

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
TUESDAY, JULY 10, 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 11:55 a.m., with the following present:

**BOARD**

James McGoey, Chairman  
Ralph DeRose, Member  
Doris Gernovich, Member

**EXCUSED**

Dave Robinson, Vice-Chairperson  
Kim Stucke, Member

**STAFF**

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

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

On MOTION by Mr. DeRose, seconded by Ms. Gernovich, the minutes of the Regular Meeting of Tuesday, May 8, 2018 were approved as submitted. AYES: ALL.

On MOTION by Ms. Gernovich, seconded by Mr. DeRose, the minutes of the Conference Call Meeting of Tuesday, June 19, 2018 were approved as submitted. AYES: ALL.

**NEW BUSINESS**

**BID AWARD – College View Manor Gutter, Soffit and Fascia Replacement**

Ms. Weaver informed the board that two bids were received for the College View Manor Gutter, Soffit and Fascia Replacement. After discussion, Ms. Gernovich made a MOTION to accept the bid from Bauer Specialty at a total cost of \$30,883. The motion was seconded by Mr. DeRose. AYES: ALL

**UPDATES**

- GECAC sponsors the “Summer Jam Program”. This program has allowed a student to work at the Erie County Housing Authority with the expenses paid by GECAC. Ms. Weaver stated that the student is doing well and has been helping with general maintenance that would include painting, cleaning, and yard maintenance.
- Ms. Weaver stated that an additional \$80,000 was received for the Capital Fund. The additional funding will be utilized to replace the Salsbury Building roof. Bidding for the roof replacement will begin early 2019.

- Weatherization DOE received an additional \$20,000 in the 2018 – 2019 contract. Ms. Weaver explained that weatherization just finished their 2017 – 2018 DOE contract. The LIHEAP contract is beginning now and will end in September 2018. Ms. Weaver stated that originally the thought was that there was enough funding for one job; however there may be enough for two. Ms. Weaver added that the majority of the LIHEAP funding went toward 'Crisis' jobs.
- Ms. Weaver informed that board that there is a scheduled lock out of a tenant at Marvin J. Schick Apartments. This tenant is now paying the balance that is due in full. If the money is paid in full the scheduled lock out will be terminated.
- The Salsbury Building fire alarm installation is now complete and does have strobe lights.
- Ms. Weaver reminded the board that in early 2017 a truck hit one of ECHA's properties on West Smith Street. There was damage to the foundation of the unit and a claim was submitted to the insurance company; however, ECHA did have to pay the \$700 out of pocket cost. The defendant did make restitution and approximately one month ago ECHA did receive the money.
- The accused arsonist; for the Barnett Building fire; trial has been pushed back to August 13, 2018.
- The PTAC units at the Barnett Building have had a recall on a mount. The new parts have been received. The labor is approximately a half hour per PTAC unit and is not being reimbursed by the manufacturer.
- The application for Act 137 has been updated. Ms. Weaver stated that one of the changes is now including the repair or replacement of mobile home roofs. There is no assistance that Ms. Weaver is aware of that will help with a roof for a mobile home. Ms. Weaver was pleased to inform the board that the funding has now increased from \$40,000 to \$50,000 for this contract.
- The maintenance staff will be painting the front entry and the waiting area at the ECHA office building. In addition; new flooring will be installed in the waiting area and in the public restroom. The hallways on the second and third floors will be waxed and buffed.
- Due to the computer system issues the Section 8 program will postpone the utility reimbursement checks going directly to the utility company. The checks will again for the month of July go directly to the tenant. The payments going to the utility companies will now be for August 1, 2018.
- Ms. Weaver stated that changing the waste disposal service for some of the ECHA pick up sites will save approximately \$25,803 annually.

## **FINANCIALS**

### **INTERIM FINANCIAL REVIEW**

Mr. Pettit reviewed the year-to-date internal financials for Public Housing, Section 8, Barnett Building, and South Hills.

Also reviewed were the pass through budgets for DOE and LIHEAP Grants. In addition; Mr. Pettit reviewed the Utility Weatherization that is not pass through funding.

### **APPROVAL OF BILLS**

Mr. Pettit reviewed expenditures and bills for the period of May 1<sup>st</sup> to June 30<sup>th</sup>, 2018 for public housing, Section 8, South Hills, Barnett Building, Weatherization, Revolving Fund and answered questions from the Board. After discussion and ON MOTION, by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority approved the Bills paid from May 1, 2018 to June 30, 2018. AYES: ALL.

### **EXECUTIVE SESSION**

Chairman McGoey called for an Executive Session at 12:55 p.m.

### **RECONVENE**

The board reconvened at 1:17 p.m.

**FLAT RENT POLICY**

Ms. Weaver explained that the ECHA updates the flat rent policy yearly. This allows a tenant to pay a flat rent in the event that their income increases. The updated amounts vary from \$1 to \$64. After discussion, Ms. Gernovich made a MOTION to accept the Flat Rent Policy as submitted. The motion was seconded by Mr. DeRose. AYES: ALL

**STANDARD REPORTS**

Ms. Weaver reviewed the Standard Reports relative to the vacancies, applications, delinquencies, promissory notes, evictions and waiting lists for each development. She also reviewed the Section 8 HCV Program number of leased units, applications received and advised the board that the waiting list did open, June 5, 2018.

**ADJOURNMENT**

There being no other business, the Erie County Housing Authority adjourned the regular meeting at 1:25 p.m. ON MOTION by Mr. DeRose, seconded by Ms. Gernovich. AYES: ALL