

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JANUARY 12, 2016
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 11:53 a.m., with the following present:

BOARD

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

EXCUSED

Kim Stucke, Member

STAFF

Mike McNierney, Executive Director
Tonya Lutton, Administrative Assistant

OTHERS

Attorney Timothy Sennett from Knox McLaughlin Gornall & Sennett Law Firm

INTRODUCTION

Mr. McGoey introduced our new Solicitor Attorney Timothy Sennett from the Knox McLaughlin Gornall & Sennett Law Firm. Attorney Sennett informed the board that he specializes in Government Law. Mr. McNierney met with Attorney Sennett and provided him with our By-Laws, a sample lease, and other documents for future reference.

PUBLIC COMMENT

No public comment.

MINUTES

On MOTION by Mr. DeRose, seconded by Mr. Robinson, the minutes of the Regular Meeting of November 10, 2015 were approved as submitted. AYES: ALL.

FINANCIALS

APPROVAL OF BILLS

Mr. McNierney reviewed expenses for November to December, 2015 and answered questions from the board. After discussion and ON MOTION by Ms. Gernovich, seconded by Mr. DeRose, the Erie County Housing Authority (ECHA) approved the bills as submitted. AYES: ALL.

Mr. McNierney reviewed the unaudited internal results by project for the year ending December 31, 2015.

STATE ETHICS FORMS

Mr. McNierney reminded board members we are required annually to complete State Ethics Commission Forms. The forms are due in May 2016.

STANDARD REPORTS

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

OTHER BUSINESS

- ECHA Section 8 Administrative Plan has been updated and is now compliant with all recent revisions received from Nan McKay.
- Mr. McNierney informed the board that a Honda CRV has been purchased for the Erie County Section 8 Inspector. The vehicle was selected based on safety ratings, all-wheel drive and gas mileage. Competitive bids were secured. Honda Cars of Meadville offered the best price.
- ECHA has solicited bids to replace our aged and failing phone system. Advent Communications System was the successful low bidder of the four quotes received.
- EMG is the vendor that completed our physical needs assessment. Recently, they provided an overview of their "Asset Calc Program" that we will use to maintain and track our major assets.
- Mr. McNierney has initiated regular meetings with Housing Managers to discuss best practices and resolve common challenges.
- Our property and liability insurance was moved from HARIE to HAI. Approximately \$34,000 was saved in premiums for 2016. HAI is a housing industry non-profit and therefore enjoys a bid exemption from HUD.
- The Housing Authority operating system is being transitioned from our current provider (Tenmast) to Horizon Information Systems. Many Housing Authorities our size are now using Horizon. They are headquartered in Johnstown, PA. We will save money with Horizon over Tenmast.
- Our developments in Corry are undergoing inspections once again. This was prompted by the consolidation of the two Authorities. We scored in the 90th percentile under Corry Housing Authority, and anticipate a similar score under ECHA.

BOARD APPROVAL

Fair Market Rent (FMR) is updated and posted annually by HUD which prompts us to adjust our flat rents. Flat rent is the amount paid by our non-subsidized tenants. Flat rents can be no less than 80% of FMR. The Board reviewed the proposed flat rents to be enacted March 1, 2016 following a 30 day notification to all tenants. On MOTION by Mr. DeRose to approve the Flat Rent Policy, seconded by Ms. Gernovich. AYES: ALL

ADJOURNMENT

There being no other business and ON MOTION by Mr. DeRose, seconded by Ms. Gernovich, the Erie County Housing Authority adjourned the regular meeting at 1:21 p.m. AYES: ALL.