

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, SEPTEMBER 10, 2019
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairman McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:37 a.m., with the following present:

BOARD

James McGoey, Chairman
Dave Robinson, Vice-Chairman
Doris Gernovich, Member
Kim Stucke, Member

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Amy Clabatz, Section 8 Coordinator
Rachel Petty, Administrative Assistant

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Ms. Gernovich, seconded by Mr. Robinson, the minutes of the July 9, 2019 meeting were approved as submitted. AYES: ALL.

NEW BUSINESS

a) PHA Annual Plan – HUD Resolution

Ms. Clabatz advised that the PHA Annual Plan relevant documents will be submitted to the Department of Housing and Urban Development (HUD) next month. She brought to the attention of the board, a written copy of the Annual Plan stating that a copy is on file at the Erie County Housing Authority office and available for the public to review. She reminded the board that the Annual Plan contains copies of all policies governing each of the programs and listed each program separately. She noted updates that have been made since the filing of the PHA Annual Plan last year; listed finished improvements made to various properties and revealed upcoming projects to be completed during the current plan year.

After discussion and on MOTION by Mr. Robinson, seconded by Ms. Gernovich, the PHA Annual Plan was approved for submission to HUD. AYES: ALL.

b) HCV Administrative Policy Revisions

Ms. Clabatz provided copies of changes that have been made by Nan McKay & Associates to the Housing Choice Voucher (HCV) Administrative Policy contract. She stated this company has been great about providing training and keeping policies up to date so that programs remain compliant with all regulations.

c) Addendum to PH Lease

Ms. Clabatz introduced the addendum concerning bed bug issues and added that exterminators are called when bed bugs are located. While tenants are required to have the apartment ready for the exterminator, there was no policy in place to enforce the requirement.

She noted that Erie County Housing Authority is a member of the Apartment Association and the addendum was located on their website and modified for public housing use. She stated the addendum would be added to the Housing Rules of the Barnett Building and South Hills Apartments because they are considered multi-family complexes.

She provided photographs of bed bugs during different life stages and advised that tenants could not be charged for the cost of extermination.

Mr. Pettit advised that the cost for exterminating bed bugs in South Hills Apartments this year is \$3,000; down from \$10,000 from previous years.

After discussion and on MOTION by Ms. Gernovich, seconded by Mr. Robinson, the Erie County Housing Authority Addendum to Lease Concerning Bed Bug Issues was approved as submitted. AYES: ALL.

d) Emotional Support/Assistance Animal Tenant Agreement

Ms. Weaver reviewed an incident where a tenant's pit bull attacked a neighbor and that because proper paperwork had not been completed, the district magistrate found for the tenant after an eviction hearing. Ms. Weaver said she has since provided direction that the pit bull in question can no longer be at the apartment complex and if the tenant gets a doctor's permission for an Emotional Support Animal, it must be a different animal.

She introduced the Emotional Support/Assistance Animal Tenant Agreement noting that no more than 2 animals per tenant will be allowed and at least 2 contacts must be listed who can take possession of the animal(s) in an emergency.

Discussion was held relative to types of qualifying animals as well as municipal ordinances. Ms. Weaver noted that the Fair Housing Law Center would be contacted to resolve any determinations.

On MOTION by Mr. Robinson, seconded by Ms. Stucke, the Erie County Housing Authority Emotional Support Animal Agreement and/or Service Animal Agreement was approved as submitted. AYES: ALL.

e) 2019 Pension MMO

Mr. Pettit reviewed The Minimum Municipal Obligation Worksheet (MMO) and the payment amount for plan year 2020 for the Erie County Housing Authority Pension Plan; noting the payment is approximately \$2,500 more than last year.

f) Award Bid – G.S. Salsbury Porch Foundation Repair

Ms. Weaver reminded the board that the porch foundation requires repair and bids were collected to complete the work. Bid tabs were reviewed with Ms. Weaver advising that Hoffman United, LLC does not actually perform the work but instead hires subcontractors to complete the work.

After discussion and on MOTION by Mr. Robinson, seconded by Ms. Stucke, Don Vanderhoof Masonry was accepted as low bidder to repair the foundation of the porch at G.S. Salsbury for \$19,415.00. AYES: ALL.

UPDATES

Ms. Weaver reminded the board that the issue with the Barnett Building elevator remains unresolved due to the inability to match timeframes from when work was completed by Schlinder Elevator Corporation. She stated that she, Sam Vanchieri and Attorney Sennett met with a Pittsburgh representative from Schlinder Elevator Corporation where the remaining invoice in the amount of \$32,000 was credited by the representative.

She stated that the representative requested payment of the \$11,750 invoice for boring a hole under the elevator and noted the work was completed prior to a change order. Ms. Weaver then said Attorney Sennett told Schlinder's representative that consideration to pay the invoice would be made if proper support paperwork and a new invoice are sent to the housing authority. She advised that neither had yet been received.

Ms. Weaver informed the board that Attorney Sennett recommended to her that the \$11,750 invoice not be paid because of the costs incurred by the housing authority when the elevator was down, including the installation of a lift chair.

Discussion was held relative to whether Ms. Weaver or Attorney Sennett will respond if a new invoice is received and to other local elevator companies and the ability to continue working with Schlinder Elevator Corporation.

Ms. Weaver stated there were no updates yet regarding the Safety Security Grant nor the Family Support Self-Sufficiency Grant and advised that the roof on the G.S. Salisbury Building is done. She said all work is completed, including the punch list and commented that the roof looks nice.

She told the board that she, Mr. Pettit, Ms. Clabbatz, and Mr. Vanchieri met last week to discuss the 5-Year Capital Funds to project work that needs completed within the next 5 years. Mr. Pettit will submit the projects after the first of the year.

She announced that carpeting in the Erie County Housing Authority 3rd floor offices is in the process of being replaced and would eventually be replaced in the 2nd floor offices as well.

Ms. Weaver shared that a love seat; 2 chairs; a table; and a bouquet were purchased for the entry at College View Apartments in North East. She said she would provide pictures once everything is in place and noted the tenants are very excited with the updates.

She advised that the vehicle used by Randy Danielson at the Barnett Building in Albion, has completely died and Mr. Danielson has agreed to use his own vehicle and will be paid for mileage. She stated that a gentleman from Ohio has requested the vehicle for parts but will instead be parked beside the road and sealed bids will be collected to sell it. She told the board that she is looking through COSTARS Purchasing Program for a replacement vehicle similar to an Equinox for the G.S. Salisbury Building with a budget of approximately \$20,000. Mr. McGoey suggested placing the 2 vehicles on Craigslist.

Ms. Weaver informed the board that a new John Deere snowblower has been purchased in the amount of approximately \$16,000 for the Barnett Building; however, there is no need for a mower deck at this time because someone is already contracted to do the mowing.

She announced the Community Development Block Grant (CDBG) application date was moved to November 22, 2019 and stated the state does not yet have the application kit available online. She noted there is another \$2,255 in funds this year and projects include Code Enforcement and the 2nd year of funding towards the purchase of a fire truck.

Ms. Weaver advised that she met with the Corry School District Superintendent and representatives from Business Administration and a School Board Member to discuss the pilot payment in lieu of taxes. She said she was advised by Attorney Sennett that she is not unable to answer questions as to why information was omitted from the 2014 cooperation agreement because she was not made aware of any information at the time the agreement was created by the previous executive director, Michael McNierney, when he obtained the document from McKean County. She stated further that the agreement states Erie County Housing Authority only makes the payment to the City of Corry and the issue of any payment to Corry School District must be resolved between the City of Corry and Corry School District.

Discussion was held relative to other Erie County school districts requesting portions of pilot payments made to their municipalities.

Ms. Weaver stated there have been several meetings with the consultant provided by HUD to discuss Rental Assistance Demonstration (RAD), stating Erie County Housing Authority is ready to move forward to complete the application. She said it will be necessary for the authority to hire its own consultant and tenant meetings will have to be held. She advised there is no penalty if the authority does not move forward with converting to the RAD Program.

She stated RAD could be a good thing because it would use Project Based Vouchers; however, concern may be that the property would no longer be deemed non-profit and would require the payment of taxes. She reiterated that there is no penalty for not following through with the conversion to a RAD property.

Ms. Weaver announced that Mr. Pettit would be off from work for a few weeks in October, following shoulder surgery.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending August 31, 2019; the paid bills for the period of July 1, 2019 – August 31, 2019 and answered questions from the board.

After discussion and on motion by Ms. Stucke, seconded by Mr. Robinson, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. She noted there are not a lot of vacancies.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Gernovich, seconded by Mr. Robinson, the Erie County Housing Authority adjourned the regular meeting at 1:19 p.m. AYES: ALL.