictions and waiting lists for each development. She also reviewed the Section 8 Housing Choice Voucher Program number of leased units and applications received.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12:50 p.m.

RECONVENE

The board reconvened at 1:04 p.m.

ADJOURNMENT

Finding no further business before the Board, Ms. Gernovich made a MOTION for adjournment, seconded by Mr. DeRose. The Erie County Housing Authority adjourned the regular meeting at 1:05 p.m. AYES: ALL.