

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – March 22, 2021 – 1:15 p.m., DST

The Housing Authority of the City of Erie held a phone conference meeting at 1:15 p.m., on Monday, March 22, 2021, due to the restrictions of Covid-19.

The meeting was called to order by the Chair, Bishop Dwane Brock, and, upon roll call, those present and absent were as follows:

Present

Bishop Dwane Brock
Patricia E. Mickel
Sean Dugan
James E. Martin

Absent

Ned Smith

Also in Attendance

Michael R. Fraley, *Executive Director and Secretary*
Timothy M. Sennett, Esquire, *Solicitor*
Dusti Dennis, *Deputy Director*
Jennifer Sheldon, *Associate Director of Compliance*
Illuminada Rivera, *Modernization Inspector*
Laurie Rocco, *Purchasing Manager*
Robin Bambauer, *Administrative Assistant*

Elizabeth Twohig, *Manager*
Kristen Ropelewski, *Manager*
Beverly Thorne, *Manager*
Masume Przybylski, *Manager*

COMMENTS FROM CITIZENS

None

MINUTES OF FEBRUARY 24, 2020 MEETING

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7878 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE FEBRUARY 22, 2021 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

It was moved by Ms. Mickel, and seconded by Mr. Dugan, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

DISBURSEMENTS FOR FEBRUARY 2021

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7879 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR FEBRUARY 2021, COPIES OF WHICH WERE FORWARDED TO THE MEMBERS AND COUNSEL PRIOR TO THIS MEETING, ARE HEREBY ACCEPTED.

It was moved by Ms. Mickel, and seconded by Mr. Dugan, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

PUBLIC HOUSING PROGRAMS

AMP Group Operating Budgets FY beginning April 1, 2021

Mr. Fraley: This is for the Operating Budgets for the fiscal year beginning April 1, 2021. They are the budgets we submit to HUD every year for our Public Housing AMP groups. HUD has increased our subsidy for this year by 1.3 million dollars. They are making an assumption that we will have rent collection at about 84% of last year. As I have spoken with the Board in the past, I do not believe that will happen. I believe our rent collection is much higher. Our residents to-date have been paying their rent at about 1% less than it was last year. We are recommending that the Board approve the budgets and authorize authority officials to submit them to HUD.

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7880 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED BUDGETS FOR THE SEVEN ASSET MANAGEMENT GROUPS AND THE CENTRAL OFFICE, EFFECTIVE APRIL 1, 2020 THROUGH MARCH 31, 2021, ARE HEREBY APPROVED.

BE IT ALSO RESOLVED THAT THE REQUIRED HUD FORM AND CERTIFICATIONS ARE AUTHORIZED TO BE SIGNED BY THE APPROPRIATE AUTHORITY OFFICIALS.

It was moved by Mr. Martin, and seconded by Ms. Mickel, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

Better Housing East, West and Old Budgets FY Beginning April 1, 2021

Mr. Fraley: This is a recommendation to the Board that they accept the budgets for Better Housing East, Better Housing West and Better Housing Old for the fiscal year beginning April 1, 2021. The budgets this year definitely look a little better than last year. We received our yearly OCAF increase of between 2 and 3 percent. We have been at 100% percent occupancy in those properties for the past year. We are not only able to do the day-to-day work, we have also set aside money to do capital work. Our hope this year is to be able to replace the rest of the security doors, entry doors and to bid out towards the end of the year an upgrade in the electrical system and the heating and air conditioning.

We are recommending to the board that they approve the budgets for Better Housing East, West and Old. and authorize housing authority officials to submit the budgets to HUD.

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7881 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED BUDGETS FOR BETTER HOUSING EAST, WEST AND OLD PROPERTIES, EFFECTIVE APRIL 1, 2021 THROUGH MARCH 31, 2022, ARE HEREBY APPROVED.

BE IT ALSO RESOLVED THAT THE REQUIRED HUD FORM AND CERTIFICATIONS ARE AUTHORIZED TO BE SIGNED BY THE APPROPRIATE AUTHORITY OFFICIALS.

It was moved by Mr. Dugan, and seconded by Ms. Mickel, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

***SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
Budget FY beginning April 1, 2021***

Mr. Fraley: This is a recommendation that the Board accept the budget as submitted for the Section 8 Housing Choice Voucher Program for the year beginning April 1, 2021. The budget is broken into two phases. One is the actual phase that we get for subsidy which is more of an in and out account. Meaning, whatever the landlords bill to us, HUD reimburses us. That is the voucher portion. Second phase is the administration portion. HUD has increased that this year and expects us to have income above expenses of around \$96,000. That money would go into

our reserves at the end of the year.

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7882 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED BUDGET FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM IS HEREBY APPROVED FOR THE FISCAL YEAR ENDING MARCH 31, 2022.

It was moved by Mr. Martin, and seconded by Ms. Mickel, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

BIDS/PROPOSALS RECEIVED

Window Replacement and Security Screens at the Better Housing Developments

Mr. Fraley: Is the window replacement and security screens at Better Housing. We are planning on replacing all the windows and security screens in the entire development. This is part of our 5 to 7 year plan to bring that development up to the same standards of our public housing. As you know we have replaced a lot of the entry doors already, we have taken over the landscaping and the trash removal. We have inspected a lot of the houses to make sure the residents are keeping them in the condition we like them to be kept. This program that we are proposing, \$250,000 of the money is coming from Pennsylvania Housing Finance Association. The remaining \$250,000 is coming out of a loan from Housing Authority reserves. There were four bidders, the low bidder is Konkol Construction, Inc. at an amount not to exceed \$478,000. Our independent cost estimate was \$500,000 so the bid came in under that amount, so we are recommending to the board that they approve a contract with Konkol Construction, Inc. to replace all of the windows and security screens at the Better Housing properties.

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7883 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE PROPER AUTHORITY OFFICIALS ARE AUTHORIZED AND DIRECTED TO ENTER INTO A CONTRACT WITH KONKOL CONSTRUCTION, INC. THE LOW RESPONSIBLE BIDDER FOR WINDOW REPLACEMENT AND SECURITY SCREENS AT BETTER HOUSING DEVELOPMENTS AT A COST NOT TO EXCEED \$478,000.

It was moved by Mr. Martin, and seconded by Mr. Dugan, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

FINANCIAL AUDIT REPORT FOR YEAR END MARCH 31, 2020

Mr. Fraley: This is a resolution by the Board to accept the audit report that was conducted by CliftonLarsonAllen, LLP for the year ending March 31, 2020. They audited all our financial records at The Housing Authority. At the end of the audit, they found no financial findings, nor did they make any recommendations on anything that we needed to change. I would recommend that we accept the audit and then we will send it out to City Officials, HUD Officials and we will post it on our website.

I again, would like to commend Linda Lewis and the accounting staff for the work they do because to go through a complete audit with what we do and have no findings nor any suggestions says a lot for them.

On motion by Bishop Dwane Brock, the following resolution was introduced:

#7884 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE AUDIT OF THE AUTHORITY’S FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING MARCH 31, 2020 ARE HEREBY ACCEPTED.

BE IT ALSO RESOLVED THAT THE CONTROLLER AND HER STAFF ARE COMMENDED FOR MAINTAINING THE AUTHORITY’S FINANCIAL RECORDS IN GOOD ORDER, WITH NO FINANCIAL FINDINGS FOR THE AUDIT PERIOD.

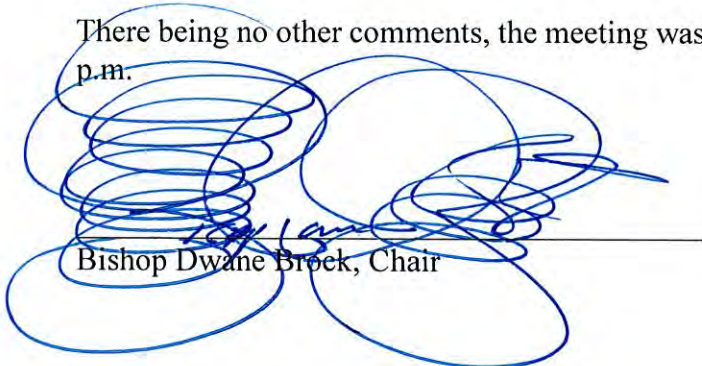
It was moved by Mr. Martin, and seconded by Mr. Dugan, that the resolution be adopted as introduced and read.

On the question, roll was called with the following results:

Ayes: Bishop Dwane Brock, Patricia E. Mickel, Sean Dugan, James E. Martin

Nays: None

There being no other comments, the meeting was adjourned upon motion of Patricia E. Mickel at 1:24 p.m.


Bishop Dwane Brock, Chair


Michael R. Fraley, Executive Director and Secretary