

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JANUARY 14, 2020
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 11:54 a.m., with the following present:

BOARD

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

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. McGoey, the minutes of the November 12, 2019 Regular Meeting and the December 9, 2019 Special Meeting were approved as submitted. AYES: ALL.

STATE ETHICS FORMS

Ms. Weaver distributed State Ethics Forms, reminding the Board that the state requests completion of the forms each year and noting the application contains a self-address, stamped envelope for returning the form. Discussion was held relative to the cost of postage.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending November 30, 2019; the paid bills for the period of November 1, 2019 – December 31, 2019 and answered questions from the board.

Ms. Weaver announced that water and sewer costs within the city of Corry will be increasing. She said she spoke with Jason Biondi, City Manager, and was told that multi-family units located within the city limits will now pay base charges per unit of \$31.25 each on top of the cost of the meter charges. She stated that effective February 1, 2020, the base fee for the Erie County Housing Authority will be \$45,000 per year before paying anything for water or sewer.

Discussion was held as to whether the new base charges are legal and Mr. McGoey advised Ms. Weaver to address the matter with Tim Sennett to establish legality.

Ms. Weaver stated consideration has been given to have tenants pay the new charges but with 19 units, the savings would be minimal.

Ms. Weaver stated further that she emailed Mr. Biondi and requested something in writing but has not yet heard back from him.

Discussion was held relative to Pilot Tax Payments and Chairperson Robinson stated he wants to know the process used to determine the increase. Ms. Heasley questioned whether or not notices have gone out to customers and Ms. Gernovich and Ms. Weaver both responded that they have not received anything in the mail.

On MOTION by Vice-Chairperson Gernovich, seconded by Mr. McGoey, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

NEW BUSINESS

PMRS RESOLUTION

Ms. Weaver introduced a resolution amending the Erie County Housing Authority non-uniform pension plan to help clarify specifics within the plan. She noted there are no changes to the plan.

Mr. Pettit offered examples from the amendment and stated that this must be done every 5 years.

After discussion and on motion by Ms. Heasley, seconded by Ms. Gernovich, Resolution 2020-01 was adopted, amending the Erie County Housing Authority non-uniform pension plan. AYES: ALL.

BANKING RESOLUTION

Ms. Weaver reminded the Board that motion was granted at the last board meeting for the ECHA Rentals – Laundry Account to be moved to Corry Federal Credit Union, where there is no charge for using the change machine and they require a resolution to confirm signers on the new account.

After discussion and on motion by Mr. McGoey, seconded by Ms. Heasley, Resolution 2020-02 was adopted authorizing Beverly Weaver, Jarid Pettit and Rachel Petty to be added as named signers on the ECHA Rentals-Laundry Account.

NEW LAUNDRY CONTRACTS

Mr. Pettit reviewed Coin Operated Laundry Equipment Contracts between Erie County Housing Authority Public Housing Program and ECHA Rentals Laundry Account and Erie County Housing Authority Barnett Building and ECHA Rentals Laundry Account. Each contract depicts the responsibilities of each signer and runs indefinitely or may be terminated with a 30-day advanced notice signed by both parties.

Mr. Pettit stated that proceeds from each facility will remain separate from each other. Ms. Healey recommended the possibility of using pre-paid cards to access the machines.

UPDATES

Ms. Weaver announced that the auditors arrived at the office this morning and she expects them to be available for a presentation before the Board at the May meeting.

She stated that a roofing bid is out for Center Place and the due date is January 30, 2020.

She said Levco Communications was selected to install the intercom system at Salsbury Building and the authority has elected to use fobs instead of keys. She hopes for better security by being able to track who is coming and going; while noting the new system will ring the tenant's telephone. She advised that the housing manager will have the ability to program new fobs and deactivate any lost fobs. She mentioned the approximate cost of the fob is \$6-\$7, while the cost to replace lost fobs is still being considered and may be between \$8-\$10.

Ms. Weaver informed the Board that Section 8 participated in a telephone call with Department of Housing and Urban Development (HUD) where HUD asked to see an increase in lease-ups and the number of vouchers issued. She said Amy Clabbatz, Section 8 Coordinator, recently sent 70 top of the list letters instead of the usual 50 letters. Ms. Weaver told the Board that there are often 15-20 new lease-ups each month; however, just as many go off of Section 8 each month.

Discussion was held relative to tenant responsibilities and tenant preferences as to where they want to live. Ms. Weaver advised that the tenant must live in the County of Erie for a minimum of 1 year before porting their Section 8 Voucher to the City Limits of Erie. Discussion was held relative the cost of rent by area.

Ms. Weaver announced Mr. Pettit, Mr. Vanchieri and she are going to work on the South Hills and Barnett Building 5-Year Plans. They do not qualify for Capital Funds, so a plan will help organize needs for each building, including windows and doors, as well as security cameras.

She listed various improvements by building where future Capital Funds will cover the costs and noted the Salsbury Building new roof looks very nice. While the building still requires gutters, fascia and paint, this will tie everything together.

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.

She advised the Board that Debra Rasey, Public Housing Manager, went before the District Magistrate to evict a tenant at South Hills Apartments and received 10 days for the tenant to pay back rent or the Housing Authority can proceed with lockout.

Ms. Weaver stated the rental homes that were returned by Stairways, now have 3 tenants and the tenants in the Pleasant Street home are no longer on Section 8, so they pay their own rent.

Discussion was held relative to the number of applications not always being accurate because some people apply for anything available and don't always know they are applying in Corry, Pennsylvania.

Discussion was held relative to the Rental Assistance Demonstration (RAD) Program.

EXECUTIVE SESSION AND ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Gernovich, seconded by Mr. McGoey, all staff members were excused for Executive Session and the Erie County Housing Authority adjourned the regular meeting at 1:11 p.m. AYES: ALL.