ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
WEDNESDAY, MARCH 9, 2022
11:30 A.M.
CONFERENCE CALL

Vice-Chairperson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:33 a.m., with the following present:

BOARD
Dave Robinson, Chairperson
Kim Stucke, Vice-Chairperson
Sheri Heasley, Member
John Downey, Member
Tina Freeman, Member

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

PUBLIC COMMENT
There was no public comment.

APPROVE MINUTES
On MOTION by Dr. Downey, seconded by Ms. Heasley, the Minutes from the January 11, 2022 Annual Meeting were approved. AYES: ALL.

On MOTION by Ms. Freeman, seconded by Ms. Heasley, the Minutes from the January 11, 2022 Regular Meeting were approved. AYES: ALL.

Chairperson Dave Robinson arrived at 11:37 a.m. and took over the running of the meeting.

FINANCIALS
    a) Financials
Mr. Pettit reviewed the internal financials by project for the month ending January 31, 2022 and explained the formula utilized to achieve a pilot payment in lieu of taxes.

Vice-Chairperson Stucke stated that this allows tenants to receive tax rebates and Ms. Weaver noted that Ms. Rasey has been completing the tax rebates on behalf of tenants. She noted further that there is no pilot payment for South Hill Apartments because there are so many zero or extremely low rent paying tenants living there.

    b) Bills
Mr. Pettit reviewed the paid Bills for the period of January 1, 2022 to February 28, 2022 and answered questions from the board.

On MOTION by Vice-Chairperson Stucke, seconded by Dr. Downey, the Erie County Housing Authority Bills and Income Statements were approved. AYES: All.

NEW BUSINESS
    Updates
Ms. Weaver announced that work is in progress to address some of the short-term improvements listed on the Physical Needs Assessment (PNA). She said the use of Capital Funds are being looked at in an attempt to lower the $5 million required for the 20-year reserve and bids will be going out for boiler and hot water tank replacements at Marvin J. Schick Apartments; the installation of a new generator and exhaust fan at Center Place; as well as window replacements at West Court Apartments and at the Random Court homes.

She revealed that Ms. Rasey has been uploading files for the last 2 days for the Management & Occupancy Review (MOR) at South Hill Apartments and that a meeting to discuss the findings is scheduled for later today. She said she expects to provide the results at the next board meeting.

Ms. Weaver disclosed that a tenant's daughter received minor cuts and abrasions after climbing onto a counter and pulling the cupboard down on top of her when she slipped in a West Court Apartment about 2 weeks ago. She noted that the girl was taken to the hospital and Mr. Pettit has reported the information to the insurance company, who will cover the girl's medical costs. She noted that the cabinet will be replaced.

She stated that 4 walk-in showers have been installed at College View Manor and tenants have reported that they are very happy with them. She noted that to prioritize a tenant to receive a walk-in shower, they must submit a request for a reasonable accommodation. She stated further that 2 of the 4 walk-in showers have been installed at Center Place and she declared that the contractors are still waiting for materials to install the walk-in showers at Pleasant Manor. She said she is hoping TIP Construction will be able to begin installation in the next 4 weeks.

Ms. Weaver announced that she received an email from the Rental Assistance Demonstration (RAD) Resource Desk and the Department of Housing and Urban Development (HUD) just before the meeting announcing that a Commitment to Enter into a Housing Assistance Payment Contract (CHAPS) has been issued confirming the 2 applications that were submitted for RAD conversion have been approved. She advised that according to the cover letter, a kick-off call with HUD and the RAD team will be scheduled to go over some of the requirements and noted that this means HUD thinks the RAD conversions will work and they are requesting to continue to move forward.

She advised the board that the CHAPS can be discontinued at any time and commitments can be changed. She stated there are 195 units to convert and reminded the board that South Hill Apartments and the Barnett Building are not eligible because they are not considered public housing.

Discussion was held concerning the various work that needs to be done when tenants move out, including replacement of carpeting, cabinets, etc. She stated that the key cards, similar to what hotels use, have come in for the Salsbury Building and College View Manor, noting that there will be no more use for keys and fobs. Ms. Weaver reminded the board that activation of the new key cards and deactivation of the fobs will be done in-house. Discussion was held as to whether the existing fobs could be used at other properties.

STANDARD REPORTS

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

She advised that in the last 45 days, Ms. Rasey has received almost $4,000 in Emergency Rental Assistance Program (ERAP) funding and a tenant living at Marvin J. Schick Apartments who owed $1,430 sent 3 money orders totaling $1,355.

Ms. Weaver announced that purging of the Highland Village project-based voucher waiting list started about 2 weeks ago and the Section 8 Housing Choice Voucher Program waiting list will be purged beginning next week.

She stated all Community Rooms as well as the front door to the Corry Office have re-opened and noted the drop box outside of the Corry Office remains available for use.

Ms. Weaver thanked the board members for attending meetings and stated she hopes attendance for the next regular meeting in May can be in person.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Freeman, seconded by Dr. Downey, the Erie County Housing Authority adjourned the regular meeting at 12:05 p.m. AYES: ALL.