

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – May 22, 2023 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, May 22, 2023, at 606 Holland Street.

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
Ned Smith
Donald J. Fuhrmann, Jr.

Absent

Sean Dugan

Also in Attendance

Michael R. Fraley, *Executive Director*
Dusti Dennis, *Deputy Director*
Timothy M. Sennett, Esquire, *Solicitor*
Robin Bambauer, *Executive Secretary*
Linda Lewis, *Controller*
Laurie Rocco, *Purchasing Agent*
Illuminada Rivera, *Associate Director of
Capital Projects/Modernization Coordinator*
Rich Turri, *Community Shelter Services*
Victor, *Head of Maintenance, Community Shelter Services*
Gary Horton, *Quality of Life Learning Center*

Stacie Sullivan, *Section 8 Coordinator*
Cynthia Grayson, *Manager*
Kristen Ropelewski, *Manager*
Masume Turco, *Manager*
Beverly Thorne, *Manager*
Maggie Villa, *Manager*
Elizabeth Twohig, *Manager*

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF APRIL 24, 2023 MEETING

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

#8090 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE APRIL 24, 2023 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

It was moved by Ned Smith 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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

DISBURSEMENTS FOR APRIL 2023

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

#8091 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR APRIL 2023, COPIES OF WHICH WERE FORWARDED TO THE MEMBERS AND COUNSEL PRIOR TO THIS MEETING, ARE HEREBY ACCEPTED.

It was moved by Ned Smith 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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

YOUTH DEVELOPMENT/TENANT SERVICES

2023 Income Limits for Admission to Public Housing and Section 8

Mr. Fraley: These are the 2023 Income Limits for admission to Public Housing and the Section 8/Housing Choice Voucher Program that are established every year by the Department of Housing and Urban Development. They layout, depending on your family size, what income range your household cannot exceed to be eligible for public housing. We are asking the Board to approve the 2023 Admissions Income limits.

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

#8092 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE FOLLOWING 2023 INCOME LIMITS PUBLISHED BY THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, EFFECTIVE MAY 15, 2023. ARE HEREBY ADOPTED FOR ADMISSION TO PUBLIC HOUSING AND SECTION 8.

BE IT ALSO RESOLVED THAT THE FOLLOWING REVISED LOW-INCOME LIMITS ARE ADOPTED FOR ADMISSION TO CURRY/SHELL AND ERIE HEIGHTS.

NUMBER OF PERSONS	VERY LOW-INCOME LIMITS	LOW-INCOME LIMITS
1	\$27,800	\$44,450
2	\$31,800	\$50,800
3	\$35,750	\$57,150
4	\$39,700	\$63,500
5	\$42,900	\$68,600
6	\$46,100	\$73,700
7	\$49,250	\$78,750
8	\$52,450	\$83,850
9	\$55,600	\$88,900
10	\$58,800	\$94,000
11	\$61,950	\$99,100
12	\$65,150	\$104,150
13	\$68,300	\$109,250
14	\$71,500	\$114,300
15	\$74,650	\$119,400

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

Nays: None

Revision to the Housing Authority Admissions and Occupancy Policy (ACOP)

Mr. Fraley: This is a revision to the Housing Authority's Admissions and Continued Occupancy Policy, our ACOP Plan. HUD is putting out its HOTMA Program and the first part is addressing households that are determined to be over income in public housing. Once you reach a certain income limit, again based on family size, you will be notified that you are over income to live in public housing. After 1 year, you will be reassessed. If you are still over income, you will have another year and if after two years you are still over income, you will no longer be able to receive housing assistance and you will go to what we believe will be the fair market rent or you will have to move out of public housing. This will take affect June 1st. We are asking the Board to approve the revision to our ACOP Plan.

On motion by Bishop Brock, the following resolution was introduced.

#8093 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY

OF ERIE THAT CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) REGARDING THE HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT (HOTMA) OF 2016 FOR OVER INCOME FAMILIES SIGNED INTO LAW IN FEBRUARY OF 2023. EFFECTIVE JUNE 2023 IS HEREBY APPROVED AS MANDATED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

BIDS / PROPOSALS RECEIVED

Project P Phase 3.1: Refurbish Harbor Homes Bathrooms; Replace John E. Horan Garden Apartments Windows; Replace Roofs at Harbor Homes Scattered Sites.

Mr. Fraley: This is Project P Phase 3.1 work that we are doing at various developments throughout the Authority. We received two bids, one was from Konkol Construction and the other was from TIP Construction. Konkol Construction was the low bidder at \$1,282,000, which is about \$200,000 over our independent cost estimate. We have an explanation written by our Maintenance Superintendent and our Modernization Coordinator as to why that bid is still a justifiable bid. We are recommending that the Board approve Konkol Construction for Project P Phase 3.1.

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

#8094 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, LLC, THE LOW RESPONSIBLE BIDDER FOR PROJECT P PHASE 3.1 – VARIOUS IMPROVEMENTS – REFURBISH HARBOR HOMES BATHROOMS; REPLACE JOHN E. HORAN GARDEN APARTMENTS WINDOWS; REPLACE ROOF AT HARBOR HOMES SCATTERED SITES AT A COST NOT TO EXCEED \$1,282,000.

It was moved by Ned Smith 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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

Project P 3.2– Replace Siding, Insulation and Entry Doors at Pineview Scattered Sites; Paint Exterior at Agnes Priscaro & Eastbrook Apartments.

Mr. Fraley: This is Project P Phase 3.2. We received three bids all within the independent cost estimate. The bids were from Rules Construction for \$260,000; TIP Construction for \$285,000 and Konkol Construction for \$369,000. Rules Construction is the low bidder. We have done a lot of work with Rules. They have done excellent work. They just replaced several roofs at the John E. Horan Garden Apartments. So, we are recommending to the Board that they approve Rules Construction for Project P Phase 3.2.

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

#8095 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 RULES CONSTRUCTION LLC, THE LOW RESPONSIBLE BIDDER FOR PROJECT P PHASE 3.2 – REPLACE SIDING, INSULATION AND ENTRY DOORS AT PINEVIEW SCATTERED SITES; PAINT EXTERIOR AT AGNES PRISCARO & EASTBROOK APARTMENTS AT A COST NOT TO EXCEED \$260,000.

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

Nays: None

Erie County Public Library 2023 Bookmobile Library Materials and Programming Support for Summer Reading

Mr. Fraley: This is a contract with the Erie County Library to provide Bookmobile services, a summer reading program and replacement of any materials they may lose through people checking them out of the Bookmobile. The total cost is \$6,000. It will be a contract back dated beginning March 1, 2023 through February 28, 2024.

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

#8096 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 ERIE COUNTY PUBLIC

LIBRARY TO PROVIDE BOOKMOBILE AND PROGRAMMING SUPPORT FOR DEPOSITORY LIBRARIES AT THE JOHN E. HORAN GARDEN APARTMENTS AND ERIE HEIGHTS BEGINNING MARCH 1, 2023 THROUGH FEBRUARY 28, 2024, AT A COST NOT TO EXCEED \$6,000.00.

It was moved by Ned Smith 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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

HACE Procurement Policy Revision

Mr. Fraley: This is a revision of our Procurement Policy. The main part is that we are asking for an increase to the top amount for micro purchases from \$2,000 to \$10,000. That would make it easier for us when we go to purchase items in the community. Right now, we are required to get three prices for these types of purchases requiring a lot of additional work. We would be able to avoid that. The rest of it is that Pennsylvania is increasing the amount for sealed bids requirement from \$21,900 to \$22,500 and we have increased the amount for small purchases from \$21,900 to \$22,500. Both are under Pennsylvania law. We are asking for approval of these revisions to our Procurement Policy.

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

#8097 BE IT RESOLVED THAT THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE PROPER AUTHORITY OFFICIALS ARE AUTHORIZED AND DIRECTED TO APPROVE THE FOLLOWING CHANGES TO HACE PROCUREMENT POLICY.

- MICRO PURCHASING TOP AMOUNT TO INCREASE FROM \$2,000 TO \$10,000.
- INCREASE TOP AMOUNT FOR SMALL PURCHASE FROM \$21,900 TO \$22,500 PER PENNSYLVANIA GOVERNMENT REQUIREMENT.
- INCREASE AMOUNT FOR SEALED BID REQUIREMENT FROM ABOVE \$21,900 TO ABOVE \$22,500 PER PENNSYLVANIA GOVERNMENT REQUIREMENTS.

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, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

Community Shelter Services Funding for a Tiny Home

Mr. Fraley: Ned Smith, Dusti Dennis and I were recently at a dedication for a tiny home for families at Community Shelter Services. We inquired about it because to be honest, if you are a family and you are homeless, your options are limited. Not just in Erie, but everywhere. If you are single and male its quicker, but not for a family. It costs \$15,000 to build one of these units. The first one was sponsored by the Kiwanis Club of Erie. It was interesting to watch the family. As soon as they had the opportunity to go inside and shut the door, they did immediately. I thought that this family, for the first time in a long time, has a chance for some privacy. It's basic, it's not the Taj Mahal but it gives them a place to sleep, take care of hygiene and eat. I thought that for \$15,000, the Housing Authority should really be a part of that. I am recommending that we sponsor the next tiny home.

Rich Turri from Community Shelter Services: Thank you for inviting us and giving the tiny home consideration. The ribbon cutting was April 18th so it has been a month since we moved the family in. The father was in our shelter for about 2 months prior and the mother and kids were staying in another shelter because we did not have room for a female and children at the time. They had been living separately for at least two months. We have seen more fathers with children coming in and we are not set up for that. We saw the potential for the tiny homes. It's an extension of our emergency shelter so they have access to meals, case working and support services. The houses have plumbing with a toilet, shower, and such to give them some dignity. We have 3 commitments right now for homes.

Bishop Brock: Would you please explain to the Board the reason for no kitchen in these units?

Mr. Turri: The biggest reason is it's a tiny home with only so much room and they have access to meals at the shelter, they are on the bus line to come and go as they please. We have on-site security to watch over them.

Mr. Fraley: How many are you planning to have on site?

Mr. Turri: We are hooked up for 4 right now. We could have 8 to 12 on our property. It takes about 3 weeks to a month after they arrive to have them ready. We will not have a problem filling them. The capacity is 4 right now but we may look larger in the future.

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

#8098 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 CONTRACT WITH COMMUNITY SHELTER SERVICES, INC., TO PROVIDE FUNDING IN THE AMOUNT OF \$15,000.00 TO BUILD A TINY HOME TO PROVIDE SHELTER FOR FAMILIES WHO ARE

HOMELESS.

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

Nays: None

OTHER BUSINESS

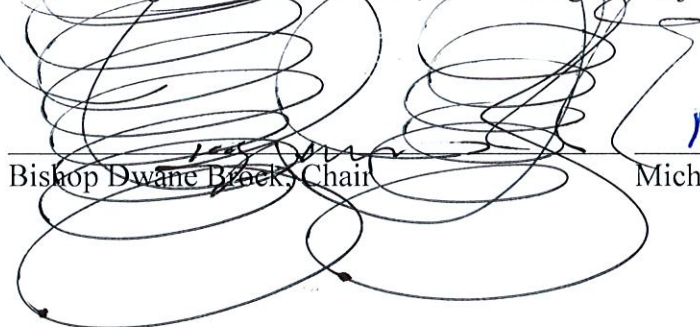
Bishop Brock: Mr. Horton, do you have something to say or have questions for the Board?

Mr. Gary Horton: I came here to thank you for your support over the years. I have been operating programs for the Housing Authority since 1993. I'm hoping that I can have an opportunity to share what our plans are for the Buffalo Road area. As you know, there have been murders, trauma, and tragedy, we could use a win. We had a community meeting last week, Mayor Schember was in attendance to make a part of our revitalization plan a part of the City's comprehensive plan. We have been working on this since 2017. We are hoping that the Housing Authority will be of continued support and by investing in our purchase of the Burton School property. Through our neighborhood plan, we have raised almost 3 million dollars for a 3.3-million-dollar investment at Joyce Savocchio Park. The City of Erie will be putting about 2 million dollars into Roger Young Park upgrades. We at Urban Erie have submitted a proposal to the School District for Burton School and have it tied to the Housing Authority the largest homeowner in that area. The City released statistics that show the largest demographic in our area are kids under the age of 18. I just want to stop in and say thank you for allowing me to share the specifics of our plans.

Mr. Fraley: You are set to come to the Board Meeting on June 26th at 12:30 to give your presentation.

Bishop Brock: We have a great Board. A Board that is very sensitive to the needs of the community and recognizes our responsibility when it comes to being the leadership in Erie County when it comes to housing and housing development. The board is very concerned about the welfare of our young people and what you are doing in the Buffalo Road area but the community services as well. I had asked about the Erie School District because it may be, I don't know what the law is but it may be the fact that helping these children have a roof over their head, it may be an opportunity for the School District to get involved and help.

There being no other comments, the meeting was adjourned upon proper motion at 1:42 p.m.



A large, dense, and somewhat illegible handwritten signature in black ink, likely belonging to Bishop Dwane Brock.

Bishop Dwane Brock, Chair



A handwritten signature in blue ink, reading "Michael R. Fraley".

Michael R. Fraley, Executive Director and Secretary