

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
THURSDAY, MARCH 12, 2026, AT 11:30 A.M
COLLEGE VIEW MANOR APARTMENTS
65 NORTH PEARL STREET, NORTH EAST, PA 16428**

Chairperson Downey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:30 a.m., with the following present:

BOARD

John Downey, Chairperson
Bob Williams, Vice-Chairperson
William "Buzz" Hammond, Member
Deonte Cooley, Member by telephone & Excused at 12:06 p.m.

COUNSEL

Timothy Wachter, Attorney at Knox, McLaughlin Gornall & Sennett, P.C.

STAFF

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

ROLL CALL

Meeting attendance was taken.

PUBLIC COMMENT

There was no Public Comment.

APPROVE MINUTES

Annual Meeting January 14, 2026

On MOTION by Mr. Hammond, seconded by Mr. Williams, the Minutes from January 14, 2026, Annual Meeting were approved. AYES: All.

Regular Meeting January 14, 2026

On MOTION by Mr. Hammond, seconded by Mr. Cooley, the Minutes from the January 14, 2026, Regular Meeting were approved. AYES: All.

NEW BUSINESS

a) Procurement Policy Update

Ms. Weaver stated the Erie County Housing Authority (ECHA) Procurement Policy has not been updated in a couple of years and announced that Small Purchase Procedures and Sealed Bidding thresholds have increased to \$24,500 from \$20,100.

She requested the board turn to page 3 of the Procurement Policy and brought to their attention the section, Small Purchase Procedures, also known as Micro Purchases. She advised the new threshold for purchases is \$13,200 from \$3,000. She noted that the exception for Construction Procurement which was set at \$2,000 has been removed.

On MOTION by Mr. Williams, seconded by Mr. Hammond, the new Erie County Housing Authority Procurement Policy was approved as noted. AYES: All.

b) Resolution 2026-01 Section 8 Management Assessment Program (SEMAP) Certification

Ms. Weaver stated that each year, the SEMAP Certification is submitted to Department of Housing and Urban Development (HUD) and then the housing authority receives a score; however, ECHA has not yet received their score.

On MOTION by Mr. Williams, seconded by Mr. Cooley, the Board of Directors accepts that the Erie County Housing Authority Executive Director submitted SEMAP Management Certification Form HUD-52648 to the Real Estate Assessment Center covering performance measurements for the calendar year ending December 31, 2025, on February 18, 2026, which was before the deadline of March 1, 2026. AYES: All.

c) **Bid Award – Roof Replacement at College View Manor**

Ms. Weaver reviewed the Bid Tabulation, stating Pinnacle Roofing from Erie is the apparent low bidder. She noted that the bid from Vertex Roofing Contractors, Inc., was much higher than all other bids and said that the company is from Virginia and they may hire a subcontractor to work in this area.

She stated that Mr. Brown, Facilities Manager, checked references for Pinnacle Roofing, and all were good. She questioned board members and was told that while Pinnacle Roofing had been heard of no one had used them for work.

She advised the board that Mr. Brown's specs were between \$140,000 and \$180,000, so Pinnacle Roofing's bid of \$149,980 was within the estimate.

On MOTION by Mr. Hammond, seconded by Mr. Cooley, the Erie County Housing Authority awarded the Roof Replacement at College View Manor to Pinnacle Roofing in the amount of \$149,980. AYES: All.

d) **130 East Frederick Street – Corry Property**

Ms. Weaver briefed the board about the housing authority's participation in the 2009 Neighborhood Stabilization Program (NSP) through HUD, where foreclosed or abandoned houses were purchased to rehabilitate. Houses were then deeded to Stairways Behavioral Health and Lake Shore Community Services, Inc. She stated that the housing authority took back 3 houses from Stairways Behavioral Health in 2015 because they were unable to find tenants to live in them and now Lake Shore Community Services, Inc. has requested ECHA take back the home located at 130 East Frederick Street in Corry because the last tenants were very destructive.

She stated that Mr. Pettit and Mr. Brown went through the home with her to assess its condition and found it to be in pretty good condition with a fairly new furnace. She stated further that the housing authority is considering taking back the home and renting it.

Mr. Williams interjected, stating that he attended a Corry Neighborhood Initiative (CNI) meeting where the new mayor brought this issue up wanting to purchase this home to put it back on the Corry tax rolls.

Ms. Weaver advised that Lake Shore Community Services, Inc., may not be able to sell the house at this time because there is a deed restriction that the home must be returned to ECHA if the deed restriction has not been met.

Mr. Williams stated that Brad Russell and Melissa Martin, from CNI, reached out to Lake Shore Community Services, Inc. because it's their plan to get properties like this back on the tax roll. Mr. Williams stated that Corry needs tax revenue and CNI is aggressively looking to purchase houses with the intent to rehab or demolish them for the purpose of re-building or selling the property through the Land Bank.

Mr. Williams stated further that this home is listed on the opportunity list kept by CNI as a possible home to be purchased and rehabbed. He expressed that he would like to see the house going to CNI explored first and noted that we should be good stewards to the tax base.

Ms. Weaver responded that she will review the contract and whether it contains a clause for automatic renewal or an opportunity to sell, noting she is pretty sure the home cannot be sold for 20 years, and will speak with Mr. Russell as suggested.

Mr. Williams stated further that he is aware that Jeremy Bloeser from the Erie County Land Bank was discussing this house as well.

Mr. Hammond brought everyone's attention to the Annual Tax Chart in the board package, confirmed that taxes have not been paid since 2011 and asked if the home was returned, can the board determine that ECHA would pay property and school taxes on the home.

Ms. Weaver replied that ECHA is exempt from paying taxes and reminded the board that the home would only be eligible to rent to tenants with low income. She noted that increasing the rent or Fair Market Rents (FMRs) is not an option to cover the cost of the taxes.

Mr. Hammond questioned what would have to be done once the home is returned to ECHA and whether it can be sold to a local organization that will rehabilitate it and put it back on the local tax rolls.

Ms. Weaver reiterated that the deed would be transferred back to ECHA as a condition of the NSP deed restriction. She re-stated that all the paperwork is at the office and she and Ms. Sutton will review it. She noted that once she has determined the terms of the agreement, consideration will be given as to whether the home can be sold to CNI which may be an opportunity to put money into the other 3 houses owned by ECHA.

Mr. Williams asked about putting another home in another location, stating that he has been asking from the beginning to look at what ECHA does; not only how it helps the people we serve, but also the communities we serve.

He clarified that while this home is empty at this time, would building a house in another community be an option and asked how often do we look at what we are doing for the tax burden because it's a way to serve the people.

Mr. Hammond stated that within the last month he has spoken with a developer who stated he wants to build a number of new units in Corry.

Mr. Williams stated that the developer is looking to build units for tenants who qualify under the Area Median Income (AMI) Index.

Mr. Hammond stated further that he is not familiar with how things work; however, the developer stated their goal is to not rent to anyone who is not employed. He emphasized that if the tenant were to lose their employment, they would also lose their apartment and asked if ECHA has the ability to enforce those guidelines.

Ms. Weaver responded that Fair Housing Laws would be implemented and provided an example that it is not acceptable to discriminate against tenants with children, while Mr. Hammond clarified that the developer would be using all private monies to build the units, stating no federal or state monies would be used.

Mr. Williams explained that ECHA cannot deny a voucher but there has to be proof of a certain level of income verification that would disqualify most people retaining vouchers.

Discussion was held related to how long the home at 130 East Frederick Street in Corry has been empty with estimates of approximately 1 year and why Lake Shore Community Services, Inc. has not been paying taxes.

Attorney Wachter questioned whether this was an income property for them or a lease where they were delivering a service.

Ms. Weaver advised that the home was originally set up as a group home under 501(c)(3) tax exempt status and Attorney Wachter stated they are still subject to paying property taxes. Ms. Weaver confirmed that they were a group home.

Mr. Hammond asked about the number of houses owned by ECHA, confirmed that Lake Shore Community Services, Inc. wanted to return this home because they did not have participants to live there,

and volunteered that Barber National Institute has closed 2 houses in Corry because they don't have clients.

Attorney Wachter stated that he is been on the board for Barber National Institute for approximately 1 year and is not aware that 2 houses have closed.

Ms. Weaver stated that Lake Shore Community Services, Inc. is not having issues with the tenants in the other house and discussion returned to the condition of the house at 130 East Frederick Street in Corry.

Mr. Hammond mentioned that while he does not know who they are, there is a second company located in Corry who has a group home and was wondering if there was a trend in the closure of group homes in the area.

e) **Rosewood Rentals, Inc. Tax Exempt Application**

Ms. Weaver stated that Colleen Campbell from Knox, McLaughlin Gornall & Sennett, P.C. finished and submitted the Tax Exemption Application for Rosewood Rentals, Inc. last week, noting that Erie County Rentals, Inc. has received a 501(c)(3) tax-exempt status.

FINANCIALS

BILLS

Mr. Pettit reviewed the Summary Financials and Bills Report as of January 31, 2026, and Extraordinary Bills Report from January 1, 2026, through February 28, 2026.

Discussion was held related to the use of the Weatherization Program Utility Account as a revolving account when Department of Community and Economic Development (DCED) grant releases or payments are delayed.

Ms. Weaver clarified the 2025 Payment in Lieu of Taxes (PILOT) payments listed on Extraordinary Bills include the elderly buildings only: College View Manor Apartments, Center Place and Pleasant Manor, and Gerald S. Salsbury Building.

Discussion was held related to how the new security camera system works that was recently installed at South Hill Apartments.

Discussion was held related to how the new security camera system recently installed at South Hill Apartments is working.

Discussion was held related to electric and natural gas bills and Mr. Pettit advised the board that ECHA has 2 brokers that provide opportunities to take advantage of lower rates.

Ms. Weaver provided details related to the 2 apartments at South Hill Apartments that required water mitigation and structure repairs. She said the upstairs apartment toilet supply line split open causing the water to run all night, flooding both the apartment as well as the apartment below. Mr. Pettit advised the board that the cost was reimbursed by insurance.

On MOTION BY Mr. Williams, seconded by Mr. Hammond, the Erie County Housing Authority Financials and Bills were approved as presented. AYES: All.

OLD BUSINESS

a) **Rosewood Rentals Tax Appeal**

Attorney Wachter stepped out of the room at 12:15 p.m. due to a conflict of interest with Knox, McLaughlin Gornall & Sennett, P.C. representing North East School District.

Ms. Weaver provided details of a proposed offer to increase the total amount of the PILOT payment and split payments to North East Borough; Erie County and North East School District, instead of making only 1 payment to North East Borough as in previous years.

She provided details of a proposed offer to also increase the total amount of the PILOT payment and split payments to Erie County, Corry School District and the City of Corry, instead of making only 1 payment to the City of Corry.

She stated that she and Mr. Pettit have gone over the numbers and discussed the proposed increase in PILOT payments and they are certain ECHA can afford this.

Mr. Hammond stated it would be unfair if he did not put his Corry hat on for a moment, while making a counter offer that provided for \$500 of the proposed monies being taken from both Erie County and Corry School District so that the City of Corry would receive an additional \$1,000 over the original proposal amount. He noted that the City of Corry oversees the fire department, police department, and streets department.

Ms. Weaver responded that the Solicitors will get together to discuss the original proposal and will decide what to do, noting that it may be the end of the year before the issue is finalized.

Mr. Williams added that Erie County will gain tax revenue.

Attorney Watcher returned to the meeting at 12:20 p.m. and provided a timeline including that the matter will appeal to the Erie County Court of Common Pleas where depending on the status of the case, it will be scheduled for a Settlement Offer, a Formal Settlement Conference, or a Status Conference with the judge. He noted that the attorneys usually reach out to each other to discuss the matter.

Attorney Watcher stated that Ms. Weaver should reach out to Attorney Agresti and provide him with a range that ECHA is willing to propose for the PILOT payments and once an agreement has been reached, the board should meet in Executive Session. Then when there is an approved Settlement Agreement, the matter should be placed on the ECHA Agenda for approval.

Ms. Weaver asked the board whether there were any questions or if there was another amount they would like to see offered and Mr. Hammond advised Ms. Weaver to use the amounts in the original proposal offer as the range in which Attorney Watcher stated. He noted that if the amount comes back below that amount, the board will have to reconvene; but if the amount comes back above what is offered, she will have to look at where the funds are coming from to see if it is feasible.

b) Updates

Ms. Weaver advised the board that a tenant at the Salsbury Building contacted Senator Laughlin's office with a complaint that the neighbor is cooking methamphetamine. Complaints have also gone to the Millcreek Police Department, and they have found no evidence. She stated that housekeeping inspections have proven nothing and both tenants do not want to move.

Ms. Weaver informed the board that she was contacted by the National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspector, who wants to inspect Gerald S. Salsbury Building, College View Apartments, Center Place Apartments, and Pleasant Manor Apartments.

She advised the board that ECHA was told they would not have NSPIRE Inspections after the Rental Assistance Demonstration (RAD) Conversion, but Centennial Mortgage requires the NSPIRE Inspection.

She stated that Housing Choice Voucher (HCV) NSPIRE Inspections by the City of Erie will remain when a tenant moves out.

Ms. Weaver said she reached out to Pennsylvania Human Relations Commission to ask the status of the Section 8 Housing Choice Voucher case and let them know that a Section 8 Housing Choice Voucher was being held in limbo. She was told the complainant has not returned their calls.

Ms. Weaver provided an update related to the South Hill Apartments tenant who had SWAT at her apartment and how she went to the court hearing and told the sheriff that she could not stay and that he needed to ask the judge for a continuance. Ms. Weaver stated that the tenant left and the judge found in favor of ECHA.

Mr. Williams addressed smoke alarms, stating he recommends installing hard wired smoke alarms to avoid liability because tenants remove batteries and take the smoke alarms off of the wall. Ms. Weaver stated that she didn't think ECHA could afford to do so in South Hill Apartments because the electric would have to be run.

It was also recommended to use 10-year sealed battery smoke alarms when hard-wired alarms cannot be installed.

Mr. Hammond noted that his sister takes a photo of the smoke alarms installed in their rentals because they are dated.

Ms. Weaver announced that the Fiber Optic ARC Account has been closed with the \$9.00 going to petty cash.

Ms. Weaver announced employees will be attending Fair Housing Training at Pleasant Manor Apartments, noting it is very informative and letting the board members know she would email them the information if they would like to attend. She stated that after the training, Public Housing Managers and the Maintenance Department would be meeting.

Ms. Weaver stated that the new full-time maintenance employees are working well.

STANDARD REPORTS

Ms. Weaver provided updates and answered questions related to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

She stated that 1 vacancy at Barnett Building will require a lot of work before renting the apartment again.

She stated that while all waiting lists are open, South Hill Apartments may need to be closed because there are currently 360 applications.

Ms. Weaver advised the board that it has been very difficult to have a conversation with HUD.

Mr. Williams asked what the long-term plans are for buildings like South Hill Apartments to which Ms. Weaver responded that general maintenance will be kept up. She noted that no agencies are putting up new buildings, nor is the private non-for-profit organization, HANDS.

ADJOURNMENT

ON MOTION by Mr. Williams, seconded by Mr. Hammond and there being no other business, the Regular Meeting was adjourned at 12:43 p.m. YES: ALL.