

**ERIE COUNTY HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, JULY 14, 2020
11:30 A.M.
ERIE COUNTY HOUSING AUTHORITY
120 SOUTH CENTER STREET
CORRY, PA 16407**

Due to the Covid-19 Pandemic, the meeting was held via telephone conference. Chairperson Robinson called the Regular Meeting of the Housing Authority of the County of Erie to order at 11:34 a.m., with the following present:

BOARD

Dave Robinson, Chairperson
Doris Gernovich, Vice-Chairperson
James McGoey, Member
Sherri Heasley, Member
Kim Stucke, Member

STAFF

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

PUBLIC COMMENT

There was no public comment.

MINUTES

On MOTION by Ms. Gernovich, seconded by Ms. Stucke, the minutes of the May 12, 2020 Regular Meeting was approved as submitted. AYES: ALL.

NEW BUSINESS

2019 AUDITORS REPORT – MAHER DUESSEL

Jonathon Tilelli, Audit Manager representing Maher Duessel, stated their agency was at the Erie County Housing Authority in February 2020 to audit the financial statements for the year ending December 31, 2019. He noted that Brian McCall, the Audit Partner, was on vacation with his family and not available to be at the board meeting.

Mr. Tilelli stated that their agency received great cooperation from management and overall, the audit was very good. Form letters and the Single Audit were reviewed and he provided information as to the responsibilities of the auditors vs. the housing authority management. He said there were no significant disclosures, no big changes or new policies and financials were very consistent from the previous year. There were no findings as to the Housing Choice Voucher Program and he mentioned while it is not a problem, it may not be necessary for the executive director to have full access to as many of the programs and tiers within the Horizon Accounting System. He recommended review of that access to see if it is really necessary because as auditors, they typically like to see access within an accounting system or resource management system to be limited to only the bare functions required for an employee to do their job.

He noted that with the Housing Authority's possible conversion to the Rental Assistance Demonstration (RAD) Program, future audits may no longer have a primary focus on the Section 8 Choice Voucher Program and answered questions from the board.

Ms. Weaver and Mr. Robinson thanked Mr. Tilelli and on MOTION by Ms. Gernovich, seconded by Mr. McGoey, the 2019 Auditors Report was approved as submitted by Maher Duessel. AYES: ALL.

Mr. Robinson congratulated Ms. Weaver and staff for receiving a good audit report.

BID AWARD – DOOR REPLACEMENTS AT MARVIN J. SCHICK APARTMENTS

Ms. Weaver advised the board that an email vote for replacement windows was taken with 3 of the board members voting in favor of awarding a contract to Architectural Doors and Hardware of Erie.

She stated that replacement of rear exterior doors and storm doors would cost over \$20,000, so sealed bids were accepted with the apparent lowest bidder being Architectural Doors and Hardware of Erie at \$24,350.00. She noted that this company replaced doors and storm doors at Pleasant Manor two falls ago and they were good with the tenants.

On MOTION by Mr. McGoey, seconded by Ms. Stucke, the Erie County Housing Authority awarded the bid to replace rear exterior and storm doors at Marvin J. Schick Apartments to Architectural Doors and Hardware of Erie in the amount of \$24,350.00. AYES: ALL.

FLAT RENTS

Ms. Weaver announced that there is currently no need to change Public Housing Flat Rent amounts, so they would remain the same because 80% of Fair Market Rents have gone down. She reminded the board that if a tenant is not working when they move into public housing and then gains employment, they may be required to pay the maximum rent amount, or the Flat Rent amount.

UPDATES

CITY OF CORRY WATER INCREASES

Ms. Weaver stated the City of Corry responded to her "Right to Know" request and provided a spreadsheet showing each Corry apartment and what they were being charged for water usage. She noted the spreadsheet did not include Corry Manor or any Personal Care Homes. She commented that Attorney Sennett told her that they are not considered apartments and he recommended the Housing Authority pay the increased water charges and reduce the amount paid to the municipality in lieu of taxes.

Mr. McGoey questioned whether the City of Corry would be advised of the change in advance to which Ms. Weaver responded that she would mail a letter.

Mr. Robinson asked if payment could be made to the Corry School District and Ms. Weaver reminded him of the cooperation agreement between the Housing Agency and the City of Corry. Discussion was held as to modification of the cooperation agreement and the withholding of a payment in lieu of taxes to which Ms. Weaver responded there would be additional discussion at the September meeting.

BARNETT BUILDING ELEVATOR

Ms. Weaver stated that Schindler Elevator Corporation continues to call wanting to complete the elevator upgrade at the Barnett Building. She said she requested a timeline showing the stages for completion and noted the elevator needs updated because it still has issues. She stated further that she hopes to move forward in October with the elevator upgrades. Mr. McGoey suggested putting a penalty clause in the contract.

FURTHER UPDATES

Ms. Weaver announced that the new roof on Center Place should be completed by the end of the week; 6 new boilers are scheduled to be installed, as well as the replacement of carpeting at West Court; common areas at College View Manor will receive new paint and the carpeting in the community room will be replaced with vinyl planking. She stated further that the maintenance crew from the Housing Authority will replace the remaining 2nd floor toilets at South Hills Apartments; and the accordion style closet doors will be replaced with regular doors at Marvin J. Schick Apartments.

She stated that Section 8 has increased the number of vouchers it can issue and that Ms. Clabatz has requested the necessary funding to cover the new vouchers. She shared that Shely Downey has completed training and is now a Housing Choice Specialist in the Section 8 Program.

Ms. Weaver provided information relative to a new phone call system the Housing Authority is considering that will send telephone voicemail messages and text messages to tenants instead of having to send written notices and she stated that an application will be submitted in August for Community Development Block Grant (CDBG) Covid-19 Funding which in part will be used to purchase a new generator, new appliances, countertops, and sinks at the Corry Senior Center for use in the event of emergency.

EXECUTIVE SESSION

Chairperson Robinson called for an Executive Session at 12:03 p.m. and all staff members were excused.

RE-CONVENE

The Board re-convened at 12:24 p.m. with Chairperson Robinson excused and Vice-Chairperson Gernovich conducted the remainder of the meeting.

FINANCIALS/BILLS

Mr. Pettit reviewed the internal financials by project for the month ending May 31, 2020; the paid bills for the period of May 1, 2020 – June 30, 2020; and answered questions from the board.

On MOTION by Ms. Stucke, seconded by Ms. Gernovich, the Erie County Housing Authority bills were approved as submitted. AYES: ALL.

STANDARD REPORTS

Ms. Weaver provided updates relative to the vacancies, applications, delinquencies, evictions and waiting lists for each Housing Authority Development. Discussion was held relative to purging waiting lists for the various properties.

Ms. Weaver announced that the Environmental Center, where the meetings are usually held, has cancelled for the remainder of the year and refunded the room fees. She stated she would keep everyone updated as to whether the September meeting will be held by telephone or in person.

ADJOURNMENT

With no other business before the Board and on MOTION by Ms. Stucke, seconded by Ms. Heasley, the Erie County Housing Authority adjourned the regular meeting at 12:42 p.m. AYES: ALL.

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