

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 14, 2021
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairman 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
Kim Stucke, Vice-Chairperson
Sherri Heasley, Member
John Downey, Member
Tina Freeman, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

AGENDA AND MINUTES

On MOTION by Dr. Downey, seconded by Vice-Chairperson Stucke, the Minutes from the July 13, 2021 Regular Meeting and the Minutes from the August 5, 2021 Special Meeting were approved. AYES: ALL.

NEW BUSINESS

a) Bid Award – Walk-In Showers Pleasant Manor and Salsbury Building

Ms. Weaver introduced the Bid item stating TIP Construction Inc. is the apparent lowest bidder. She said she spoke with Mr. Vanchieri, who said he was comfortable with them doing the work. Ms. Weaver noted that TIP Construction, Inc. has completed a variety of work for the housing authority, including roofing, installation of P-Tac units, and flooring with no issues. On MOTION by Vice-Chairperson Stucke, seconded by Ms. Heasley, the Erie County Housing Authority awarded the bid to install walk-in showers at Pleasant Manor and Salsbury Building to TIP Construction, Inc. in the amount of \$42,000.00 with a 10% bid bond. AYES: ALL.

b) PHA Annual Plan – HUD Resolution

Ms. Weaver reviewed ECHA's Annual Plan and addressed recommended updates and revisions. She covered the material with the Board Members and addressed their questions. After discussion, Ms. Heasley made a MOTION to approve the HUD Resolution as presented, seconded by Ms. Stucke. AYES: ALL.

c) 2022 Pension MMO

The 2022 Minimum Municipal Obligation (MMO) calculation was brought before the Board for explanation and review. The total obligation will be \$100,576. This will be paid in monthly installments beginning in January 2022.

d) Award of PCNA – Atlas Technologies

Ms. Weaver introduced the item explaining this is part of the Rental Assistance Demonstration (RAD) Program. She noted PCNA stands for Physical Construction Needs Assessment and stated 4 proposals were received, including the lowest apparent bidder, Atlas Technologies from Erie, in the amount of \$14,000.00 to prepare the Physical Needs Assessment for each of the 7 developments proposed for RAD Conversion. She continued by stating there would be additional costs to upload the information into the Capital Needs Assessment (CNA) e-Tool and completion of an Energy Audit.

She shared that Atlas Technologies is working with the City of Erie Housing Authority where Mike Fraley is pleased with their work and another reference has an on-going contract to continue doing Energy Audits for them. Discussion was held relative to the previous company used for the last Physical Needs Assessment and how their estimates were very high. Ms. Weaver also provided the names and bid amounts for the other proposals. She reminded the Board the differences between HUD and RAD Programs and stated the consultant with which the housing authority is working has said it may end up with a blend of both programs when everything is done. On MOTION by Ms. Freeman, seconded by Ms. Heasley, the Erie County Housing Authority awarded the bid to prepare the Physical Needs Assessment for the 7 developments proposed for RAD Conversion, including the entry of information into the CNA e-Tool as well as completion of an Energy Audit for the total amount of \$29,750.00. AYES: ALL.

e) Resolution 2021-04 Move Forward with 2 RAD Applications

Ms. Weaver introduced the resolution stating adoption of it would authorize the execution of Rental Assistance Demonstration (RAD) Program applications with the U.S. Department of Housing and Urban Development (HUD) for both the properties located in Erie County and separately the properties located in Corry. She also noted that it would be acceptable to withdraw the applications if the Board were to change their minds or if further information provided that the conversion would not be feasible. On MOTION by Ms. Heasley, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority adopted Resolution 2021-04 authorizing the executive director to work with the RAD consultant and submit the 2 applications to HUD for RAD transfer. AYES: ALL.

f) Updates

Ms. Weaver stated she and Chairperson Robinson met with Kathy Dahlkemper, County Executive via Zoom last week to discuss the RAD Conversion Program. She noted that Ms. Dahlkemper is on board with moving forward; however, depending on how long it takes to complete everything, the support of the new county executive may be needed.

She advised the Board that the slate roof at the office was repaired for approximately \$2,500 and she is expecting a Change Order in the amount of \$500. Discussion was held relative to how affordable the repairs were and she noted that the railings across the top that catches ice and snow were also painted.

She stated that a new 2021 Chevrolet ½ ton pick-up truck was purchased for the North East projects for \$28,580 through CoStars. She stated further that bids have been received for the vehicle the new truck is replacing, a 2006 Chevrolet ½ ton pickup. The lowest bid was \$1,100.00 while the highest bid was \$3,500.00 and the Title will be transferred tomorrow morning to the highest bidder.

Ms. Weaver presented a check from Highmark in the amount of \$2,036.35 from the Western Pennsylvania Insurance Settlement having to do with small group health insurance purchase from Highmark between July 1, 2010 and March 21, 2012. The payment was based on the terms of the settlement and the total number of class members who filed claim forms. She said Mr. Pettit will put it into the Insurance Fund for health insurance costs for next year.

She shared that Mr. Vanchieri has received proposals to replace the siding at the Salsbury Building in Millcreek and the proposals came higher than the \$21,300.00 threshold requiring sealed bids. She asked Mr. Vanchieri to request sealed bids for vinyl shake (scallop) siding and noted that she expects the Board to be able to award the bid at the next meeting.

Ms. Weaver announced that several checks have been received from the Emergency Rental Assistance Program (ERAP) through the county. The largest being \$3,100.00 for a tenant living at the Marvin J Schick Apartments. She stated that the check covered money owed by the tenant and paid 3 months in advance. She stated that Ms. Rasey has also received checks from tenants who moved out of South Hill Apartments owing back rent and damages totaling \$440.00.

Ms. Weaver told the Board that a Management and Occupancy Review was conducted at the Barnett Building at the end of July and it came back pretty good, noting that a few files were missing information or signatures. She stated the response and missing information/signatures has been submitted and the housing authority is waiting to hear if anything further is required.

She stated that a Real Estate Assessment Center (REAC) inspection was completed at the Barnett Building a couple of weeks ago and a score of 71C was reported, which is disappointing. Discussion was held relative to the issues found during the inspection and she said the building, while built in 1977, is in really good shape and a lot of work has been done at the building. She shared that this was the first inspection where the inspector found issue with the pull cords in the bathrooms. She stated further that she would research whether there is an option to appeal the decision because she was expecting a score in the mid 80's or 90's. The next REAC inspection is expected in two years and had the Barnett Building received a lower score, it would cause the need for an inspection again next year.

EXECUTIVE SESSION

Mr. Robinson called for an Executive Session at 12:06 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:22 p.m. with all board members present.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending July 2021. Mr. Pettit reviewed the paid Bills for the period of July 1, 2021 through August 31, 2021 and answered questions from the board.

On MOTION by Ms. Freeman, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority Operating Budget and Income Statements were approved. AYES: All.

STANDARD REPORTS

Ms. Weaver announced Section 8 Housing Choice Vouchers are up by 40-50 vouchers compared to a year ago and provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

NEW OFFICE HOURS

Ms. Weaver announced the office working hours have changed. She stated she sent a survey to employees with a couple of different available options and a trial run of the new hours is happening through August and September.

OFFICE DROP BOX

Ms. Weaver declared the drop box located outside the front of the housing authority office has been very helpful. She commented that tenants and clients use it to leave information for employees when the office is closed. She noted that tenants have been provided with telephone numbers for the property manager and maintenance for emergencies.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Freeman, seconded by Vice-Chairperson Stucke, the Erie County Housing Authority adjourned the regular meeting at 12:59 p.m. AYES: ALL.