

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, MARCH 13, 2024 AT 11:30 A.M.
COLLEGE VIEW MANOR
65 N. PEARL STREET
NORTH EAST, PA 16428**

Chairperson Heasley called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:48 a.m., with the following present:

BOARD

Sherri Heasley, Chairperson
John Downey, Vice-Chairperson
Jennie Hagerty, Member
Bob Williams, Member
William "Buzz" Hammond, Member

STAFF

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

PUBLIC COMMENT

There was no Public Comment.

APPROVE MINUTES

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Minutes from the January 10, 2024, Annual Meeting were approved. Ayes: All.

On MOTION by Mr. Williams, seconded by Ms. Hagerty, the Minutes from the January 10, 2024, Regular Meeting were approved. Ayes: All.

On MOTION by Mr. Williams, seconded by Dr. Downey, the Minutes from the January 22, 2024, ZOOM Meeting were approved. Ayes: All.

NEW BUSINESS

a) Resolution 2024-01 Section 8 Management Assessment Program (SEMAP) Certification

Ms. Weaver reviewed the Resolution and answered questions, noting that the responses are graded and that upon review by the Real Estate Assessment Center, she expects the Housing Authority to be considered a high performer.

On MOTION by Ms. Hagerty, seconded by Mr. Williams, Resolution 2024-01 was adopted verifying that the SEMAP Management Certification Form HUD-52648 was submitted to the Real Estate Assessment Center covering performance measurements for the calendar year ending December 31, 2023 by the Executive Director on February 26, 2024, which was before the deadline of February 29, 2024. AYES: All.

b) Bid Award – Furnace & Hot Water Tank Replacements, Pleasant Manor

Ms. Weaver reviewed the Bid Tabulation, stating 30 furnaces and hot water tanks will be replaced at Pleasant Manor.

She announced that Frederick and Son Contracting LLC is the apparent lowest bidder, noting that Mr. Vanchieri, Facilities Manager, made telephone calls and confirmed a reference from Beaver County Weatherization Program who uses them for all heating, ventilation, and air conditioning (HVAC) jobs and is very pleased with their work.

Ms. Hagerty advised that the Mercy Center has used another bidder, Citadel Services, Inc. and they too did great work.

Discussion was held as to how bids are advertised and on MOTION by Dr. Downey, seconded by Mr. Hammond, the Erie County Housing Authority (ECHA) awarded the bid for Furnace and Hot Water Tank Replacements at Pleasant Manor to Frederick and Son Contracting LLC in the amount of \$129,400.00. AYES: All.

- c) **Bid Award – Common Area Flooring Replacement; Second and Third Floors, Gerald S. Salsbury**
Ms. Weaver reviewed the Bid Tabulation, stating the flooring on the first floor has already been replaced. She noted that the flooring is a glue down flooring product and announced that Foulks Flooring America from Meadville, who has good references, is the apparent lowest bidder.

Discussion was held as to the difficulty in obtaining bids for projects and on MOTION by Ms. Hagerty, seconded by Mr. Williams, the Erie County Housing Authority (ECHA) awarded the bid for Common Area Flooring Replacement on the Second and Third Floors of the Gerald S. Salsbury Building to Foulks Flooring America in the amount of \$40,750.00. AYES: All.

- d) **Bid Award – Common Area Flooring; Buildings 8, 10 and 12, South Hill Apartments**
Ms. Weaver reviewed the Bid Tabulation, stating this will cover the common areas of the three remaining buildings. She announced that Mudry Floor Systems is the apparent lowest bidder, noting they have done good work in many of the apartments.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority (ECHA) awarded the bid for the replacement of Common Area Flooring in Buildings 8, 10 and 12 at South Hill Apartments to Mudry Floor Systems in the amount of \$22,890.00. AYES: All.

- e) **Updates**
Ms. Weaver advised that the second Rental Assistance Demonstration (RAD) conversion has started with the 34 family units, including 15 units in North East; 12 West Court Apartments; and 7 Single Family Houses that will be moved from Public Housing to the Project Based Vouchers.

She advised that the process is the same as the Elderly and Disabled Conversion, except there is no financing necessary. She stated that she expects this conversion to be much easier, cheaper, smoother, and quicker.

She noted that expectations are to close by the end of October 2024 with a start date of December 1, 2024 just like the first RAD Conversion. She explained why the start date was chosen and reminded the board that Department of Housing and Urban Development (HUD) Capital Funds just do not cover the necessary expenses of maintaining the buildings.

Ms. Weaver stated that Capital Funding is received for Family Units and Mr. Vanchieri advised her that various projects will be awarded at the May meeting, including the replacement of vinyl siding and kitchen cabinets at Marvin J. Schick Apartments; 12 West Court Apartments and 7 Single Family Homes in Corry.

Discussion was held as to how bids are prepared and reviewed by Lorie Sutton, ECHA Procurement Officer with a final review by the auditors.

Ms. Weaver announced that the showers at Gerald S. Salsbury are almost completed. Next phase is the replacement of shower units and new separation walls turning non-handicapped efficiency units at Pleasant Manor into one-bedroom units.

She advised that Erie Water Works and contractor, Wm. T. Spaeder Company are working to replace the fire pump at Gerald S. Salsbury. She noted that there is currently some confusion as to the need for a new water main; however, expects this to be resolved.

Ms. Weaver provided details for a proposal to remodel the Barnett Building entrance and expand the Community Room, in the estimated amount of \$350,000.00. She stated that the Barnett Building does not receive Capital Funds from HUD so, reserve money for Barnett Building and consideration also would be to apply for grants to cover the cost.

Ms. Hagerty provided information and discussion was held relative to Neighborhood Assistance Programs (NAP) and whether ECHA would qualify. She stated that she would send information to Ms. Weaver, including contact information.

FINANCIALS & BILLS

Mr. Pettit reviewed the internal financials by project for the month ending January 31, 2024 and the Yearly Income Statement Comparisons from January 1, 2023 through January 31, 2024. He stated that the financials show the Housing Authority is practically right on budget at this time and explained the various Weatherization Program contracts and how they work.

Ms. Hagerty questioned whether the Housing Authority applies for Erie County Gaming Revenue Authority (ECGRA) Grants and explained that there has been discussion within County Counsel that the funding does not reach as deep into the county as it could. She stated that she would provide information to Ms. Weaver, who thanked Ms. Hagerty.

Discussion was also held relative to pilot payments made in lieu of taxes and Weatherization Program employees attending the 2024 Home Performance Conference in Minneapolis, Minnesota.

On MOTION by Ms. Hagerty, seconded by Dr. Downey, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

STANDARD REPORTS

Ms. Weaver provided updates and answered questions relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

Discussion was held relative to how someone applies for housing with Ms. Weaver noting that some applicants apply for everything they can and don't realize that they are applying for housing in Corry, PA.

Discussion was held also relative to the four Fostering to Youth vouchers designed for young people who are aging out of Foster Care and the new NSPIRE Inspections that will take the place of Section 8 Inspections.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Hagerty, seconded by Mr. Williams, the Erie County Housing Authority adjourned the regular meeting at 12:51 p.m. AYES: ALL.