

## THE HOUSING AUTHORITY OF THE CITY OF ERIE

### Minutes – December 21, 2023 – 1:15 p.m., DST

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The Housing Authority of the City of Erie met at 1:15 p.m., on Thursday, December 21, 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 Mickel  
Ned Smith  
Sean Dugan  
Donald J. Fuhrmann, Jr.

#### **Absent**

NONE

#### **Also in Attendance**

Michael R. Fraley, *Executive Director and Secretary*  
Timothy M. Sennett, Esquire, *Solicitor*  
Dusti Dennis, *Deputy Director*  
Linda Lewis, *Controller*  
Jennifer Sheldon, *Associate Director of Compliance*  
Robin Bambauer, *Administrative Assistant*

### **AMENDMENTS TO THE AGENDA**

It was moved by Ned Smith, and seconded by Sean Dugan, that the resolution to Amend the Housing Authority of the City of Erie Admissions and Continued Occupancy Plan (ACOP) be added to the agenda.

### **COMMENTS FROM CITIZENS**

None

### **MINUTES OF NOVEMBER 27, 2023 MEETING**

Bishop Dwane Brock introduced the following resolution:

#8153 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE NOVEMBER 27, 2023 REGULAR MEETING 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 NOVEMBER 2023**

Bishop Dwane Brock introduced the following resolution:

#8154 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR NOVEMBER 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

### **PUBLIC HOUSING/SECTION 8 PROGRAMS**

#### ***2024 Agency Plan Recommendation, Approval and Submission***

Bishop Dwane Brock introduced the following resolution:

#8155 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 SIGN THE ATTACHED STANDARD PHA PLAN/PHA CERTIFICATIONS OF COMPLIANCE FORM HUD-50077, FOR THE HOUSING AUTHORITY OF THE CITY OF ERIE'S FIVE-YEAR PLAN AND ANNUAL STATEMENT FOR 2024.

BE IT ALSO RESOLVED THAT THE PLAN IS APPROVED FOR SUBMISSION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ON OR BEFORE JANUARY 17, 2024.

Mr. Fraley: This is the 2024 Agency Plan recommendation. Every year HACE is required to do a plan for HUD. Part of that is for us to inform residents about upcoming projects, inform them how we are going to spend our capital fund monies for the coming year and discuss any policy changes. We had a resident meeting in September, followed by three resident advisory board meetings. That was followed by a 45-day comment period where drafts of the plan were placed online, in our offices and sent to different government agencies and program partners. We then had a final public hearing and presented the plan. The next part of the process is that the Board approve HACE staff to be able to submit it to The Department of Housing and Urban Development by January 17, 2024.

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

**Nays:** None

#### ***Changes to the Admissions and Continued Occupancy Policy (ACOP)***

Bishop Dwane Brock introduced the following resolution:

#8156 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 AMEND THE HOUSING AUTHORITY OF THE CITY OF ERIE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) EFFECTIVE JANUARY 1, 2024. SUBJECT TO THE DISCRETION OF THE EXECUTIVE DIRECTOR TO MAKE MINOR CHANGES AS REQUIRED BY LAW.

Mr. Fraley: We have some changes to our Admissions and Continued Occupancy Plan, which is our rules and regulations for how we run the Public Housing program. We made some changes which were discussed with the HACE Board. We are asking that the Board approve our changes to The Admissions and Continued Occupancy Policy.

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



## BIDS & PROPOSALS RECEIVED

### Floor Replacement at HACE Apartment Buildings

Bishop Dwane Brock introduced the following resolution:

#8157 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 HACE APARTMENT BUILDINGS 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.

<b>Ostrow Apartments &amp; Curry Schell</b>	<b>2024</b>	<b>2025</b>
Vacant Unit		
Bathroom Floor on Concrete	\$16.00 sq. ft.	\$17.00 sq. ft.
Planking Floor on Concrete	\$6.00 sq. ft.	\$7.00 sq. ft.
Occupied Unit		
Bathroom Floor on Concrete	\$16.00 sq. ft.	\$17.00 sq. ft.
Planking Floor on Concrete	\$6.00 sq. ft.	\$7.00 sq. ft.
<b>Schmid Towers and Friendship Apt. (Wage Rate)</b>	<b>2024</b>	<b>2025</b>
Vacant Unit		
Bathroom Floor on Concrete	\$17.00 sq. ft.	\$18.00 sq. ft.
Planking Floor on Concrete	\$7.25 sq. ft.	\$8.25 sq. ft.
Occupied Unit		
Bathroom Floor on Concrete	\$17.00 sq. ft.	\$18.00 sq. ft.
Planking Floor on Concrete	\$7.25 sq. ft.	\$8.25 sq. ft.

Mr. Fraley: This is for floor replacement at Housing Authority Apartment buildings. We did the family developments last month. We have decided to separate the family developments from the apartment buildings. We received four bids, and the low bidder was Konkol Construction LLC. We are recommending that we accept Konkol Construction to provide the flooring installation at those buildings for 2024 with an option at the sole discretion of The Housing Authority for 2025.

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

### ***Erie Heights Administration Building Re-Roof***

Bishop Dwane Brock introduced the following resolution:

#8158 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 ERIE HEIGHTS ADMINISTRATION ROOF AT A COST NOT TO EXCEED \$37,500.

Mr. Fraley: This is for the replacement of the Erie Heights Administration building roof. We received three bids and Konkol Construction was substantially the low bid. I did reach out to verify that the bid was accurate, and he confirmed that it was correct. He has done a lot of repair work on that roof but now it is time to replace it. It's a flat roof and leaks badly. We are recommending Konkol Construction's bid of \$37,500 which was the low bid and below our independent cost estimate.

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

### ***Upgrade Ostrow Fire Alarm System***

Bishop Dwane Brock introduced the following resolution:

#8159 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 CHURCH & MURDOCK ELECTRIC, INC., THE LOW RESPONSIBLE BIDDER FOR PROJECT P1.1: UPGRADE OSTROW FIRE ALARM SYSTEM AT A COST NOT TO EXCEED \$82,523.00.

Mr. Fraley: This is for the Upgrade of the Ostrow fire alarm system. We received two bids, one



from Wm. T. Spaeder and the other from Church & Murdock. Church & Murdock was the low bidder at \$82,523.00. This is about \$3,000.00 above our cost estimate but still within the range. We have done work with them before, so we are recommending that we award the contract to Church & Murdock.

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

### ***Project P.6 – Replace Exhaust Fans and Duct Cleaning at Schmid Towers***

Bishop Dwane Brock introduced the following resolution:

#8160 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 PROJECT P.6: REPLACE EXHAUST FANS (9 LOCATIONS) AND DUCT CLEANING AT SCHMID TOWERS AT A COST NOT TO EXCEED \$156,900.00.

Mr. Fraley: This is to replace exhaust fans and do duct cleaning at Schmid Towers. The low bidder was Wm. T. Spaeder Co., Inc. at \$156,900. The second bidder was George H. Althof, Inc. at \$248,000, which is a substantial difference, but the low bid was within range of the cost estimate. We have done a lot of work with Wm. T. Spaeder Co., Inc. and we recommend that Wm. T. Spaeder Co. Inc. be awarded the contract.

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

**Nays:** None

### ***Replacement of Mailbox Kiosk at Friendship Apartments***

Bishop Dwane Brock introduced the following resolution:

#8161 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 REPLACEMENT OF MAILBOX KIOSK AT FRIENDSHIP APARTMENTS AT A COST NOT TO EXCEED \$42,000.00.

Mr. Fraley: This is for replacement of the mail kiosk at Friendship Apartments. The low bid was \$42,000 from Konkol Construction LLC which is a couple thousand dollars above the cost estimate but still within range. We received a second bid from TIP Construction for \$54,000. We are recommending Konkol Construction LLC be awarded the contract.

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

***Project P.1 – Replace Siding, Exterior Outlets at 13-8 Scattered Sites; Rewire 5-Bedroom Units; Relocate Bathroom Light Switch in 4-Bedroom units; Install Bathroom Exhaust Fans at Harbor Homes Annex.***

Mr. Fraley: This is not a resolution but a recommendation that we rebid Project P.1. We only received one bid that was not opened. The independent cost estimate is \$940,000. If we were to accept that bid, we would have to go to HUD because any contract with only one bidder and over \$250,000 requires HUD approval. It's our belief that we are going to split this contract into electrical and general construction and then we should get more bidders for both. We are recommending that this project be rebid.

It was moved by Patricia E. Mickel and seconded by Ned Smith that the project be rebid.

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

**Nays:** None

***Request from E.F. Smith Quality of Life Learning Center***

Mr. Fraley: This is not a resolution but a discussion point, and possible motion on The Housing Authority approving a contribution to the Urban Erie Development Corporation (E.F. Smith Quality of Life Learning Center) for financial support for the purchase of Burton School. They asked us for \$100,000 towards the purchase and we are recommending to the Board that we give them \$50,000 with stipulations. One of the stipulations being that they have another organization or more that will fund the rest of the purchase price. We also would put a stipulation in that should the project not come to fruition and the property is sold, The Housing Authority would be the first organization to have its funds returned.

Attorney Sennett: You also wanted a contingency on use of space for our program and any other contingencies.



Mr. Fraley: Right now, Quality of Life uses space that we own. They will move out of that space into Burton School. We are going to want to guarantee that they use the same amount of space at Burton School that they use at our property. We know that they will be moving out of our property. We have plenty of things we can do with that building, it will not go unoccupied. It is open to discussion.

It was moved by Patricia E. Mickel and seconded by Donald J. Fuhrmann, Jr. that the Board approve \$50,000 to E.F. Smith's Quality of Life Learning Center with contingencies.

Bishop Brock: What if the property does not sell?

Mr. Fraley: It's my belief that we would have the option to purchase the property at the same amount that the School District sold it for, being \$110,000.

Ned Smith: That is presuming that nothing happens to it in a certain time frame. We discussed that it could take several years.

Bishop Brock: It is my concern with the buildings close proximity to housing authority property and the time that it takes to raise \$10,000,000 for renovations.

Mr. Fraley: I think that they have a challenge in front of them. We need to ask ourselves one question. Is the investment worth it for us? We are investing in the neighborhood not Burton School. We have a lot riding in that community.

Patricia Mickel: Are they confident they can raise the \$10,000,000?

Mr. Fraley: We met with Gary Horton and Daria Devlin (via telephone) and yes would not be a good answer right now. There was discussion about the Urban Erie Community Development Corporation being comfortable with assuming some debt on the project moving forward.

Bishop Brock: If the renovations are going to be \$10,000,000 then there are still some questions to be answered. Would another meeting be in order? I just want a good plausible plan in place.

Mr. Fraley: We can arrange another meeting. They have obtained the other \$50,000 to purchase the building. How much risk is there to The Housing Authority?

Sean Dugan: I think a business plan is the path forward, the purchase is just the purchase. There is so much more to ask to help us understand the vision. This is just the first hurdle. I'm for it but if in 3 or 4 years the building deteriorates and it doesn't happen, The Housing Authority has a reputational risk. The tables can get turned quickly.

Ned Smith: The feasibility study we were given is merely showing possibilities not a business plan. There is no doubt that he has put the E> F. Smith Quality of Life Learning Center front and center and done wonderful things for our residents, I just don't think this is the time. I will be voting no at this time.



Mr. Fraley: Beyond this \$50,000, there is no other way for us to help. We need our money to fix our neighborhoods and to repair our properties.

Bishop Brock: Infinite Eric is supporting this project.

Attorney Sennett: In answer to the past question on timing, the School District's option, as far as we know, runs out at the end of the year. They have indicated that they are going to seek an extension, but I don't know if they got it or not.

Attorney Sennett: The only thing we did not talk about is a time frame. We could add the contingency that they provide an annual report and show substantial movement toward completion within 5 years.

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


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

*Nays:* Ned Smith

There being no other comments, the meeting was adjourned upon proper motion at 2:01 p.m.



Bishop Dwane Brock, Chair



Michael R. Fraley, Executive Director and Secretary