

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 9, 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 11:55 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Sherri Heasley, Member
John Downey, Member

EXCUSED

Kim Stucke, Vice-Chairperson
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 Ms. Heasley, seconded by Dr. Downey, the Minutes from the September 14, 2021 Regular Meeting were approved. AYES: ALL.

FINANCIALS

a) 2022 Budget

Mr. Pettit provided an overview of the Operating Budget for the fiscal year beginning January 1, 2022 and explained the budget notations and calculations. Discussion was held relative to the Rental Assistance Demonstration (RAD) Program as well as monies budgeted for water and travel expenses.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the Erie County Housing Authority 2022 Operating Budget was approved as submitted. AYES: All.

b) Tenant Charge Offs

Mr. Pettit stated Tenant Charge Offs are down from last year and discussion was held relative to the specific costs to Public Housing and South Hill Apartments.

Ms. Weaver announced that housekeeping visits will be increased in an attempt to avoid large charges and damages by tenants.

On MOTION by Dr. Downey, seconded by Ms. Heasley, the Tenant Charge Offs were approved, totaling \$9,293.83. AYES: All.

c) Financials

Mr. Pettit reviewed the internal financials by project for the month ending September 30, 2021.

d) Bills

Mr. Pettit reviewed the paid Bills for the period of September 1, 2021 through October 31, 2021 and answered questions from the board.

On MOTION by Ms. Heasley, seconded by Dr. Downey, The Erie County Housing Authority Bills and Income Statements were approved. AYES: All.

EXECUTIVE SESSION

Mr. Robinson called for an Executive Session at 12:17 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:37 p.m. with Mr. Robinson; Ms. Heasley; and Dr. Downey present.

On MOTION by Ms. Heasley, seconded by Dr. Downey, pay raises for Erie County Housing Authority employees was approved as requested AYES: All.

Ms. Weaver thanked the members of the board.

NEW BUSINESS

a) Utility Allowance – Resolution 2021-05

Ms. Weaver reviewed how the Utility Allowances are calculated and reviewed the formal resolution, noting they typically change each year.

On MOTION by Dr. Downey, seconded by Ms. Heasley, the Erie County Housing Authority adopted Resolution 2021-05 approving the revised Public Housing Utility Allowances. AYES: All.

b) CDBG – Award of Bid Community Center Generator Project

Ms. Weaver advised that the City of Corry was awarded Community Development Block Grant (CDBG) Covid funding.

She stated that the bids for the Community Center Generator Project were in excess of the amount of funding received by the city, so the City Manager, Jason Biondi, presented the matter before the Corry City Council who approved the additional monies necessary to purchase the generator.

Discussion was held relative to why the City of Corry was involved in the matter and their relationship with Erie County Housing Authority through the CDBG Program.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the Erie County Housing Authority awarded the bid for the Community Center Generator Project to Geiger Electric, LLC in the total amount of \$193,744.00. AYES: All.

c) Award Legal Services

Ms. Weaver announced the only bid received for Legal Services is from Knox Law Firm, who the Erie County Housing Authority is currently using. She stated the housing authority has been pleased with Attorney Tim Sennett and she recommended awarding the firm again.

On MOTION by Dr. Downey, seconded by Ms. Heasley, the Erie County Housing Authority awarded the bid for Legal Services to Knox Law Firm as submitted. AYES: All.

d) Award Audit Services

Mr. Pettit advised that the only bid received for Audit Services is from Maher Duessel, who the Erie County Housing Authority is also currently using. She stated the housing authority has been pleased with the firm and she recommended awarding them again.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the Erie County Housing Authority awarded the bid for Audit Services to Maher Duessel as submitted. AYES: All.

e) Employee Handbook Updates

Ms. Weaver reported that employees are currently participating in a new work hour trial that offers various start and stop times. She noted that there have been no complaints from clients/tenants and employees are happy with the change.

She also stated that the holiday, Juneteenth, will now be observed by Erie County Housing Authority employees making it the 14th paid holiday.

It was brought to attention that page 45 of the proposed changes to the Employee Handbook updates required clarification as to when a holiday falls on the weekend and Ms. Weaver stated she would make the clarification and email it to the board.

Ms. Weaver continued with the review of proposed changes to the Employee Handbook noting maximum hourly paid time off that can be rolled over by the employee as well as the minimum hourly time employees must request for their absence. She noted further that unpaid leave has also been added.

On MOTION by Ms. Heasley, seconded by Dr. Downey the Employee Handbook Updates were approved. AYES: All.

f) Bid Award – G. S. Salsbury Vinyl Shake Siding

Ms. Weaver reminded the board that she had spoken about this bid project at the last meeting and reviewed the Vinyl Shake Siding Installation Bid Tabulation noting Zehr Building was the apparent low bidder. She stated that Zehr Building has worked with Erie County Housing Authority in the past and recommended them for this project.

On MOTION by Dr. Downey, seconded by Ms. Heasley, the Erie County Housing Authority awarded the bid for Vinyl Shake Siding Installation at Gerald S. Salsbury Apartments to Zehr Building in the amount of \$27,922.00. AYES: All.

g) Updates

REAC INSPECTION BARNETT BUILDING

Ms. Weaver advised that everything necessary in response to the Real Estate Assessment Center (REAC) inspection done earlier at the Barnett Building has been submitted and accepted.

She informed the board that she and Mr. Vanchieri attended a 2-day REAC inspection training in Cranberry, finding the information provided very informative. She advised that the process of rebutting the inspection score was discussed the final day; however, it was too late for the housing authority to rebut the pull chord issue pointed out in the Barnett Building inspection and didn't know whether it would have been an acceptable reason for a rebuttal.

After relaying that an eye hook needs to be put in the wall where the pull chord string is placed; she reminded the board how many points the pull chord issue cost the housing authority.

RAD PHYSICAL NEEDS ASSESSMENT

Ms. Weaver announced the RAD Physical Needs Assessment was completed 2 weeks ago and noted the report would be completed within 45 days. She stated that the Energy Audits were completed at the same time.

CAMERAS

Ms. Weaver updated the board that the cameras purchased through the Safety and Security Grant are now being installed. Mr. Pettit confirmed and provided additional details relative to the installation locations.

PUBLIC HOUSING TURNOVERS

Ms. Weaver stated tenant turnovers at South Hill Apartments have been high with tenants passing away, including deaths from Covid.

HEALTH INSURANCE

Ms. Weaver advised that while the housing authority has been with UPMC Health Insurance since 2012, a move is being made in 2022 to Pennsylvania Municipal Health Insurance Cooperative (PMIHC) and explained that premiums, deductibles as well as benefits will remain the same while tiers will no longer be considered. She said all local hospitals and most doctors will be covered.

Discussion was held relative to the health insurance budget and it was noted that because PMIHC is self-funded between municipalities any monies not used will be returned to the agency.

Ms. Weaver stated she is pleased with the new insurance broker and a meeting with all employees is scheduled November 18, 2021 to discuss the change in health insurance plans.

Further discussion was held relative to vision and dental insurance and Ms. Weaver stated the new health plans will cover employees from January through December.

h) Selection of Meeting Dates 2022

With no board members having conflicts with keeping the 2022 meeting dates on the 2nd Tuesday of every other month, Ms. Weaver stated they would remain the same.

STANDARD REPORTS

Ms. Weaver advised that a tenant at Marvin J. Schick Apartments had a toilet that ran for 2 months causing an incredibly high water bill. She noted that the tenant is now reimbursing the housing authority for the unreasonable portion of the bill.

She also provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

Ms. Weaver thanked the board members for taking time from their busy schedules to be at the meetings.

ADJOURNMENT

With no other business before the Board and on MOTION by Dr. Downey, seconded by Ms. Heasley, the Erie County Housing Authority adjourned the regular meeting at 1:15 p.m. AYES: ALL.