

**ERIE COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
TUESDAY, NOVEMBER 13, 2018  
11:30 A.M.  
ERIE COUNTY CONSERVATION DISTRICT BUILDING  
1927 WAGER ROAD  
ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:43 a.m., with the following present:

**BOARD**

James McGoey, Chairperson  
Dave Robinson, Vice-Chairman  
Ralph DeRose, Member – present via telephone  
Doris Gernovich, Member

**EXCUSED**

Kim Stucke, Member

**STAFF**

Beverly Weaver, Executive Director  
Jarid Pettit, Controller  
Tonya Lutton, Administrative Assistant

**PUBLIC COMMENT**

There was no public comment.

**MINUTES**

After review, Ms. Gernovich made a MOTION to approve the minutes of the Regular Meeting of September 11, 2018, seconded by Mr. Robinson. AYES: ALL.

**EXECUTIVE SESSION**

Chairman McGoey called for an Executive Session at 11:45 a.m.

**RECONVENE**

The board reconvened at 12:11 p.m.

Ms. Gernovich made a MOTION to accept the salary increases and bonuses as proposed for 2019 as discussed, seconded by Mr. Robinson. AYES: ALL.

**FINANCIALS**

**ECHA Operating Budget 2019 Fiscal Year**

Mr. Pettit reviewed the prepared 2019 budget for Erie County Public Housing. The budget includes \$996,043 in total revenues and \$996,000 in planned expenses leaving an estimated net surplus of \$43. After discussion, Mr. Robinson made a MOTION to approve the 2019 Operating Budget as submitted, seconded by Ms. Gernovich. AYES: ALL.

**Tenant Charge Offs**

Mr. Pettit reviewed the recommended tenant charge-offs for the Erie County Public Housing buildings which include: South Hill Apartments, Barnett Building, Gerald S. Salsbury, College View Apartments, Marvin J. Schick Apartments, Random Court, and West Court. These uncollectible charges are derived from delinquent rents,

physical damages and legal expenses. After discussion, Mr. DeRose made a MOTION to approve the tenant charge-offs as presented in the amount of \$23,388.21, seconded by Mr. Robinson. AYES: ALL.

### **Current Year Financials**

Mr. Pettit reviewed the Erie County Housing Authority Operating Budget for September 30, 2018. Mr. Pettit then reviewed the Erie County Section 8 Vouchers and Barnett Building financials from January 1, 2018 thru September 30, 2018. Mr. Pettit explained that the actual rental income for Barnett Building has increased due to the fire which resulted in a loss of rental income for the year before. The Section 8 Vouchers operating expenses increased due to the construction of the maintenance building. Mr. Pettit reviewed the South Hill Apartments financials comparing month end ending September 2018 to May 2018 actuals. Mr. Pettit reviewed the DOE and LIHEAP Grants as well as the Utility Weatherization.

### **Bills**

Mr. Pettit reviewed the paid bills with the board. After discussion, Mr. Robinson made a MOTION to approve the bills as submitted, seconded by Mr. DeRose. AYES: ALL.

### **NEW BUSINESS**

#### **Utility Allowance-Resolution 2018-5**

Ms. Weaver presented the annual federal requirement review of the Utility Allowances. The revised utility allowances will become effective March 1, 2019. After discussion, Mr. Robinson made a MOTION to approve the Revised Public Housing Utility Allowances as submitted, seconded by Mr. DeRose. AYES: ALL.

### **Updates**

There is an increase for the ECHA and the employees for the 2019 Medical Insurance per Ms. Weaver.

Ms. Weaver informed the board that College View Manors fascia, soffit, and gutters are now completed. She is pleased with the end results.

Pleasant Manor exterior and storm doors have been replaced. Ms. Weaver expressed that the tenants are very happy with the outcome.

Ms. Weaver expects that the bidding for the Salsbury Building roof replacement will be mid-December. The roof replacement funding will come from Capital funding.

The Center Place fire alarms are meeting code standards; however, Ms. Weaver explained that the alarms are not as loud as she feels they should be. The replacement of the alarms are now being researched.

The jack that is needed for the elevators is currently at the Schindler Elevator warehouse. Ms. Weaver expects that the elevator will be completed in approximately two to three weeks. HUD has been kept updated frequently as well as the tenants. If there is an opening on the first floor the tenants on the second and third floor are given an opportunity to relocate to the first floor. Ms. Weaver informed the board there have been a couple of tenants that have chosen to relocate. A chair lift is an option to aid the tenants as well. This is being researched per Ms. Weaver and she will keep the board updated of any changes.

Ms. Weaver informed the board that Weatherization will be hiring employees.

Mr. Pettit informed the board that a new cleaning company has been hired to clean the office building.

### **Selection/Discussion of 2019 Meeting Dates**

Erie County Housing Authority meeting dates were selected for the 2019 calendar year. Arrangements have been made with the Conservation District to conduct the meetings at their facility on Wager Road for all of 2019.

### **TAX EXEMPT STATUS**

Mr. McGoey informed the board that all six properties that were acquired last year are now tax exempt. This will begin in the year of 2019 for the Erie County. The City of Corry is now being addressed.

### **BID AWARD**

#### **CDBG-Storm Sewer Project**

Ms. Weaver explained that this is a re-bid of the storm sewer that is going to be replaced in Corry. The location is from South Center Street from Brook Street to Grove Street and finishes that section of the storm sewer. Thomas Podskalny from Urban Engineers reviewed the ten bids that were received. Mr. Podskalny does recommend Chivers Construction Company, Inc. at a Total Bid Amount of \$128,762.50. After discussion, Mr. DeRose made a MOTION to accept the bid from Chivers Construction Company, Inc. at a total cost of \$128,762.50, seconded by Mr. Robinson. AYES: ALL.

#### **Barnett Building Automatic Door Opener**

Ms. Weaver explained that the Barnett Building does not have an automatic door opener. The opener will be at the first door at the main entrance and at the inside door as well. Ms. Weaver reviewed the two bids. After discussion, Mr. DeRose made a MOTION to accept the bid from Builders' Hardware at a total cost of \$5,116.45, seconded by Mr. Robinson. AYES: ALL.

### **STANDARD REPORTS**

Ms. Weaver reviewed the Standard Reports, including vacancies, waiting lists, delinquencies, and Section 8 Housing Choice Voucher Program. The board was informed that the Section 8 waiting list closed approximately two weeks ago and remains closed.

### **ADJOURNMENT**

There being no other business, the ECHA adjourned the regular meeting at 1:21 p.m. ON MOTION by Mr. DeRose to adjourn the November 13, 2018 ECHA meeting, seconded by Mr. Robinson. AYES: ALL.