

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MAY 8, 2018
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

BOARD

James McGoey, Chairperson - Excused
Dave Robinson, Vice-Chairperson - Excused
Ralph DeRose, Member - Present
Doris Gernovich, Member - Present
Kim Stucke, Member - Present

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Tonya Lutton, Administrative Assistant

OTHER

Brian McCall, Maher Duessel
TJ Gustafson, Maher Duessel

On MOTION by Ms. Stucke to nominate Ms. Gernovich as temporary Chairperson for the May 8, 2018 regular meeting of the Housing Authority of the County of Erie, seconded by Mr. DeRose. AYES: ALL.

Chairperson Gernovich called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:37 a.m.

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Mr. DeRose, seconded by Ms. Stucke, the minutes of the Regular Meeting of Tuesday, May 8, 2018 were approved as submitted. AYES: ALL.

NEW BUSINESS

AUDIT ANALYSIS AND PRESENTATION

Mr. McCall informed the board that he and Mr. Gustafson would be reviewing the financial results of the year ending December 31, 2017. Mr. McCall explained the methodology and scope of the audit. The standards that Maher Duessel adheres to is general accepted audit standards, government accepted audit standards, uniform guidance standards, and compliance audit standards. He referred to the Independent Auditor's Report and pointed out that their opinion is unmodified and that is the best type of opinion they can issue. Maher Duessel found the amounts disclosed in the statements to be materially accurate and were able to issue the unmodified opinion. Mr. McCall noted that they identified no financial weakness, deficiency, or non-compliance with regard to financial statements or federal awards. He continued by stating that all of the comments that were noted in last year's audit were addressed and corrected. Mr. McCall and Mr. Gustafson addressed questions from the Board. After discussion, Ms. Stucke made a MOTION to accept the audit for the year ending December 31, 2017, as submitted, seconded by Mr. DeRose. AYES: ALL

Bid Openings –Salsbury Building Interior Apartment Entry Doors

Ms. Weaver informed the board three bid proposals were received for the replacement of the interior apartment entry doors at the Gerald S. Salsbury Building. The funding for the replacement will come from the Erie County Housing Authority (ECHA) Capital fund. After discussion, Mr. DeRose made a MOTION to accept the bid from Architectural Doors & Hardware of Erie at a total cost of \$30,300. The motion was seconded by Ms. Stucke. AYES: ALL.

Resolution 2018-2 Utility Reimbursement – Section 8 Administrative Policy

Ms. Weaver explained that currently utility reimbursements for the Section 8 Housing Choice Voucher program are issued directly to the tenant. Resolution 2018-2 will permit ECHA to have the ECS8 utility reimbursements go directly to the utility supplier on behalf of the tenant. After discussion, Mr. DeRose made a MOTION to accept Resolution 2018-2 as submitted, seconded by Ms. Stucke. AYES: ALL.

FINANCIALS/BILLS

Bank Account Changes

Mr. Pettit reviewed bank account name changes with the board. After discussion, Ms. Stucke made a MOTION to accept the bank account changes as submitted, seconded by Mr. DeRose. AYES: ALL

Coin Operated Laundry Equipment Contract

Mr. Pettit explained the current contract agreement between the ECHA – Public Housing Program and the ECHA – Barnett Building and that the proposed contract agreement would begin May 8, 2018. After discussion, Mr. DeRose made a MOTION to accept the ECHA – Public Housing Program contract for coin operated laundry equipment as submitted, seconded by Ms. Stucke. AYES: ALL

Financials/Bills

Mr. Pettit reviewed financial performance and the check registers for the period between March and April 2018. After review and discussion, Mr. DeRose made a MOTION to approve the financials/bills as submitted, seconded by Ms. Stucke. AYES: ALL

UPDATES

- The dissolution paperwork for South Hills has been submitted; Ms. Weaver informed the board.
- Due to Ms. Weaver now being the Executive Director she is no longer able to be a Hearing Officer. She informed the board that the officers are now Ms. Sutton, Ms. Rasey, and Mr. Pettit.
- The trial for the accused arsonist in the Barnett Building fire is now scheduled for June 2018.
- The approval of the Salsbury Building fire alarm is on hold due to BUI not approving the plans. The plan should be approved by the end of the week.
- A revision for the City of Corry FY 2014 CDBG program has been completed. These were unused funds from the cub cut project previously completed. The City of Corry decided to re-allocate funds by purchasing additional playground equipment for a location at Mead Park in Corry.
- A part time maintenance position for College View Manor and Marvin J. Schick Apartments in North East has been filled by Mr. Owens.
- The Housing Choice Voucher program (HCV) SEMAP scores were 100%.

STANDARD REPORTS

Ms. Weaver provided reports relative to the vacancies, applications, delinquencies, and waiting lists for each development. She also reviewed the number of leased units and applications received for our Section 8 Program and informed the board that the waiting list was closed October 30, 2017. She then answered questions from the board.

NEXT ECHA MEETING

July 10, 2018

ADJOURNMENT

With no other business before the Board, and ON MOTION by Mr. DeRose, seconded by Ms. Stucke, the Erie County Housing Authority adjourned the regular meeting at 12:33 p.m. AYES: ALL.