

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MARCH 10, 2020
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:34 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Doris Gernovich, Vice-Chairperson
James McGoe, Member
Sherri Heasley, Member
Kim Stucke, Member (Excused)

STAFF

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

PUBLIC COMMENT

Anthony Albaugh and Michael Murphy, both tenants at the Gerald S. Salsbury Apartments appeared before the board to make numerous requests including the need for additional chairs for the community room, along with additional trash bags, paper towels and cleaning supplies for use after tenant dinners. Mr. Albaugh also requested a new smoke tower be purchased, and asked when painting would be completed inside the hallways of the building. He also stated there is concern over a tenant who is no longer able to find their apartment on their own; advised that there are tenants who do not control their dogs, including one in particular that allows their dog to run, jump, trip people and urinate in the elevator; as well as concern over the lack of a hand railing to the parking lot. He thanked the board for the new security system but noted the police and fire departments have not been able to access the building since its installment and he provided a photograph of landscaping at a local Tim Horton's fast food company where cattle troughs were used for planting flowers. Ms. Heasley agreed it is an affordable option and thanked the gentlemen for bringing it to the board's attention.

With no questions from the board, the Public Comment portion of the meeting ended and Mr. Albaugh and Mr. Murphy were excused.

Mr. McGoe questioned whether the railing issue had been brought to the attention of the property manager and if there is a liability issue there. Discussion was held and Ms. Weaver stated she would check into whether a railing is required based on the design of the steps.

Ms. Weaver provided additional information relative to the tenant that Mr. Albaugh said has difficulty finding their apartment, including that the tenant's daughter had just visited and doesn't think there is anything wrong. She stated she would check further into whether anything can be done at this time and Mr. Pettit recommended asking other tenants to provide statements as to how it affects them.

Discussion continued regarding the request for a replacement smoke tower. Ms. Weaver stated that Mr. Albaugh had requested to allow smoking in the pavilion again and that she had to remind him that it is not allowed because the pavilion is located on the property owned by the Erie County Housing Authority, which is a non-smoking property. She asked the board to recall the property neighbors' written complaint to the Salsbury Apartments tenants stating the neighbors did not like seeing the tenants gathered to smoke in view of their townhouses. She reiterated that it is not the responsibility of the Housing Authority to provide an area for tenants to smoke.

Ms. Heasley stated that it is nice to see that Mr. Albaugh and Mr. Murphy care enough about where they live to address their concerns.

RECESS

The board recessed at noon and reconvened at 12:16 p.m.

MINUTES

On MOTION by Mr. McGoe, seconded by Ms. Heasley, the minutes of the January 14, 2020 Annual and Regular Meetings were approved as submitted. AYES: ALL.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending January 31, 2020; the paid bills for the period of January 1, 2020 – February 29, 2020 and answered questions from the board.

On MOTION by Mr. McGoey, seconded by Ms. Heasley, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

NEW BUSINESS

BID AWARDS – ROOF REPLACEMENT CENTER PLACE APARTMENTS

Ms. Weaver reviewed each Bid Amount and provided descriptions of each type of roofing that would be used under Categories A, B, and C on the Bid Tabulation. She said Mr. Vanchieri prefers the older style of roofing because it has less seams, maintenance personnel are able to make repairs and it has been proven to last. She stated further that Mr. Vanchieri recommended the bid by Alex Roofing under Category B for \$94,000, noting Category C at the cost of \$3.50 per square foot is to replace any damaged insulation.

Ms. Heasley shared that she was perplexed by the vast differences in pricing and asked if the housing authority had previously worked with Alex Roofing. Ms. Weaver ensured her that we have had good luck with the new roof installed at the Corry Senior Center by Alex Roofing.

Mr. Robinson told the board about a white, reflective solar panel roof that supposedly saves money. Ms. Weaver advised that the original counseling center had solar panels; however, they were removed because of the expensive upkeep.

Mr. McGoey noted that the Kohler Building roof was replaced about 7 years ago with the newest roofing style under Category A and there have been no problems. Ms. Weaver stated the Corry Community Center roof was also replaced by McCreary Roofing with the Category A style of roofing and while there have been no problems, it is very slippery.

After discussion and on motion by Mr. McGoey, seconded by Ms. Gernovich, Category B in the amount of \$94,000 from Alex Roofing was approved for the replacement of the roof at Center Place Apartments. Furthermore, Category C in the amount of \$3.50 per square foot was approved for the replacement of all damaged insulation. AYES: ALL.

RESOLUTION 2020-03 SEMAP CERTIFICATION

Ms. Weaver introduced the Section 8 Management Assessment Program (SEMAP) Certification for fiscal year 2019, stating the document has already been submitted and accepted by the Department of Housing and Urban Development (HUD).

On Motion by Ms. Gernovich, seconded by Mr. McGoey, the Erie County Housing Authority adopted Resolution 2020-03 approving the SEMAP Certification for fiscal year 2019. AYES: ALL.

RESOLUTION 2020-04 5-YEAR CAPITAL FUND SUBMISSION

Ms. Weaver introduced the 5-Year Capital Fund Submission, stating Mr. Pettit, Mr. Vanchieri, and she reviewed and decided the work that will need to be completed at the agency's public housing developments during fiscal years 2020-2024.

On Motion by Ms. Gernovich, seconded by Mr. McGoey, the Erie County Housing Authority adopted Resolution 2020-04 approving the submission of the Capital Fund Program 5-Year Action Plan. AYES: ALL.

EMPLOYEE HANDBOOK

Ms. Weaver distributed draft copies of the Employee Handbook to the board members, as edited by Attorney Mark Wassell. She reviewed several of the updates, including the clarification of how employee vacation days are counted; how the agency is not required to follow the Family Medical Leave Policy because they are a political subdivision with less than 50 employees; as well as the option for employee's to use the Good Friday Holiday as a floating holiday either the week before or the week after the Good Friday Holiday itself.

She answered questions confirming the draft copy contains information addressing medical marijuana use; that the last update to the handbook was done in-house in 2015 and that she has plans for legal counsel to review the handbook every five years.

She asked the board remembers to review the draft copies and noted that she would like to re-visit the issue at the May meeting.

UPDATES

Ms. Weaver advised the board that a tenant from the Gerald S. Salsbury Apartments is still incarcerated because he cannot make bail, for damage done to the Zem Zem Shrine Club and Our Lady of Peace School, which includes broken windows, flattened tires as well as the spray painting of a van and a building logo.

She stated that on February 7, 2020, tires were slit on 4 different vehicles belonging to tenants at the Salsbury Apartments and the defendant was recognized on video after what appeared to be him slitting the tires on the last vehicle before standing up and entering the building doors where he looked right into the camera.

She said Ms. Badach recognized the tenant in the video and was a huge help to the Millcreek Police as their star witness. While the tenant has been evicted and his family has his belongings, the apartment has not yet been cleaned. She noted that damage to the apartment included seashells that had been sprinkled on the floor requiring the carpet and kitchen floor to need replacement. She noted the tenant also smoked a pipe in the apartment, so a thorough cleaning is required and that the tenant's family has agreed to pay for the clean-up costs.

Discussion was held relative to tenants having to pay for the repair of their own tires and whether there are rules about having firearms within the building.

She noted the defendant pled not guilty and has requested Veteran's Court.

Ms. Weaver advised the board that the installation of the fire alarm panel has been completed at Pleasant Manor and Entry Systems have been replaced at the Salsbury Apartments, Center Place, and Pleasant Manor. She stated tenants now have a fob for entry into the main building but still have a key to enter their apartment. One family member of each tenant has also received a similar fob. She stated further that due to additional responsibility of maintaining the fobs, the Public Housing labor rate has increased to \$22.50 per hour and replacement of a lost fob is \$15.00. She noted further that the company, Levco Communications has installed the intercom systems and Wilkins Security has installed new fire alarms at Pleasant Manor and Center Place.

Ms. Weaver announced that she has received an estimate from Frank Gildersleeve of Levco Communications, in the amount of \$2,200, for replacing the main office backdoor lock with a fob entry system. She stated currently people from the city building, FedEx, UPS, and the public are entering the building through the unlocked back door.

Ms. Weaver stated the auditors had no findings in their recent audit and they will be present at the May meeting to go over the audit.

She announced plans for a Real Estate Assessment Center (REAC) Inspection at the Barnett Building on March 23, 2020. Maintenance painted yesterday and is continuing to prepare for the inspection.

Ms. Weaver advised that the 2020 Capital Funds included an additional \$20,000 more than last year. Mr. Pettit stated this is a good time to convert to Rental Assistance Demonstration (RAD) due to the increase in funding. Ms. Weaver said she reached out by email to the Development Company that Mike Fraley of the Housing Authority of the City of Erie highly recommended, but has not yet heard back.

Ms. Weaver stated there are several Capital Funds projects that are in the process of Bid preparation, including new gutters at Pleasant Manor; concrete work for the porch at the Salsbury Apartments; closet door replacement at Marvin J. Schick Apartments; replacement of 6 boilers at West Court Apartments; replacement of carpet on stairs at West Court Apartments; and replacement of carpet and vinyl planking in common areas at College View Apartments. She reiterated that there is a lot going on.

Ms. Weaver advised that she has received a response from Attorney Sennett to reduce the Pilot Program payment and pay the new water charges. She stated that the charges were originally implemented in the late 1980's or 1990's and that from her conversation with Joe Frisina, she learned that Virginia Grice addressed the issue at that time. Ms. Weaver noted the invoices do not reflect the cost of each unit separately, so it wasn't realized that the agency was already paying for individual apartment hook-ups. She announced the new City of Corry Ordinance shows an increase of \$8 per unit, totaling \$20,000 more than previous years.

Mr. McGoey made a motion to eliminate the Pilot Program payment but later withdrew his motion.

Ms. Weaver stated she would send a copy of the HUD Cooperation Agreement to board members and Mr. Robinson questioned the legality of charging each unit for water. Ms. Gernovich stated she spoke with Joe Frisina after reading Attorney Sennett's letter and she was told that it has been 100 years since the underground structures have been worked on. Ms. Weaver reminded the board that the agency is a non-profit with 195 units and is now paying the bulk of the increased costs. She stated that she is not aware of any other agency contributing Pilot

Program payments, except LECOM, who recently gave \$55,000. She noted that the city wants to make sure everyone is treated fairly while Mr. Pettit stressed that for-profit companies can raise rents to offset the additional cost while the non-profit agencies cannot.

Ms. Heasley questioned if Corry Manor's water rates were increasing and discussion commenced as to other nursing homes and senior living facilities having to pay the increased rates. Ms. Weaver said she would file a "Right to Know" application with the City of Corry to try to get some answers.

Mr. McGoey asked if our agency was obligated to make the Pilot Program payment and Ms. Weaver stated that Jacqueline from HUD Pittsburgh would be out of her office for 6 weeks before she would be able to pose the question to HUD. She noted that the payment of water bills only pays the Municipal Authority and nothing goes to the city itself. She reinsured the board that she will continue to go through each water bill and the agency will stay on top of any further increased bills to check for water leaks or high usage.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. Discussion was held relative to purging waiting lists for the various properties.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Gernovich, seconded by Ms. Heasley, the Erie County Housing Authority adjourned the regular meeting at 2:00 p.m. AYES: ALL.