

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – June 26, 2023 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, June 26, 2023, at 606 Holland Street.

The meeting was called to order by the Vice Chair, Patricia E. Mickel, and upon roll call, those present and absent were as follows:

Present

Patricia E. Mickel
Ned Smith
Sean Dugan
Donald J. Fuhrmann, Jr.

Absent

Bishop Dwane Brock

Also in Attendance

Michael R. Fraley, *Executive Director and Secretary*
Timothy Sennett, Esquire, *Solicitor*
Dusti Dennis, *Deputy Director*
Robin Bambauer, *Administrative Assistant*
Cherie Kinem, *Resident Initiatives Coordinator*

Beverly Thorne, *Manager*
Elizabeth Twohig, *Manager*
Tom Covatto, *Quebec Unit Officer*
Sgt. Marc Belotti, *Crisis Unit*
Joe Martin, *Quebec Unit Officer*

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF MAY 22, 2023 MEETING

On motion by Patricia E. Mickel the following resolution was introduced:

#8099 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE MAY 22, 2023 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

DISBURSEMENTS FOR MAY 2023

On motion by Patricia E. Mickel the following resolution was introduced:

#8100 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR MAY 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 Donald J. Fuhrmann, Jr. that the resolution be adopted as introduced and read.

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

Ayes: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

PERSONNEL

None

HACE PROPOSED DELETION OF CAPITAL ASSETS

Mr. Fraley: These are capital asset inventory that we deleted for the period ending March 31, 2023. The total original value of these items was \$204,000. They will be depreciated to zero and if you look at the list, you will see the vast majority of these items are over 10 years and beyond their life expectancy. We recommend that the Board accept the capital asset deletion.

On motion by Patricia E. Mickel the following resolution was introduced:

#8101 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED LIST OF CAPITAL ASSETS (EQUIPMENT) WITH A TOTAL DEPRECIATED VALUE OF \$0 IS HEREBY AUTHORIZED TO BE DELETED FROM THE AUTHORITY'S FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING MARCH 31, 2023.

It was moved by Ned Smith, 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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

BIDS / PROPOSALS RECEIVED

Extermination Services Renewal

Mr. Fraley: This is the recommendation for Extermination Services. We received only one bid from Ehrlich Pest Control. They have provided our extermination services for the last 6 years. The cost that they submitted is identical to the cost that we paid for the last 3 years, except the 6-bedroom units, that went from \$400 to \$450 per unit. We only have 6 of those units so the cost will not be a significant increase. We are recommending that the Board accept a one-year contract with Ehrlich beginning July 1, 2023 through June 30, 2024 with the option to renew two additional one-year contracts at the same cost.

On motion by Patricia E. Mickel the following resolution was introduced:

#8102 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 RENEW A CONTRACT WITH EHRLICH PEST CONTROL, FOR EXTERMINATION SERVICES, FOR A ONE YEAR PERIOD COMMENCING JULY 1, 2023, THROUGH JUNE 30, 2024, IN ACCORDANCE WITH THE ATTACHED SCHEDULE.

BE IT ALSO RESOLVED THAT THE AUTHORITY, AT ITS SOLE DISCRETION, RESERVES THE RIGHT TO RENEW THE CONTRACT FOR TWO ADDITIONAL ONE-YEAR PERIODS, FOR A MAXIMUM OF THREE YEARS.

It was moved by Ned Smith, 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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Insurances for Fire and Extended Coverage, Comprehensive General Liability, Excess Liability, Director and Officers Liability

Mr. Fraley: This is a recommendation that we renew our Fire, Extended, General Liability, Directors and Officers Liability and Lead Base Paint Inspector Liability Insurance with the Housing Authority Insurance Group (HAI) for a one-year period, effective July 1, 2023. The increase is \$42,614. The majority of that is in Fire and Extended insurance. That is because our buildings are considered undervalued. The insurance companies are reassessing the value of our buildings, so they raised the value of our four high-rise buildings. It increased by 6.19 percent.

Originally, the cost was going to be up over \$100,000 which would have been 11% and we discussed the fact that the family properties we felt were valued at a fair price and they agreed. We are recommending that the Board accept the Contract for a one-year period at \$731,060.00.

On motion by Patricia E. Mickel the following resolution was introduced:

#8103 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 RENEW THE CONTRACT WITH HOUSING AUTHORITY INSURANCE GROUP (HAI) FOR A ONE-YEAR PERIOD, EFFECTIVE JULY 1, 2023 THROUGH JUNE 30, 2024, WITH PREMIUMS TO BE AS FOLLOWS:

FIRE & EXTENDED & TERRORISM	\$550,508.00
COMPREHENSIVE GENERAL LIABILITY PLUS	
TERRORISM, MOLD, EMPLOYEE BENEFIT	166,695.00
DIRECTOR'S & OFFICER'S LIABILITY	7,890.00
LEAD BASE PAINT INSPECTOR LIABILITY	<u>5,967.00</u>
TOTAL	\$731,060.00

It was moved by Ned Smith, 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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Insurance for Workers Compensation

Mr. Fraley: This is a recommendation that we accept a Contract with Erie Insurance Group for our Workers' Compensation Insurance in the amount of \$68,736.00 which is a reduction of \$8,903.00 or 13%. The reduction is due to two things. One is we have not had a lot of injuries over the last several years and secondly, we formed a Safety Committee which has now been certified with the Department of Labor giving us a premium discount of 5%. We are recommending that the Board approve this proposal.

On motion by Patricia E. Mickel the following resolution was introduced:

#8104 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 RENEW THE CONTRACT WITH GREAT LAKES INSURANCE GROUP LLC, FOR WORKERS' COMPENSATION INSURANCE FOR A 12-MONTH PERIOD COMMENCING JULY 1, 2023 THROUGH JUNE 30, 2024, SUBJECT TO PAYROLL AUDIT. SAID COVERAGE TO BE PLACED WITH ERIE INSURANCE COMPANY WITH THE PREMIUM COST OF \$68,736.00.

It was moved by Donald J. Fuhrmann, Jr., and seconded by Ned Smith, with Sean Dugan abstaining that the resolution be adopted as introduced and read.

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

Ayes: Patricia E. Mickel, Ned Smith, Donald J. Fuhrmann, Jr.

Nays: None

Ceiling Tile Replacement at Schmid Towers Apartments

Mr. Fraley: This is for ceiling tile replacement at Schmid Towers. This is part of a process to do all seven floors. We have done the basement, and this is for the first floor. We received two bids. One was from TIP Construction for \$34,800 the other was from Fuller Home Building for \$38,652. We have had contracts with both companies. Both have done an excellent job. The bid is below the independent cost estimate, so we are recommending that the Board accept a Contract with TIP Construction for \$34,800.

On motion by Patricia E. Mickel the following resolution was introduced:

#8105 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 TIP CONSTRUCTION, INC., THE LOW RESPONSIBLE BIDDER, FOR CEILING TILE REPLACEMENT AT SCHMID TOWERS, AT A COST NOT TO EXCEED \$34,800.

It was moved by Sean Dugan, 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: Patricia E. Mickel, Ned Smith, Sean Dugan. Donald J. Fuhrmann, Jr.

Nays: None

Install Open-Cell Foam Insulation at C. Ted Dombrowski Apartments

Mr. Fraley: This is for the installation of open-cell foam insulation at C. Ted Dombrowski Apartments. We are doing a building at a time. There were two bids, one from Advanced Insulation Solutions for \$47,845, the other was from Bauer Specialty for \$34,488. The Bauer Specialty bid is below the independent cost estimate, so we are recommending that the Board approve Bauer Specialty to do the installation of the foam insulation at C. Ted Dombrowski Apartments.

On motion by Patricia E. Mickel the following resolution was introduced:

#8106 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 BAUER SPECIALTY, THE LOW RESPONSIBLE BIDDER, FOR INSTALL OPEN-CELL FOAM INSULATION AT C. TED DOMBROWSKI APARTMENTS, AT A COST NOT TO EXCEED \$34,488.

It was moved by Donald J. Fuhrmann, Jr., and seconded by Sean Dugan, that the resolutions be adopted as introduced and read.

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

Ayes: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Project P.4: Seal & Stripe Parking Lots at Various Developments

Mr. Fraley: This is for Project P.4 Seal and Stripe Parking Lots at Various Developments. This will include all of our parking lots with the exception of Harbor Homes. We received two bids; one was from Empire Snow Management for \$319,000; the other was for \$289,000 from Konkol Construction. Both groups have done similar work for The Housing Authority and have done an excellent job. We are recommending that the Board approve the low bidder, Randy Konkol of Konkol Construction, for sealing and striping the parking lots.

On motion by Patricia E. Mickel the following resolution was introduced:

#8107 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.4: SEAL & STRIPE PARKING LOTS AT VARIOUS DEVELOPMENTS, AT A COST NOT TO EXCEED \$289,000.

It was moved by Ned Smith, 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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Project P.5: Replace Handrails and Stoops at Pineview Apartments and Harbor Homes Development

Mr. Fraley: This is Project P.5 which is to replace handrails and stoops at Pineview and Harbor Homes. We originally received three bids. TIP Construction, as they are entitled to do, asked to withdraw their

bid. It was substantially below the other two bids and substantially below the independent cost estimate so that left two remaining bidders, both of which have done this type of work for the Housing Authority in the past. One was Konkol Construction at \$395,000, the low bidder was Empire Snow Management at \$369,000. They just completed 10 stoops and handrails at Agnes Priscaro Apartments and did an excellent job. We are recommending that Empire Snow Management be selected as the Contractor.

On motion by Patricia E. Mickel the following resolution was introduced:

#8108 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 EMPIRE SNOW MANAGEMENT, INC, THE LOW RESPONSIBLE BIDDER, FOR PROJECT P.5: REPLACE HANDRAILS AND STOOPS AT PINEVIEW APARTMENTS & HARBOR HOMES DEVELOPMENT, AT A COST NOT TO EXCEED \$369,000.

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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Gannon University Villa Maria School of Nursing Services at John E. Horan Garden Apartments

Mr. Fraley: This is a Contract with the Gannon University Nursing Center in the amount of \$47,376. Which is the same amount they proposed last year. They provide Health Education and Health Fairs, mainly at the John E. Horan Garden Apartments but over the last year, they have been expanding to our Senior buildings. I am recommending that we approve Gannon Nursing for the next year at \$47,376.

On motion by Patricia E. Mickel, the following resolution was introduced:

#8109 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 GANNON UNIVERSITY VILLA MARIA SCHOOL OF NURSING TO CONTINUE ON-SITE SERVICES AT THE JOHN E. HORAN GARDEN APARTMENTS FOR A ONE-YEAR PERIOD COMMENCING JULY 1, 2023, THROUGH JUNE 30, 2024, AT A COST NOT TO EXCEED \$47,376.00.

It was moved by Ned Smith 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: Patricia E. Mickel, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

OTHER

Mr. Fraley: I would like to mention that we just had an inspection at Better Housing and our score went from 68 to 87. I think the improved score is a reflection of the fact that we have put in new doors, windows, and updated the electrical system and we are about to put in new heating and air conditioning throughout the whole development. We just received a grant from PHFA called a PHARE Grant that will allow us to get \$200,000 to do the stoops and handrails at Better Housing in all 52 units. That will be the final major structural item that we need to do. We have some items we want to do regarding the laundry room and façade work, but we are in good shape.

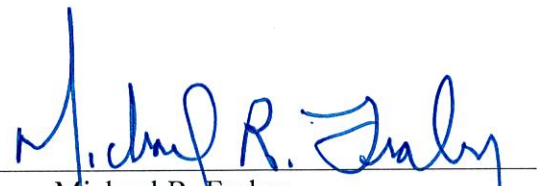
I also would like to commend the Section 8 Program for improving from a standard performer to a high performer in the administration part of the Section 8 Program.

I have had the distinct pleasure of knowing Marc (Sgt. Marc Belotti) for 21 years. Marc has been a valued member of the Quebec Unit, he is a big part of the positive changes in our neighborhoods. I look around and I see our nursing center, the YMCA, the daycare centers, our health programs, our Dafmark Creative Arts Program. None of those could exist without safe neighborhoods. When I first started at the Housing Authority you had to be careful in our neighborhoods. It's not like that anymore, we have communities now, we don't have projects or developments, we have communities. Marc was a huge part of that. When I came in, we had officers that did not want to be part of the program. Then we got the first new group, Marc was part of that group. The majority have gone on to bigger and better things. And now, Sargent Belotti is the head of the new Crisis Unit. I can say without a doubt that they couldn't have made a better choice. I want to commend him, the Certificate of Appreciation says, "For his 21 years of service to the residents of The Housing Authority of the City of Erie as a member of the City of Erie Police Quebec Unit". I want to thank you Marc, you have done a great job.

Sargent Belotti: I would like to say thank you to Mike and to everyone. I told everybody when I put my name in for this position, I said I would like to get a promotion, but if it doesn't happen, I'm not going to be upset. I'm a member of the best unit in the Erie Police Department. My time in the Q Car is very special to me. The partnership between the Department and The Housing Authority is exceptional.

There being no other comments, the meeting was adjourned upon proper motion at 1:45 p.m.


Patricia E. Mickel
Vice Chair


Michael R. Fraley
Executive Director and Secretary