

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY JULY 12, 2016
11:30 A.M.
ERIE COUNTY CONSERVATION DISTRICT
1927 WAGER ROAD
ERIE, PA 16509**

Chairperson McGoey called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:36 a.m., with the following present:

BOARD

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

STAFF

Mike McNierney, Executive Director
Beverly Weaver, Deputy Director
Tonya Lutton, Administrative Assistant

OTHER

John Orlando, Root, Spitznas and Smiley
Mike Barko, Root, Spitznas and Smiley

PUBLIC COMMENT

No public comment.

MINUTES

After discussion Mr. Robinson made a MOTION to approve the minutes of the Regular Meeting of May 10, 2016 as submitted, seconded by Mr. DeRose. AYES: ALL.

AUDIT ANALYSIS AND PRESENTATION

Mr. Barko informed the board that he and Mr. Orlando would be reviewing the financial results of the year ending December 31, 2015. This is the first year reflecting results of the Erie County Housing Authority (ECHA) as combined with the Corry Housing Authority (CHA). Also this year, a pension obligation was required to be added to our liabilities according to a new rule by the Government Accounting Standards Board (GASB). Mr. Orlando referred to the "Summary of Auditors Results", noting that they identified no financial weakness, deficiency, or non-compliance with regard to financial statements or federal awards. Mr. Orlando noted that ECHA qualified as a low-risk auditee and that the audit resulted in no findings this year or last year. Mr. Barko and Mr. Orlando addressed questions from the Board. After discussion, Ms. Gernovich made a MOTION to approve the audit as submitted, seconded by Ms. Stucke. AYES: ALL

NEW BUSINESS

Resolution 2016-4

A resolution of the Housing Authority of the County of Erie authorizing the Executive Director to submit an inventory removal application to the United States Department of Housing and Urban Development ("HUD") for PA087000002: Random Court Development, for disposition of seven (7) units.

Mr. McNierney informed the board that the seven units called Random Court were professionally appraised for a total of \$343,000. Ms. Weaver reviewed the application submission process. She also advised the board that the tenants have been informed of their options and what the moving process entails. She went over a wish list of improvements that could be accomplished with the sale proceeds.

After discussion, Mr. DeRose made a MOTION to approve Resolution 2016-4 as presented, seconded by Mr. Robinson. AYES: ALL

Resolution 2016-5

A resolution of the Housing Authority of the County of Erie approving revisions to the Community Service and Self-Sufficiency Requirements Policy.

Mr. McNierney informed the board that this resolution would permit a family to self-certify that they have met the requirements of Community Service and Self-Sufficiency Policy. The PHA is required to randomly sample self-certifications with applicable third parties in compliance with PIH 2016-06.

After discussion, Mr. Robinson made a MOTION to approve Resolution 2016-5 as presented, seconded by Ms. Gernovich. AYES: ALL

Resolution 2016-6

A Resolution of the Housing Authority of the County of Erie approving Section 8 / Housing Choice Voucher (HCV) Administrative Policy Interim Reexamination Revision.

This resolution would increase the amount of additional income from \$50 to \$200 or more per month or \$600 to \$2400 or more per year to trigger an interim re-examination for families. Current thresholds demand significant staff time to process and rarely result in changes to subsidies.

After discussion, Mr. DeRose made a MOTION to approve Resolution 2016-6 as presented, seconded by Ms. Gernovich. AYES: ALL

Resolution 2016-7

A Resolution of the Housing Authority of the County of Erie approving Section 8 / HCV Administrative Policy addition for annual re-examinations.

This resolution would facilitate re-examinations by mail rather than in-person at the discretion of the ECHA. This would lessen the need for most elderly and disabled recipients to travel to their appointments.

After discussion, Mr. Robinson made a MOTION to approve Resolution 2016-7 as presented, seconded by Ms. Gernovich. AYES: ALL

Resolution 2016-8

A Resolution of the Housing Authority of the County of Erie approving the addition of a family declaration of assets for both the Section 8 / HCV administrative policy and the Public Housing Admissions and Continued Occupancy Policy.

This resolution would permit both Section 8 and Public Housing to obtain a signed "Family Declaration of Assets" document annually from a family certifying total assets of \$5,000 or less. Every third year ECHA would still verify family assets with third parties regardless of the total amount.

After discussion, Mr. Robinson made a MOTION to approve Resolution 2016-8 as presented, seconded by Ms. Gernovich. AYES: ALL

Resolution 2016-9

A Resolution of the Housing Authority of the County of Erie approving revisions to the Section 8 / HCV Administrative Policy Governing Applicant Notification of Selection and Interviews.

This resolution would allow pre-qualifications by mail rather than face-to-face and enable ECHA to conduct "group briefings" of qualified applicants prior to program admittance.

After discussion, Mr. DeRose made a MOTION to approve Resolution 2016-9 as presented, seconded by Ms. Stucke. AYES: ALL

BID TAB

Roof Replacement

Mr. McNierney reviewed two bids received for the replacement of two separate roofs at Random Court Development. After discussion, Mr. DeRose made a MOTION to accept the proposal from Sawyer Builders for both properties at a total cost of \$8,250, seconded by Mr. Robinson. AYES: ALL

FINANCIALS

Approval of Bills

Mr. McNierney reviewed bills and expenses for the period between May 1st and June 30, 2016 and answered questions from the board. After discussion, Ms. Gernovich made a MOTION to approve the bills as submitted, seconded by Ms. Stucke. AYES: ALL

INTERIM FINANCIAL REVIEW

Mr. McNierney reviewed the year-to-date internal financials for Public Housing, Section 8, Weatherization, Barnett Building, and South Hills.

EXECUTIVE SESSION

Chairman McGoey initiated an Executive Session for personnel issues at 12:54 p.m.

RECONVENE

The board reconvened at 1:15 p.m.

DIRECTOR AND OFFICER'S INSURANCE

Mr. McNierney informed the board that he has received 3 quotes for public officials insurance. Berkley Insurance through Great Lakes Insurance Agency and Ace American and Stratford through Professional Government Underwriters Insurance Agency. After discussion, Mr. DeRose made a MOTION to approve Berkley's Great Lake Insurance, seconded by Ms. Gernovich. AYES: ALL

UPDATES

- Mr. McNierney inform the board that the elevated water and sewer cost at South Hill Apartments has been due to four faulty meters. The Water Department of Corry is replacing the meters at their cost and the overpayments are going to be adjusted and the Housing Corporation will be credited for the over payments.
- Barnett Building, College View Manor, Salsbury Building, Center Place, and Pleasant Manor properties have their laundry facilities in operation and are proving to be beneficial Mr. McNierney informed the board.
- All of the bulbs in Barnett Building have been replaced with LED bulbs. Mr. McNierney stated that the utility bills are showing the decrease in electric consumption.
- Mr. McNierney stated that the paving has been completed at Salsbury Building, Marvin J. Schick Apartments, and Pleasant Manor and is very pleased with the outcome.
- The interior painting at Center Place is almost complete.

STANDARD REPORTS

Ms. Weaver provided reports relative to the vacancies, applications, delinquencies, evictions and waiting lists for each development. She also reviewed the Section 8 HCV Program number of leased units and applications received and reminded the board that the waiting list was closed as of January 19, 2016 she then answered questions from the board.

ADJOURNMENT

There being no other business, Mr. DeRose made a MOTION to adjourn the Erie County Housing Authority regular meeting at 1:22 p.m., seconded by Mr. Robinson. AYES: ALL