

# THE HOUSING AUTHORITY OF THE CITY OF ERIE

## Minutes – March 20, 2023 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, March 20, 2023, at 606 Holland Street, Erie, PA 16501.

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  
Donald J. Fuhrmann, Jr.

### **Absent**

Ned Smith

### **Also in Attendance**

Michael R. Fraley, *Executive Director and Secretary*  
Dusti Dennis, *Deputy Director*  
Timothy M. Sennett, Esquire, *Solicitor*  
Jennifer Sheldon, *Associate Director of Compliance*  
Linda Lewis, *Controller*  
Kristen Ropelewski, *Manager*  
Robin Bambauer, *Administrative Assistant*  
Cherie Kinem, *Resident Initiatives Coordinator*  
Masume Turco, *Manager*

Beverly Thorne, *Manager*  
Cynthia Grayson, *Manager*  
Stacie Sullivan, *Coordinator Housing Choice Voucher/Tenant Selection*  
Zachary Prather, *Housing Choice Voucher Program Inspector*  
Maggie Villa, *Manager*  
James Szuba, *Maintenance Supervisor Harbor Homes*

## **AMENDMENTS TO THE AGENDA**

None

## **COMMENTS FROM CITIZENS**

None

## **MINUTES OF FEBRUARY 20, 2023 MEETING**

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

#8077 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE FEBRUARY 20, 2023, REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

It was moved by Patricia E. Mickel, and seconded by Sean 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, Donald J. Fuhrmann, Jr.

**Nays:** None

### **DISBURSEMENTS FOR FEBRUARY 2023**

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

#8078 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR FEBRUARY 2023, COPIES OF WHICH WERE FORWARDED TO THE MEMBERS AND COUNSEL PRIOR TO THIS MEETING, ARE HEREBY ACCEPTED.

It was moved by Patricia E. Mickel and seconded by Sean 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, Donald J. Fuhrmann, Jr.

**Nays:** None

Bishop Brock: Before we move to the next item, I would like to say congratulations to Zach Prather who has been newly appointed as the Section 8 Inspector.

Mr. Fraley: Let me also introduce Mr. James Szuba, he is our new Harbor Homes Maintenance Supervisor. James has been with us for 3 ½ months now. He comes from Landmark Properties on 10<sup>th</sup> & Weschler and has made a very solid impact with us already.

### **PUBLIC HOUSING PROGRAMS**

#### ***AMP Group Operating Budgets FY beginning April 1, 2023***

Mr. Fraley: These are the 2023 Operating Budgets for the seven asset groups and the central office. They will run for the period April 1, 2023, through March 31, 2024. We have submitted them to HUD, and we are asking the Board for their approval.

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

#8079 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, 2023, THROUGH MARCH 31, 2024, 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 Sean Dugan, and seconded by Donald J. Fuhrmann, Jr., 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, Donald J. Fuhrmann, Jr.

**Nays:** None

***Better Housing East, West and Old Budgets FY Beginning April 1, 2023***

Mr. Fraley: These are the Budgets for Better Housing East, West and Old. They will also run for the fiscal year April 1, 2023, through March 31, 2024. Once approved by the Board, we will submit the documents to HUD for final approval.

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

#8080 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, 2023, THROUGH MARCH 31, 2023, 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 Patricia E. Mickel, and seconded by Donald J. Fuhrmann, Jr., 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, Donald J. Fuhrmann, Jr.

**Nays:** None

***2023 HUD Operating Subsidy Worksheets (No action required)***

Mr. Fraley: There is no action required but we have received our operating subsidy from The Department of Housing and Urban Development. Based on our occupancy last year and the amount of money allocated from HUD this year, it looks like we could have an increase of up to 1.5 million dollars to do the work that we need to do. Even based on HUD's own figures, that is about 95 percent of what we need to do so we still need to run things in a responsible manner. Again, no action is required.

***SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
Budget FY beginning April 1, 2023***

Mr. Fraley: This is the Budget for the Housing Choice Voucher Program which is for the Subsidy Budget and the Administrative Budget. It will be for the fiscal year ending March 31, 2024, which is April 1, 2023, through March 31, 2024.

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

#8081 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, 2024.

It was moved by Donald J. Fuhrmann, Jr., and seconded by Sean 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, Donald J. Fuhrmann, Jr.

***Nays:*** None

***BIDS/PROPOSALS RECEIVED***

***2023-2024 Harbor Homes Area Job Development and Job Preparation Program***

**Mr. Fraley:** This is the 2023-2024 Harbor Homes Area Job Development and Job Preparation Program. We received one bid from The E.F. Smith Quality of Life Learning Center. They submitted two different budget requests. We took a hybrid of the two of them. They will be submitting a revised budget based upon our recommendations. We are recommending that the Board approve the budget not to exceed \$234,667. For a 12-month period from April 1, 2023, through March 31, 2024.

Pat Mickel: Why did they submit two separate bids.

Mr. Fraley: As we discussed, they wanted two positions to be approved because of money that was cut by the County. What we are recommending is to approve one position being a maintenance position. Because we own the property, we want to make sure they have a maintenance person on staff. They submitted two figures; one was 214,000 and one was 267,000. We are approving what would be \$214,000 plus the cost of the maintenance person bringing it to \$234,667.

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

#8082 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 THE URBAN ERIE



COMMUNITY DEVELOPMENT CORPORATION/E. F. SMITH QUALITY OF LIFE LEARNING CENTER, TO PROVIDE THE 2023-2024 HARBOR HOMES AREA COMPREHENSIVE JOB DEVELOPMENT AND ADULT EDUCATION PROGRAM, FOR A 12-MONTH PERIOD BEGINNING APRIL 1, 2023, THROUGH MARCH 31, 2024, AT A COST NOT TO EXCEED \$234,667.

It was moved by Donald J. Fuhrmann, Jr., and seconded by Patricia E. 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, Donald J. Fuhrmann, Jr.

**Nays:** None

## **OTHER**

### ***Revised By-Laws of the Housing Authority of the City of Erie***

Mr. Fraley: We have submitted a revision of our By-Laws to change how we determine our Board Meeting dates. We were determining the Board Meeting based upon the Synopsis and now we will determine it based upon the actual Board Meeting. The Board Meetings will be on the fourth Monday of every month and the Synopsis will be the preceding Thursday unless it falls on a holiday, then it will be the day after. We are recommending that the Board approve this revision.

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

#8083 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE UPDATED HOUSING AUTHORITY OF THE CITY OF ERIE BY LAWS (COPY ATTACHED) ARE HEREBY APPROVED.

It was moved by Sean Dugan, and seconded by Patricia E. 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, Donald J. Fuhrmann, Jr.

**Nays:** None

Bishop Brock: I would like to thank our Executive Director, Mr. Fraley for his support representing the Housing Authority in establishing Erie Bank at the corner of 10<sup>th</sup> and Parade Street. Thank you also for all of your advice and wisdom in making that happen. Of course, I want to thank our Solicitor, Attorney Tim Sennett, who has legally guided the East Side Renaissance Team on what is happening on the East side. What you are doing in representing the Housing Authority is establishing the mission and expanding the mission of "It's All about People". We don't want to forget that. We make investments in people's lives that make them

better so they can do better.


Mr. Fraley: East Side Renaissance and Bishop Brock, the driving force have given the area hope. I think with Erie Bank and other commitments over the years, we're going to see some real changes on Parade Street. They will benefit low-income people, which is a nice thing to see.

There being no other comments, the meeting was adjourned upon proper motion at 1:24 p.m.



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Bishop Dwane Brock, Chair



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Michael R. Fraley, Executive Director and Secretary