

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – November 27, 2023 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, November 27, 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
Sean Dugan
Donald J. Fuhrmann, Jr.

Absent

NONE

Also in Attendance

Michael R. Fraley, <i>Executive Director and Secretary</i>	Roxane Stovall, <i>Assistant Sect. 8 Coord.</i>
Dusti Dennis, <i>Deputy Director</i>	Masume Turco, <i>Manager</i>
Timothy Sennett, <i>Esquire, Legal Counsel</i>	Jennifer Sheldon, <i>Associate Dir. Of Compliance</i>
Linda Lewis, <i>Controller</i>	Elizabeth Twohig, <i>Manager</i>
Illuminada Rivera, <i>Assoc. Director Capital Projects</i>	Robin Bambauer, <i>Administrative Assistant</i>
Dan Potalivo, <i>Maintenance Superintendent</i>	

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF OCTOBER 23, 2023 MEETING

Bishop Dwane Brock introduced the following resolution:

#8139 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE OCTOBER 23, 2023 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

DISBURSEMENTS FOR OCTOBER 2023

Bishop Dwane Brock introduced the following resolution:

#8140 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR OCTOBER 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 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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

PERSONNEL

Administrative Longevity Payments

Mr. Fraley: In 2017 the Board was given the responsibility to establish the amount of longevity pay for administrative employees. We are recommending that the Board approve \$150.00 per five-year increment. It is a yearly recognition that we give to the clerical, maintenance, and administrative staff for years of service. The clerical and maintenance staff are done via contract. You are approving the administrative staff only.

Bishop Dwane Brock introduced the following resolution:

#8141 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 APPROVE LONGEVITY AMOUNTS FOR ADMINISTRATIVE EMPLOYEES AT \$150.00 PER FIVE YEAR INCREMENTS.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

PUBLIC HOUSING/SECTION 8 PROGRAMS

Rent Collection Write-Off for Public Housing

Mr. Fraley: We typically do these at the end of the fiscal year. We have decided to do them in 6-month increments this year. Part of the reason is that we are starting to address our tenant accounts receivable that have been markedly higher due to the rental assistance program and the eviction moratorium coming to an end. For this 6-month period, we are going to write off 113 accounts totaling \$304,641.29. We will continue to attempt to collect these accounts. If someone owing us a balance comes in to apply for housing, the balance must be paid first. So far in this 6-month period, we have collected \$30,486.56 on rent due debts. We are asking the Board to approve this write-off.

Bishop Dwane Brock introduced the following resolution:

#8142 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED LISTING OF 113 EX-TENANT PUBLIC HOUSING ACCOUNTS IN THE TOTAL AMOUNT OF \$304,641.29 IS HEREBY AUTHORIZED TO BE WRITTEN-OFF FROM THE AUTHORITY'S FINANCIAL STATEMENTS.

BE IT ALSO RESOLVED THAT STAFF IS AUTHORIZED AND DIRECTED TO CONTINUE THEIR EFFORTS TO COLLECT THE EX-TENANT PUBLIC HOUSING ACCOUNT BALANCES. THE COLLECTIONS FROM EX-TENANTS JANUARY THROUGH SEPTEMBER OF 2023 TOTALED \$30,486.56.

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, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

BIDS & PROPOSALS RECEIVED

2024 Creative Arts Program at the John E. Horan Garden Apartments

Mr. Fraley: This is for the 2024 Creative Arts Program at the John E. Horan Garden Apartments. We received one proposal, it was from Dafmark Dance Theater for \$48,000, the same amount we approved last year. They have also received a 21st Century Grant from the Department of Education that allows them to do both the creative artwork for us and the educational enhancement work that they are doing for the school district.

Bishop Dwane Brock introduced the following resolution:

#8043 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 DAFMARK DANCE THEATER, TO PROVIDE THE CREATIVE ARTS PROGRAM AT THE JOHN E. HORAN GARDEN APARTMENTS, FOR THE 12-MONTH PERIOD COMMENCING JANUARY 1, 2024, THROUGH DECEMBER 31, 2024, IN AN AMOUNT NOT TO EXCEED \$48,000.

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

Nays: None

Family Support Center/Services at the John E. Horan Garden Apartments

Mr. Fraley: This is the Family Support Center/Services at the John E. Horan Garden Apartments. The proposal includes a Family Self-Sufficiency caseworker. The amount proposed is \$216,699.00, the same amount that we approved last year. This money comes out of two different funding sources, the \$160,994.00 comes out of our operating fund and the \$55,705.00 comes out of a Ross Grant that we receive from the Department of Housing and Urban Development.

Bishop Dwane Brock introduced the following resolution:

#8144 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 MULTICULTURAL COMMUNITY RESOURCE CENTER TO PROVIDE FAMILY SUPPORT CENTER/SERVICES AT THE JOHN E. HORAN GARDEN APARTMENTS, FOR THE

12-MONTH PERIOD COMMENCING DECEMBER 1, 2023 THROUGH NOVEMBER 30, 2024, IN AN AMOUNT NOT TO EXCEED \$160,994.00.

BE IT ALSO RESOLVED TO INCLUDE THE PUBLIC HOUSING FAMILY SELF-SUFFICIENCY CASEWORKER YEARLY SALARY AND OTHER DIRECT COSTS FOR THE POSITION, AT A COST NOT TO EXCEED \$55,705.00. THE TOTAL COST OF THE CONTRACT IS \$216,699.00.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

2023-24 Community Services Program and After School and Summer Youth Program at Harbor Homes Annex, Eastbrook and Scattered Sites

Mr. Fraley: We received one proposal for this from the John F. Kennedy Center in the amount of \$200,000. That is the amount that we have funded for them for the past 15 years. They are another group that was awarded a 21st Century Grant. With that, they can do the recreational programs for us, the senior services programs and they are able to do educational programs through the 21st Century Grant. That is what we try to do with our Social Service programs, we try to take our money and have them use it to go out and get other money to further enhance what they are doing in the neighborhood. We are recommending that the Board approve the John F. Kennedy Center in an amount not to exceed \$200,000.

Bishop Dwane Brock introduced the following resolution:

#8145 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 JOHN F. KENNEDY CENTER INC. TO PROVIDE A COMPREHENSIVE PROGRAM OF SERVICES FOR FAMILIES AND INDIVIDUAL RESIDENTS OF THE HARBOR HOMES, HARBOR HOMES ANNEX, EASTBROOK, AND SCATTERED SITE AREAS, FOR A 12 MONTH PERIOD EFFECTIVE DECEMBER 1, 2023 THROUGH NOVEMBER 30, 2024, AT A COST NOT TO EXCEED \$200,000.

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

It was moved by Ned Smith, and seconded by Patricia E. Mickel, that the resolution be adopted as introduced and read.

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

Nays: None

Floor Replacement at Various Locations

Mr. Fraley: This is for floor replacement at various sites meaning family developments. We received 5 bids. The lowest bid was Konkol Construction. They were \$.75/sq. foot lower than the next lowest bidder. We are recommending that the Board approve Konkol Construction at the price listed in the Resolution for one year with an option for a second year at the sole discretion of The Housing Authority.

Bishop Dwane Brock introduced the following resolution:

#8146 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 LOW RESPONSIBLE BIDDER, KONKOL CONSTRUCTION LLC. FOR FLOOR REPLACEMENT AT VARIOUS LOCATIONS FOR A 12-MONTH PERIOD COMMENCING JANUARY 1, 2024 THROUGH DECEMBER 31, 2024 WITH AN OPTION TO RENEW FOR A SECOND YEAR STARTING JANUARY 1, 2025 THROUGH DECEMBER 31, 2025 AT A COST NOT TO EXCEED THE LISTED SQUARE FOOT COST.

<u>Square Foot Cost – Vacant Units</u>	<u>2024</u>	<u>2025</u>
Bathroom Floor	\$26.00	\$27.00
Bathroom Floor on Concrete	\$18.00	\$19.00
Vinyl Tile Floor	\$ 6.00	\$ 6.50
Vinyl Tile Floor on Concrete	\$ 5.00	\$ 5.50
Planking Floor	\$10.00	\$11.00
Planking Floor on Concrete	\$ 8.00	\$ 9.00
<u>Square Foot Cost – Occupied Units</u>	<u>2024</u>	<u>2025</u>
Same as listed above.		

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, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

French Drain Installation at Various Locations

Mr. Fraley: We received two bids for this proposal. One was from the current provider, Miller Sewer and Drain for \$85.00/sq. ft. and the other was from Empire Snow Management for \$78.00/sq. ft. We are recommending that we go with Empire Snow Management for one year at \$78.00/sq. ft with an option at our sole discretion for a second year.

Bishop Dwane Brock introduced the following resolution:

#8147 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 TO PROVIDE FRENCH DRAIN INSTALLATION AT VARIOUS LOCATIONS, FOR THE 12-MONTH PERIOD COMMENCING JANUARY 1, 2024, THROUGH DECEMBER 31, 2024, WITH AN OPTION TO RENEW FOR A SECOND YEAR STARTING JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.

2024 - \$78.00 per square foot

2025 - \$90.00 per square foot

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, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Façade Work at John E. Horan Garden Apartments

Mr. Fraley: We received four bids for this. The low bid was from Konkol Construction who was significantly lower than the #2 bid. I did contact Konkol Construction and were assured that they could do the work as specified for the amount that they proposed which was not to exceed \$54,000.

Bishop Dwane Brock introduced the following resolution:

#8148 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 FAÇADE WORK AT JOHN E. HORAN GAREN APARTMENTS AT A COST

NOT TO EXCEED \$54,000.00.

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

Nays: None

Install Tankless Hot Water Heaters at John E. Horan Garden Apartments

Mr. Fraley: We received one bid from Wm. T. Spaeder Co., Inc., who has done a lot of this work for us in the past on an emergency basis. We are trying to do this now as an ordinary work item because it will cost us half as much as what we pay to do it as an emergency. We are recommending Wm. T. Spaeder Co., Inc. at a cost not to exceed \$51,000.00.

Bishop Dwane Brock introduced the following resolution:

#8149 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 WM. T. SPAEDER CO., INC., THE LOW RESPONSIBLE BIDDER FOR INSTALL TANKLESS HOT WATER HEATERS AT JOHN E. HORAN GARDEN APARTMENTS AT A COST NOT TO EXCEED \$51,000.00.

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

Nays: None

City of Erie Vehicle Maintenance Agreement

Mr. Fraley: This is the renewal of the annual vehicle maintenance agreement between The Housing Authority of the City of Erie and the City of Erie Maintenance Garage. We use the City of Erie to do the work on all our vehicles (about 27). They have increased their labor

cost from \$80.00 to \$85.00 per hour for cars or small trucks weighing less than 1 ton and from \$90.00 to \$95.00 per hour for large trucks weighing more than 1 ton, which is not an issue as most of our trucks are in the small range. Because we lease now, making our fleet much newer, our cost to the City of Erie Maintenance garage has reduced dramatically. None of their other charges have gone up so we are recommending that HACE renew with the City of Erie for the year 2024.

Bishop Dwane Brock introduced the following resolution:

#8150 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 12-MONTH CONTRACT WITH THE CITY OF ERIE FOR MAINTENANCE OF THE AUTHORITY'S VEHICULAR FLEET BEGINNING JANUARY 1, 2024.

HOURLY LABOR COSTS HAVE INCREASED FROM \$80.00 TO \$85.00 PER HOUR FOR CARS OR SMALL TRUCKS WEIGHING LESS THAN 1 TON. ALL BUT ONE OF THE HACE VEHICLES ARE IN THIS CATEGORY.

HOURLY LABOR COSTS HAVE INCREASED FROM \$90.00 TO \$95.00 PER HOUR FOR LARGE TRUCKS WEIGHING MORE THAN 1 TON. ONE OF THE HACE VEHICLES IS IN THIS CATEGORY

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, Ned Smith, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

2023 Payment in Lieu of Taxes (P.I.L.O.T) Payment

Mr. Fraley: This is our annual payment in lieu of taxes to the three taxing bodies. The amount is \$436,087.06 and \$10,455.60 less than last year. It is based on a calculation from HUD of 10% of the dwelling rental income less utility expenses. Our Erie Heights P.I.L.O.T. is calculated at \$7.00 per occupied unit and Curry Schell is calculated at \$5.00 per occupied unit. The \$436,087.06 amount, while less than last year, is \$23,000.00 more than the 5-year average between 2017 – 2022. If approved by the Board, we will issue checks to The City of Erie for \$162,734.70, the School District for \$207,119.42 and the County of Erie for \$66,232.94. We are asking for a motion to approve those payments.

Bishop Brock introduced the following resolution:

#8151 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE 2023 PAYMENT IN LIEU OF TAXES (PILOT) TO THE LOCAL TAXING BODIES IS HEREBY APPROVED, AS FOLLOWS:

CITY OF ERIE	\$162,734.70
ERIE SCHOOL DISTRICT	\$207,119.42
COUNTY OF ERIE	<u>\$ 66,232.94</u>
 TOTAL 2023 PILOT	 \$436,087.06

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Community Shelter Services Tiny Home Sponsorship

Mr. Fraley: This is a recommendation that The Housing Authority provide funding to Community Shelter Services for the building of their seventh tiny home. These homes are being used to provide transitional housing to previously homeless families and individuals with special needs who are at risk of being separated in different shelters or returning to ongoing homelessness. There have been five built so far, one sponsored by HACE. The Mayor is sponsoring one, Kiwanas Club is sponsoring one and Erie Insurance has sponsored one. We are asking the Board to approve \$20,000.00; \$15,000.00 for the building of the home and \$5,000.00 for operating expenses.

Bishop Brock introduced the following resolution:

#8152 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 \$20,000.00 TO BUILD A TINY HOME TO PROVIDE SHELTER FOR FAMILIES WHO ARE HOMELESS AND TO PROVIDE FUNDS FOR THE FIRST YEAR OF OPERATING EXPENSES.

It was moved by Patricia E. Mickel, and seconded by Ned Smith, that the resolution be adopted as introduced and read.

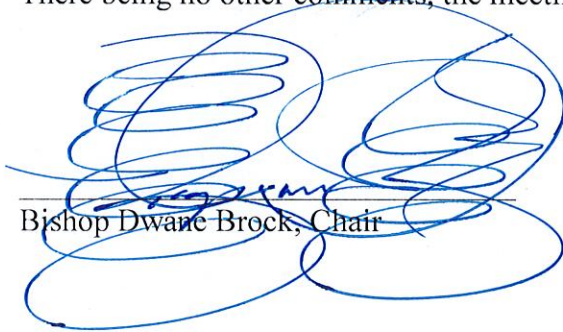
On the question, roll was called with the following results:

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

Nays: None

Mr. Fraley: We have given the 2024 Board Meeting dates to the Board members, put them on the Website and sent them to the City of Erie so that they know when the Board meetings are scheduled in 2024.

There being no other comments, the meeting was adjourned upon proper motion at 1:31 p.m.



Bishop Dwane Brock, Chair



Michael R. Fraley, Executive Director and Secretary