

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MAY 12, 2020
11:30 A.M.
ERIE COUNTY HOUSING AUTHORITY
120 SOUTH CENTER STREET
CORRY, PA 16407**

Due to the Covid-19 Pandemic, the meeting was held via telephone conference. Vice-Chairperson Gernovich called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:32 a.m., with the following present:

BOARD

Dave Robinson, Chairperson, present at 11:45 a.m.
Doris Gernovich, Vice-Chairperson
Sherri Heasley, Member
Kim Stucke, Member

EXCUSED

James McGoey, Member

STAFF

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

MINUTES

On MOTION by Ms. Heasley, seconded by Ms. Stucke, the minutes of the May 10, 2020 Regular Meeting was approved as submitted. AYES: ALL.

FINANCIALS/BILLS

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

Ms. Weaver stated she had sent a Right to Know Request to the Corry City Office just as offices throughout Erie County were closing due to the Covid-19 Pandemic. She stated further that she received a request from the Corry City Office asking for an extension of 30 days for employees to return full-time before fulfilling her request to which she agreed.

Ms. Weaver announced that the Department of Housing Urban Development (HUD) Real Estate Assessment Center (REAC) inspection of the Barnett Building from February has been postponed.

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

NEW BUSINESS

HUD WAIVERS

Ms. Weaver informed the board that due to the Covid-19 Pandemic; HUD policy changes will require the Housing Inspector to inspect only empty units during the initial inspection.

She said all inspections, whether renewal or intermittent inspections must be completed and the property must pass inspection prior to October 31, 2020.

Ms. Weaver advised that Conference Call Group Briefings begin again tomorrow and that HUD will allow non-public meetings until July 31, 2020 and Voucher Extensions have been extended.

After discussion and on motion by Ms. Heasley, seconded by Ms. Gernovich, the HUD Waivers were approved as submitted. AYES: ALL.

ECHA RENTALS SINGLE MEMBER, LLC

Ms. Weaver reminded the board that when Erie County Housing Authority (ECHA) accepted the returned houses from Stairways, rent was collected under ECHA Rentals. She stated the auditors recommended ECHA Rentals, LLC be created with ECHA as the managing agency. Ms. Weaver stated further that Attorney Sennett recommended that she be the manager of the LLC.

She introduced 3 documents, ECHA Rentals, LLC Unanimous Written Consent in Lieu of the First Meeting of the Manager; ECHA Rentals, LLC Resolution Adopted by the Organizer; and Operating Agreement of ECHA Rentals, LLC.

On Motion by Ms. Gernovich, seconded by Ms. Stucke, the Erie County Housing Authority approved and accepted all 3 documents as submitted. AYES: ALL.

EMPLOYEE HANDBOOK

Ms. Weaver asked the board if everyone had an opportunity to review the changes to the Employee Handbook. Mr. Robinson replied that the handbook was very comprehensive.

Ms. Weaver stated that with the board's approval, the changes will take effect on July 1, 2020.

On Motion by Ms. Stucke, seconded by Ms. Gernovich, the Erie County Housing Authority approved the updates to the Employee Handbook as submitted. AYES: ALL.

UPDATES

Ms. Weaver said she received a telephone call from an employee who has only been working 3 days per week due to not having child care because of the Covid-19 Pandemic. She advised that the employee's wife was recently exposed to Covid-19 at her work and the employee will now be required to self-quarantine for 14 days.

She stated that a second employee will also be required to self-quarantine for 14 days because he bought a truck and went to South Carolina to get it.

She informed the board that an abundance of disinfecting has been going on at the ECHA properties and while no tenants have tested positive for Covid-19, younger tenants continue to socialize.

Ms. Weaver listed upcoming work to be done, including the contractor beginning roof replacement at Center Place; replacement of the pull cords, dome lights and enunciators in all apartments at College View Manor for the cost of \$4,179; and the installation of gutters at Pleasant Manor by the end of June.

She advised that Bids will be sought for replacement windows and replacement entry doors for Marvin J. Schick Apartments and painting as well as flooring in the hallways and common areas at College View Manor.

She announced that Public Housing received \$58,500 and Section 8 received \$112,000 to aid in the extra costs associated with the Covid-19 Pandemic. She also stated that laptops and personal protection equipment (PPE) will also be purchased with the additional money.

Ms. Weaver stated installation of the fob entry system at the back door of the main office has been completed and she has only heard good comments about it. The front door is still locked to the public and before the lobby re-opens, plexiglass will be put in the existing window between the lobby and receptionist area. There will only be a small area to transfer paperwork back and forth.

She said after the last meeting, she mailed a letter to Salisbury Building tenants letting them know that fellow tenant, Anthony Albaugh, was present for the Public Comment portion of the meeting and responded to the concerns he brought up. Among those concerns, she notified the tenants that the Housing Authority would not be furnishing a smoking tower because there is no smoking on the property and she quoted the lease agreement and pet policy in addressing tenants with small dogs that they must be on leashes. She said further that she received no push back from the tenants and they were pleased that she had sent the letter.

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.

Ms. Weaver advised that there is a moratorium on evictions for tenants who have lost income due to the Covid-19 Pandemic; however, tenants are still responsible to pay their entire rent timely if their income has not changed. She noted that the moratorium is due to end July 25, 2020 when all rents must be paid in full. She noted late fees cannot be charged during this time.

She informed the board that waiting lists for Marvin J. Schick; West Court; and Random Court have been purged.

Ms. Gernovich asked if anything can be done with the younger tenant at Salisbury Building, who allows his friends into the building? Ms. Weaver responded that the property manager checked fob information and confirmed that a tenant has been letting his friends into the building through the side door. The tenant was sent notice advising him that he cannot have his friends coming to the building at this time and the property manager spoke with the tenant's grandfather. Ms. Weaver stated that the tenant will be watched and if this behavior continues, he will be evicted.

Ms. Weaver stated the community room is not yet available and Anthony Albaugh has called to complain. She said she explained to him that their get togethers were usually more than 25 people, which is not acceptable at this time.

Discussion was held as to how everyone is doing with the Covid-19 Pandemic restrictions.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Stucke, seconded by Ms. Gernovich, the Erie County Housing Authority adjourned the regular meeting at 12:20 p.m. AYES: ALL.