

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 10, 2020
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 11:31 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Doris Gernovich, Vice-Chairperson
James McGoey, Member
Kim Stucke, Member
Sherri Heasley, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

AGENDA AND MINUTES

Ms. Weaver thanked the board for being present and taking time out from their busy schedules.

On MOTION by Ms. Gernovich, seconded by Mr. McGoey, the Agenda was approved. AYES: ALL.

On MOTION by Ms. Gernovich, seconded by Ms. Stucke, the Minutes of the September 8, 2020 Regular Meeting were approved as submitted. AYES: ALL.

EXECUTIVE SESSION

Mr. Robinson called for an Executive Session at 11:40 a.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 11:51 a.m. Ms. Gernovich made a MOTION to accept the salary increases as proposed for 2021 as discussed, seconded by Ms. Stucke. AYES: All.

FINANCIALS/BILLS

Mr. Pettit reviewed the Operating Budget and Budget Notations for the Fiscal Year beginning January 1, 2021, noting the necessary increase for City of Corry water and sewer notations. On MOTION by Ms. Stucke, seconded by Ms. Gernovich the Erie County Housing Authority Operating Budget and Budget Notations for the Fiscal Year 2021 were approved. AYES: All.

Ms. Weaver announced that she will meet with Chairperson Robinson for his signature on the formal Resolution, PHA Code: PA087.

Tenant Charge Offs

Mr. Pettit reviewed the recommended tenant charge-offs for the Erie County Public Housing buildings which include: Barnett Building, Gerald S. Salisbury, Random Court, and West Court. These uncollectible charges are

derived from delinquent rents, physical damages and legal expenses. After discussion, on MOTION by Ms. Gernovich, seconded by Ms. Heasley, the Tenant Charge Offs were approved as presented. AYES: All.

Mr. Pettit advised the board that he has looked into a company that will attempt to collect Charge Offs for a 20% commission of the amount they collect.

He announced that \$172,033.75 remains from the Section 8 Coronavirus Aid, Relief, and Economic Security (CARES) funding and reminded the board that the Public Housing CARES funding, in the amount of \$58,409, has been spent in its entirety.

He reviewed the internal financials by project for the month ending 9/30/2020; the paid bills for the period of September 1, 2020 – October 31, 2020; and answered questions from the board. On MOTION by Ms. Stucke, seconded by Ms. Gernovich, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

NEW BUSINESS

Mr. Robinson asked the status of employee health insurance negotiations and Ms. Weaver responded that due to a 17% increase for the existing plan, it was discontinued and a new plan was started. She said there is not much difference in coverage and the cost was more affordable. She reviewed some of the changes and noted that only a few employees used the deductible last year, so there was money left over that was used to hold down employee premium costs.

a. Utility Allowance – Resolution 2020-02

Ms. Weaver reviewed the proposed 2021 utility allowances for our public housing. Federal regulations require that we review utility consumption and make appropriate adjustments to allowances. The methodology used for the adjustments involves the averaging of utility billings by unit (bedroom) size. Ms. Gernovich made a MOTION to approve Resolution 2020-02 as presented, seconded by Ms. Stucke approving the Revisions to the Public Housing Utility Allowances effective March 1, 2021. AYES: ALL.

b. Bid Award – FY 2017 CDBG Storm Sewer Project

Ms. Weaver advised that this project will utilize the remaining 2017 funds and reviewed the Bid Results as provided by Greenman-Pederson, Inc. Project Engineer, Jeffrey L. Kordes, P.E. who recommended the apparent low bidder, Chivers Construction Co., Inc.

After discussion on MOTION by Ms. Gernovich, seconded by Ms. Stucke, the FY 2017 Community Development Block Grant (CDBG) Storm Sanitary Sewer Separation Project was awarded to Chivers Construction Co., Inc. in the amount of \$102,820.00. AYES: ALL.

c. Bid Award – 2020 Capital Fund Walk-In Showers

Ms. Weaver reviewed the Bid Tabulation for the installation of 9 Walk-In Showers, 5 at College View Apartments and 4 Center Place. She advised that reasonable accommodations will be prioritized for the Clarion 2-piece units and stated that tenants in need of a shower chair will have to provide their own.

She stated Hoffman United, LLC is the apparent low bidder and noted that their work on previous jobs has been good. On MOTION by Ms. Stucke, seconded by Ms. Gernovich, the Walk-In Shower Installations Project was awarded to Hoffman United, LLC in the amount of \$36,885 with a 10% Bid Bond. AYES: ALL.

d. Updates

1. Ms. Weaver reiterated that cameras will be installed at the Erie County Housing Authority office by Security 101, from Pittsburgh, in the amount of \$19,531.00 and at Marvin Schick Apartments in the amount of \$26,027. She advised that she sat in on a presentation and said she was very pleased with the quality of their cameras. She noted they are very vivid and not blurry or grainy.

She stated Security 101 is a Co-Stars member, so the projects did not have to go out to bid and that Mr. Vanchieri was able to work with them to reduce their original bids. She followed up by stating the cameras should be installed within the next few months.

2. Ms. Weaver announced that a Handicapped Door Opener will be installed at Pleasant Manor by Architectural Doors of Erie in the near future, in the amount of \$5,950.00. She noted that a higher proposal was received by Builders Hardware in the amount of \$6,200.00.
3. Ms. Weaver reminded the board that after the last meeting, Zehr Building was awarded the Gerald S. Salsbury Building Replacement of Gutters, Soffit, and Fascia Project, in the amount of \$25,411.00. She said they have ordered materials and will begin installation as soon as they come in.
4. Ms. Weaver reminded the board that Hoffman United was awarded the Common Area Flooring Replacement Project on the 1st floor at the Gerald S. Salsbury Building via email, in the amount of \$41,750.00.
5. Ms. Weaver stated Wm T. Spaeder Co., Inc. was awarded the Toilet Replacements Project for the 2nd floor at West Court Apartments in the amount of \$4,700.00.
6. Ms. Weaver stated the Pleasant Manor Apartments only have air conditioning in the living room areas, so TIP Construction was awarded the Ceiling Fan Installations Project for the installation of 29 ceiling fans in the apartment bedrooms, in the amount of \$14,200.00.
7. Ms. Weaver announced that projects currently underway include, College View Manor where painting is being completed in the community room, entrance and hallways; West Court Apartments will have 6 new boilers installed and flooring for the stairways has been ordered; Marvin J. Schick Apartments will have new prime doors, storm doors, and all of the windows replaced; and the Barnett Building elevator upgrade is completed and inspected with no additional time or cost. The elevator was put back into use by 2 p.m., the same day the work was done and she noted the work went very well. She commented some of the people that we worked with on previous jobs have left the company and the new gentleman we are now working with was very perceptive to our needs. She stated the elevator now "talks" to tenants to tell them what floor they are at and the doors no longer bang when opening and closing. She said the tenants are very pleased with the work.

e. Selection of Meeting Dates 2021

Ms. Weaver confirmed that the current schedule of the second Tuesday of every other month at 11:30 a.m. is satisfactory with each board member for the 2021 board meetings. She stated that due to the Covid-19 Pandemic she was unsure about where the meetings will be held and recommended waiting to determine the location until closer to the meeting date. She announced that the first board meeting of 2021 will be Tuesday, January 12, 2021 at 11:30 a.m. and that she would send an email containing the 2021 meeting dates.

Discussion was held regarding the Pennsylvania Department of Health's smartphone application that helps notify and give public health guidance to anyone who may have been in close contact with a person who has tested positive for Covid-19.

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 has been purged, then re-opened and she expects it to remain open until after the first of the year.

ADJOURNMENT

Ms. Weaver stated that during these challenging times of 2020 and the Covid-19 Pandemic, everyone has had to deal with stress and life changes, almost on a daily basis. We have had to deal with the pandemic; change how we do business; and confront what kind of world we have going forward. The Housing Authority, like other businesses, has made changes to continue to fulfill its mission and purpose.

She credited the success of this year to the work of the Erie County Housing Authority Staff, the Erie County Board of Directors and the Department of Housing and Urban Development (HUD), who early in this process made programmatic changes and provided funding to give us the tools to continue serving those in need of safe, quality, and affordable housing. She continued by saying that despite these challenging times, the Housing Authority has continued to conduct the business of providing Public and Section 8 Housing to seniors, families, and individuals with disabilities and for the most part residents have continued to pay their rent. She stated the Weatherization Program has moved forward and is weatherizing homes again, utilizing safe work practices and new guidelines.

In closing, she said it is important to remember there will come a time soon when we have moved on from Covid-19 and resumed more normal lives with hopefully increased love and respect for our fellow human beings. But until then, we wear a mask; practice social distancing; and wash our hands regularly.

Ms. Weaver thanked the board and answered questions as to who Gerald S. Salsbury and Marvin J. Schick were that buildings were named after them.

Ms. Weaver stated that due to the Covid-19 Pandemic, there will probably be no Christmas Party this year but maybe a get-together can be held after the first of the year. Mr. Robinson recommended the possibility of the Fourth of July and Ms. Gernovich agreed and suggested an, "After the Pandemic Party."

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 11:34 p.m. AYES: ALL.