

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017
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 11:38 a.m., with the following present:

BOARD

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

STAFF

Michael McNierney, Executive Director
Beverly Weaver, Deputy 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 12, 2017, seconded by Mr. Robinson. AYES: ALL.

FINANCIALS

ECHA Operating Budget 2018 Fiscal Year

Mr. Pettit reviewed the prepared 2018 budget for Erie County Public Housing. The budget includes \$958,543 in total revenues and \$958,500 in planned expenses leaving an estimated net surplus of \$43. Mr. Pettit noted that the estimated increase in insurance is due to the fire in Albion at the Barnett Building and therefore he increased the allocation for the 2018 fire insurance by 25%. Mr. McNierney stated that two ECHA plow trucks were publically sold. The money was used to purchase a 2015 1/2-ton truck without a plow for maintenance use for the Corry area properties. In addition a Chevy Equinox was purchased for general administrative use. The snow plowing has been mainly outsourced; however, South Hills and the Corry area lots will continue to be plowed by the ECHA's remaining plow truck. After discussion, Mr. Robinson made a MOTION to approve the 2018 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: Barnett Building, Gerald S. Salisbury, 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, seconded by Ms. Stucke. AYES: ALL.

Current Year Financials

Mr. Pettit reviewed the Erie County Section 8 Vouchers and Barnett Building financials from January 1, 2017 thru September 30, 2017. Mr. Pettit explained that the actual rental income for Barnett Building was decreased due to the fire which resulted in a loss of rental income as well as HAP contributions. Mr. McNierney stated that even though there is a deficit due to the fire, the building has been greatly improved, the insurance expense has not been finalized however our insurance company will be reimbursing us for tenant hotel expenses and the loss of rental income. (Mr. McNierney stated that HAI is paying for some of the loss of rent and some of the hotel expenses that will be about 97%.) Mr. Pettit reviewed the South Hill Apartments financials comparing month end ending September 2017 to September 2016 actuals. After discussion, Mr. Robinson made a MOTION to accept the financials as submitted, seconded by Ms. Gernovich. AYES: ALL.

Bills

Mr. Pettit reviewed the paid bills with the board. Mr. McNierney informed the board that upon notification from the State of Pennsylvania the stale dated checks from Section 8 Housing Choice Voucher program must be reissued to the tenants and/or landlords. If unable to locate the appropriate party(s), that money will be escheated to the State of Pennsylvania. After discussion, Ms. Stucke made a MOTION to approve the bills as submitted, seconded by Ms. Gernovich. AYES: ALL.

NEW BUSINESS

Updates

Mr. McNierney informed the board that Albion Borough has signed a quit claim deed relinquishing their interest in the Albion Senior Center Building. The building is currently leased by GECAC, and GECAC has full responsibility of the building, including monthly utilities and insuring the building. GECAC is not interested in owning the building and prefers to continue leasing. The ECHA does not receive any income from GECAC for use of the building. The only maintenance that ECHA performs at the building is the plowing.

Mr. McNierney informed the board that the CDBG curb cuts are now completed in Corry and is pleased with the results. The Corry Community Center roof is near completion with the CDBG funding. Ms. Weaver explained that the 2018 City plans for the CDBG is to continue with the code enforcement as well as the Senior Center roof replacement in Corry. The storm sewer replacements will continue with Park Street, Maple Avenue, and East Washington Street. The engineer for the City of Corry is developing this project in three phases. The application will be submitted by December 8, 2017. Ms. Weaver continued by stating that the final phase of the storm sewer project on Grove Street to Brook Street will be out to bid by the end of January 2018 and the notice to proceed will be no later than April 1, 2018.

Mr. McNierney updated the board on the former Neighborhood Stabilization Program (NSP) properties that were received from Stairways. There are a total of three buildings:

- The East Pleasant Street property has had no change in the tenants;
- The North Center Street building housed three tenants, however only one of the original tenants remains;
- The Random Road building ECHA received vacant and upon inspection would not pass quality housing standards for Section 8. A full foundation is being installed and once the work is complete it will be eligible for occupancy.

The tax exempt application process will begin January 1, 2018 for the NSP properties and the application will include the parcel purchased for the maintenance building from the City of Corry.

Ms. Weaver informed the board of two new employees hired at ECHA. Our Section 8 housing inspector Jon Maker will be leaving December 1, 2017. Mr. Jeff Peters began a few weeks ago training as Jon's replacement. Jean Cressley has been hired as an administrative assistant in our Weatherization department.

Selection/Discussion of 2018 Meeting Dates

Erie County Housing Authority meeting dates were selected for the 2018 calendar year. Arrangements have been made with the Conservation District to conduct the meetings at their facility on Wager Road for all of 2018.

BID AWARD

Maintenance Building

The original bids for this construction were all rejected due to bid confusion and the project was rebid. After reviewing the bid tabs, Ms. Gernovich made a MOTION to accept Dynasty Construction as the Contractor for the Maintenance Building, seconded by Mr. Robinson. AYES: ALL.

Center Place PTAC Replacements

Mr. McNierney reviewed the three bids for new hydronic PTAC units. After discussion, Mr. Robinson made a MOTION to accept the bid from Rabe at a total cost of \$47,452, seconded by Mr. DeRose. AYES: ALL.

Barnett Building – Purchase of PTAC Units

Mr. McNierney reviewed the three bids for 32 new PTAC units for the Barnett Building. These will complete the PTAC retrofit for all 65 units. After discussion, Ms. Stucke made a MOTION to accept the bid from Goodman Air Conditioning & Heating at a total cost of \$21,696 for 32 units, seconded by Ms. Gernovich. 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 October 30, 2017 and remains closed.

EXECUTIVE SESSION

Chairman McGoey called for an Executive Session at 12:45.

RECONVENE

The board reconvened at 1:42 p.m.

Mr. Robinson made a MOTION to accept the salary increases as proposed for 2018 as discussed, seconded by Ms. Stucke. AYES: ALL.

ADJOURNMENT

There being no other business, the ECHA adjourned the regular meeting at 1:43 p.m. ON MOTION by Mr. Robinson to adjourn the November 14, 2017 ECHA meeting, seconded by Ms. Gernovich. AYES: ALL.