

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
THURSDAY, APRIL 3, 2014
3:00 P.M.
PRO REALTY
4720 WATTSBURG ROAD
ERIE, PA 16504**

Chairman McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 3:04 p.m., with the following present:

BOARD

James McGoey, Chairperson
Sister Christine Vladimiroff, Member
Dave Robinson, Member

ABSENT

Diane Madara, Vice-Chairperson
Bishop Sean Rowe, Member

STAFF

Mike McNierney, Executive Director
Beverly Weaver, HR Director
Rachel Petty, Administrative Assistant

MINUTES

After discussion and On MOTION by Sister Vladimiroff, seconded by Mr. Robinson, the minutes of the Annual and Regular Meetings of January 21, 2014 were approved as submitted. AYES: ALL.

FINANCIALS

a) **APPROVAL OF BILLS**

Mr. McNierney reviewed the revolving and general funds as well as common bills. He also provided an update relative to the replacement of packaged terminal air conditioners (PTAC) at the Gerald S. Salsbury Building, stating the second floor project has been completed.

After discussion and ON MOTION by Mr. Robinson, seconded by Sister Vladimiroff, the Erie County Housing Authority approved the bills paid from January 1, 2014 to February 28, 2014. AYES: ALL.

b) **INSURANCE**

Mr. McNierney advised that he had consulted with Housing and Redevelopment Authority Insurance Exchange (HARIE), a non-profit organization, who after a series of communications, made an offer to put all properties together under one policy for both property and general liability insurance. He stated the annual savings were considerable with Corry Housing Authority saving approximately \$11,000 and Erie County Housing Authority saving approximately \$17,000.

c) **YEAR-TO-DATE BUDGET COMPARISON**

Mr. McNierney distributed a budget comparison for the end of the first quarter, comparing budgeted amounts and actual amounts spent relative to total income; administrative expenses; utility costs and maintenance expenses. He stated that although the utility costs are currently over budget at this time, they are not seasonally adjusted and should justify over time.

d) **INSURANCE DEDUCTIBLE**

Mr. McNierney reminded the board of the loss from a burst pipe at College View Apartments in North East. He stated that after reviewing the claim, the insurance adjuster estimated costs in the amount of \$10,300 and he noted the insurance deductible was \$10,000. He informed the board that the new policy through HARIE, requires only a \$1,000 deductible.

He further advised the board that demolition and clean-up at the apartments was carried out by maintenance staff which saved money and that no tenant was inconvenienced during the repair process.

QUOTES FOR SERVICES:

ENERGY AUDIT & GREEN PHYSICAL NEEDS ASSESSMENT (GPNA)

Mr. McNierney stated new separate energy audits must be completed for both Housing and Erie County Housing Authorities. He explained the purpose of the audit and advised that in consideration of the amount of time necessary to complete the Green Physical Needs Assessment (GNPA), bids were requested for simultaneous authority audits. He stated that each proposal received, was scored separately by Corry Housing Authority employees based on items such as timeliness of service; Pennsylvania Certifications, past performances, and references.

He made a recommendation to award the bid to EMG and noted they were not the lowest bidder; but their proposal included data entry into the Housing and Urban Development (HUD) computer inventory program and they would provide additional technical support.

After discussion and ON MOTION by Sister Vladimiroff, seconded by Mr. Robinson, the Housing Authority of the County of Erie accepted the combined bid from EMG in the amount of \$21,515 to perform Energy Audits and Green Physical Needs Assessments for both Erie County Housing Authority and Corry Housing Authority. AYES: ALL.

STANDARD REPORTS

Mr. McNierney reviewed and answered questions relative to the Standard Report. Discussion was held relative to increased waiting lists and Mr. Robinson provided input as to the increased amount of walk-ins at his office looking for assistance and stated his program is on the verge of expanding to Girard.

Ms. Weaver reminded the board that the Erie County Section 8 Waiting List closed on February 12, 2014 and doesn't expect to see it re-open until August or September. Mr. McNierney stated maintaining occupancy at the various buildings has not been a problem. He noted that the new Highland Village construction project is progressing and is expected to be ready for occupancy in late summer. Plans are to deploy 6 Project Based Vouchers when construction is complete.

UPDATES

Mr. McNierney said he learned through John Horan, the Executive Director of the City of Erie Housing Authority, their occupancy rule has changed, making the city's Section 8 Vouchers portable to the county immediately. The policy previously required City of Erie Section 8 Vouchers to remain within the city limits for a period of 12 months before being eligible to move out of the city.

He stated that Erie County and Corry Housing Authorities have a similar agreement in that Section 8 Vouchers can be passed between the two agencies and advised that Mr. Horan has expressed an interest that those vouchers also become immediately portable within the City of Erie. Mr. McNierney stated he does not have a recommendation at this time, and will keep the board posted regarding this matter.

CIVIL SERVICE COMPLAINT

Mr. McNierney stated he had telephoned the Civil Service Agency approximately a week ago and after speaking with someone familiar with the Adjudication Board and the Complaint, he felt hopeful that a response was forthcoming soon. He said he also received a call from AIG Insurance Company. They are finally getting reorganized in the mid-west after being impacted by Hurricane Sandy and believe that a settlement may be forthcoming after the Civil Service case is adjudicated. He explained the term "Hammer Clause" in relation to the settlement of the civil case and noted the last Housing Authority Adjudication was April 8, 2013.

SEPARATION OF CORRY REDEVELOPMENT AUTHORITY (CRDA)

Mr. McNierney informed the board that while his employment contract was renewed in January, 2014, the CRDA has not paid their portion of the Executive Director salary nor re-paid monies owed by them to the Housing Authority Revolving Loan Fund. He stated that he has neither resigned nor been terminated from CRDA. He further stated both housing authority budgets have been affected and requests for payment continue to go unaddressed by CRDA.

Mr. McGoey said he had recently received an agreement from CRDA requesting his signature prior to receiving payment. He said he would not sign the agreement but would respond to CRDA and would forward the agreement to attorney Art Martinucci.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 3:55 p.m. to discuss legal matters. All staff members were excused except Mr. McNierney and Ms. Weaver.

ADJOURNMENT

There being no other business and ON MOTION by Sister Vladimiroff, seconded by Mr. Robinson, the Erie County Housing Authority adjourned the regular meeting at 4:49 p.m. AYES: ALL.