

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 12, 2019
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairman McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 12:02 p.m., with the following present:

BOARD

James McGoey, Chairman
Dave Robinson, Vice-Chairman
Doris Gernovich, Member
Kim Stucke, Member (by telephone)

STAFF

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

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Ms. Gernovich, seconded by Mr. Robinson, the minutes of the September 10, 2019 meeting were approved as submitted. AYES: ALL.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12:03 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:36 p.m. with all members present.

After discussion and on motion by Ms. Gernovich, seconded by Mr. Robinson, a 2.8 percent salary increase was approved across the board with bonus amounts to be provided at a later date. AYES: ALL.

Mr. Robinson requested a few minutes to update the board concerning the Department of Housing and Urban Development (HUD) heavily funded development property, overseen by Don Crenshaw, in Erie on Parade Street. He noted that he spoke with a young gentleman, who has a Master Degree in Sustainability, and was told the apartments were built with the most efficiency in mind. He said he toured the development and invited all who are interested to also tour the development. He stated all but 12 of the 47 units are filled and he was hoping something similar for Union City.

He began discussion relative to Trauma Informed Care and his interest in developing a Trauma Informed Community Development, referencing the possibility of using the old Cherry Hill area in Union City for project-based voucher affordable housing units that includes also counseling services and a day care center.

Ms. Stucke advised that Don Crenshaw also uses Pennsylvania Housing Finance Agency (PHFA) to fund his developments.

Discussion continued about a project in Detroit that included a primary health facility and Mr. Robinson advised that LECOM has plans to build a health facility in Union City.

FINANCIALS
2020 BUDGET

Mr. Pettit reviewed the 2020 Budget Notations that he said was based on estimates from 2019.

On MOTION by Mr. Robinson, seconded by Ms. Gernovich, the Erie County Housing Authority 2020 Budget was approved as submitted. AYES: ALL.

TENANT CHARGE OFFS

Mr. Pettit reviewed the charge off amounts for Marvin J. Schick Apartments; West Court; Barnett Building; and South Hill Apartments, noting the total amount is almost one-half of last year's charge offs.

After discussion and on motion by Ms. Gernovich, seconded by Ms. Stucke, \$9,457 in charge offs was approved as submitted. AYES: ALL.

Mr. Robinson was excused from the Board Meeting at 1:02 p.m.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending September 30, 2019.

Mr. Pettit reviewed the paid bills for the period of September 1, 2019 – October 31, 2019 and answered questions from the board.

After discussion and on motion by Ms. Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

NEW BUSINESS

UTILITY ALLOWANCE – RESOLUTION 2019-02

Ms. Weaver reviewed the Revisions to Public Housing Utility Allowances saying the revisions are done each and every year.

After discussion and on motion by Ms. Stucke, seconded by Ms. Gernovich, Resolution 2019-02 was adopted, revising the Public Housing utility allowances as submitted. AYES: ALL.

UPDATES

Ms. Weaver advised that on October 4, 2019, she went to Key Bank to withdraw \$1,800 from her personal account then on October 7, 2019, Mr. Pettit asked her if she had removed the money from the Housing Authority savings account. After investigation, it was determined that Key Bank had removed the \$1,800 from the incorrect account.

Ms. Weaver stated that she withdrew \$1,800 from her Money Market Account and deposited it back into the Housing Authority account; providing copies of receipts from Key Bank for review. The board thanked her for bringing the matter to their attention and acknowledged everything had been corrected.

She announced that a John Deere lawn tractor with soft-side cab and snow blower was purchased for Barnett Building in the amount of \$16,755 through Costars. She noted that a mower deck can be purchased at a later date if needed; however, mowing is currently contracted with someone.

Ms. Weaver informed the board that no one in Northwest Pennsylvania was awarded the Self-Sufficiency Grant and the Erie County Housing Authority did not receive a Safety Grant this year.

She mentioned that a meeting was held last Friday for all employees to provide health insurance changes, noting there was a change in the broker.

SELECTION OF MEETING DATES 2020

It was determined that 2020 Board Meetings will continue to be held on the second Tuesday of each month and specific dates were selected.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. Discussion was held as to the Eviction Policy and the Unclaimed Property Policy for deceased tenants.

ECHA RENTALS LAUNDRY ACCOUNT

Mr. Pettit stated he has spoken with the auditors about moving equipment from the Barnett Building to the ECHA Rentals Account, which will defederalize the income and make it available to spend more freely. He requested approval to open a new bank account at Corry Federal Credit Union, because they have their own machine that counts large amounts of change.

On MOTION by Ms. Gernovich, seconded by Ms. Stucke, approval was given to open a new bank account under ECHA Rentals to collect laundry income. AYES: ALL.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority adjourned the regular meeting at 1:32 p.m. AYES: ALL.