

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JULY 13, 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 11:41 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Sherri Heasley, Member
John Downey, Member
Tina Freeman, Member via telephone
Kim Stucke, Vice-Chairperson excused

STAFF

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

GUEST

Jon Tilelli of Maher Duessel Accounting Firm

PUBLIC COMMENT

There was no public comment.

AGENDA AND MINUTES

On MOTION by Ms. Heasley, seconded by Dr. Downey, both the Minutes from the May 11, 2021 Regular Meeting and the Minutes from the June 15, 2021 Special Meeting were approved. AYES: ALL.

NEW BUSINESS

a) 2020 Auditors Report – Maher Duessel

Jon Tilelli of Maher Duessel Accounting Firm introduced himself as the manager on the audit and acknowledged that Brian McCall, the partner on the audit is on vacation. Mr. Tilelli reviewed the Draft Single Audit advising that there is a clean opinion – the best an agency can receive. He noted that the financial statements were pretty uneventful and consistent.

Discussion was held relative to Covid impacts and the tenants' ability to pay rent as well as how clean the tenant files are and the good working relationship between the housing authority and accounting firm.

On MOTION by Ms. Freeman, seconded by Ms. Heasley, the Single Audit was accepted as presented. AYES: All.

b) Section 8 Administrative Plan updates

Ms. Weaver reviewed the updates and advised that Section 8 Choice Voucher Program group briefings have been held via Zoom Meetings while the Housing Inspector prefers to do in-person inspections even though Remote Video Inspections are available.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the March 1, 2021 Revisions to the Model Administrative Plan were approved. AYES: All.

c) Flat Rents

Ms. Weaver announced that while Public Housing Authority (PHA) rents don't always change, this year they are going to increase to 85% of the current fair market rent. Comparisons were made relative to current PHA eligibility requirements and utility allowances vs. Rental Assistance Demonstration (RAD) Conversions.

Discussion was held relative to the possibility of new housing and where it could be built as well as repurposing existing properties.

On MOTION by Dr. Downey, seconded by Ms. Heasley, the new Flat Rent Policy of Erie County Housing Authority was approved effective September 1, 2021. AYES: All.

d) Tenant Selection Plan (TSP) – South Hill Apartments

e) Tenant Selection Plan (TSP) – Barnett Building

Ms. Weaver advised that the Management and Occupancy Reviews (MOR) for Multifamily Housing Projects are conducted every couple of years. The MOR at South Hill Apartments went well last fall and an MOR is currently underway at the Barnett Building. She said she approached Ms. Clabatz about why the housing authority does not update Tenant Selection Plans before the MOR, so that findings were not made against the Housing Authority with regard to the TSP's not updated and requested she research agencies that have made such updates. Ms. Clabatz advised Ms. Weaver that she was unaware of any agency's that offer updates to the TSP's.

Ms. Weaver stated that she researched the issue, determining that there are several different agencies that update TSP's, including Nan McKay & Associates, who updates the housing authority's Administrative Plan yearly and asked Ms. Clabatz to contact them to get an estimate to update both Tenant Selection Plans.

Ms. Weaver advised that Ms. Rasey, South Hill Apartments Property Manager, Mr. Danielson, Barnett Building Property Manager, and Ms. Clabatz, Section 8 Coordinator attended a 2 day Zoom Meeting whereby both Tenant Selection Plans were brought current with regulation.

After discussion a MOTION was made by Ms. Heasley, seconded by Ms. Freeman both the South Hill Apartments and Barnett Building Tenant Selection Plans were approved as submitted. AYES: All.

f) HUD Waivers

Ms. Weaver reviewed the list of HUD Waivers as referenced by HUD Notice PIH 2021-14 that are effective May 4, 2021 – December 31, 2021.

On MOTION by Ms. Heasley, seconded by Dr. Downey, the HUD Waivers were approved and adopted as submitted. AYES: All.

g) Bid Award – Barnett Building Window Replacement

Ms. Weaver reviewed the bid tabulation, noting TIP Construction is the apparent lowest bidder.

On MOTION by Ms. Freeman, seconded by Ms. Heasley, the Erie County Housing Authority awarded the bid to replace 1st floor windows at the Barnett Building to TIP Construction in the amount of \$33,000.00 with a 10% bid bond. AYES: ALL.

UPDATES

Ms. Weaver announced that Mr. Vanchieri and Mr. Pettit have been talking with Security 101, through COSTARS and have received a quote for \$129,564 to replace cameras at Salsbury, College View, Pleasant Manor, Center Place and West Court properties.

Exterior door replacements and door lock replacements will also be done at Salsbury and College View. She said these replacements will be paid for by the Safety and Security Grant Award. She noted that the cameras at the Barnett Building will also be replaced with the same new cameras for the cost of \$34,700.00.

Discussion was held relative to the quality of images and that bids were not required because the purchase is made through COSTARS.

Ms. Weaver announced there are 2 employees currently working through the Erie County government's Summer Jobs and More Program (Summer Jam Program) whose salaries are paid

through state funding that was awarded to the Greater Erie Community Action Committee (GECAC). One of the employees has worked for the housing authority for 4 years but will be leaving to work for the golf course.

Discussion was held related to the Rental Assistance Demonstration (RAD) Program and she stated the housing authority is looking for a company to complete a Capital Needs Assessment, 20-year analysis that will be necessary for any buildings converted through RAD.

Ms. Weaver provided details as to an ex-tenant harassment lawsuit involving a housing authority employee, and our attorney involvement, that is under way in the court system.

She announced that the Summer Picnic is tentatively scheduled for August 18, 2021 in the afternoon.

She advised the board that the current auditors have been under contract for 5 years and it is time to issue a new Request for Proposal (RFP). Discussion was held relative to how thorough and professional the current auditors have been.

Ms. Weaver stated the RAD Consultant is professional and easy to understand when working with her. Discussion was held relative to what could be done with existing properties and whether the housing authority would be interested in new construction through the RAD Program.

Discussion was held relative to whether there are reports available that discuss housing needs within the county. Ms. Weaver stated she has received Housing Needs Surveys requesting information but has never heard anything after the information has been compiled. Chairperson Robinson questioned if funding is available to initiate a Housing Needs Survey and said he could speak with a couple of people to see how to go about getting it started. Discussion continued as to trying to locate survey results for Erie County and how they may assist the housing authority.

EXECUTIVE SESSION

Mr. Robinson called for an Executive Session at 12:53 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 1:10 p.m. with the following board members present: Dave Robinson, Chairperson; Sherri Heasley, Member; and John Downey, Member.

FINANCIALS/BILLS

Mr. Pettit reviewed the Operating Budget Comparison as of May 31, 2021 and the Income Statement Comparisons from January 1, 2021 through May 31, 2021.

Mr. Pettit reviewed the paid Bills for the period of May, 1 2021 through June 30, 2021 and answered questions from the board.

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

STANDARD REPORTS

Ms. Weaver announced everyone in Section 8 is working hard to increase leased up vouchers and provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development.

ADJOURNMENT

With no other business before the Board and on MOTION by Dr. Downey, seconded by Ms. Stucke, the Erie County Housing Authority adjourned the regular meeting at 2:03 p.m. AYES: ALL.