

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – February 26, 2024 – 1:15 p.m., EST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, February 26, 2024, 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
Sean Dugan
Donald J. Fuhrmann, Jr.

Absent

Ned Smith
Patricia E. Mickel

Also in Attendance

Michael R. Fraley, *Executive Director*
Dusti Dennis, *Deputy Director*
Timothy Sennett, *Solicitor*
Cherie Kinem, *Resident Initiatives Coordinator*
Jennifer Sheldon, *Associate Director of Compliance*
Linda Lewis, *Controller*

Elizabeth Twohig, *Manager*
Cynthia Grayson, *Manager*
Kristen Ropelewski, *Manager*
Masume Turco, *Manager*
Robin Bambauer, *Administrative Assistant*

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF JANUARY 22, 2024

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

#8170 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE JANUARY 22, 2024 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

DISBURSEMENTS FOR JANUARY 2024

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

#8171 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR JANUARY 2024, COPIES OF WHICH WERE FORWARDED TO THE MEMBERS AND COUNSEL PRIOR TO THIS MEETING, ARE HEREBY ACCEPTED

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

CONSOLIDATED PROGRAM

HACE 2023 Annual Report

Mr. Fraley: We are asking for approval of the 2023 Annual Report which is an overview of the Goals and Objectives that were set by the Board last February. We review every one of the Goals and state whether they were completed, whether we made progress, whether we made no progress. It references our occupancy, the programs we do, the construction work and gives a complete report on all of that. Once the Board has reviewed them and approves them, they will go on the website. They have already been distributed to all housing authority staff. We are asking for the Board to approve the Annual Report for 2023.

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

#8172 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ANNUAL REPORT FOR 2023 (COPY ATTACHED) IS HEREBY ACCEPTED.

BE IT ALSO RESOLVED THAT THE STAFF OF THE AUTHORITY IS COMMENDED FOR THE OUTSTANDING EFFORT IN 2023 THAT RESULTED IN PRODUCTION THAT EXCEEDED EXPECTATIONS.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

OPERATING BUDGETS FOR FY APRIL 1, 2024

Erie Heights Operating Budget for FY April 1, 2024

Mr. Fraley: This is the Budget beginning April 1, 2024. It lays out what our income and expenses will be for the fiscal year from April 1, 2024 through March 31, 2025. The one thing we discussed and is noted is there will be a proposed rent increase of \$70 for 1-bed units, \$65 for 2-bed units and \$75 for 3-bed units. The reason for this is that this should generate an additional \$150,000 each year that can go to capital expenditures. So this year going forward we are planning on doing roofs, siding and stoops and handrails. We will be doing a lot of capital work that we wouldn't normally be able to do and these rent increases are still \$200 - \$300 below the rents of similar buildings in that area so we are recommending that the Board approve the Erie Heights budget beginning April 1, 2024.

#8173 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED OPERATING BUDGET FOR ERIE HEIGHTS FOR THE FISCAL YEAR BEGINNING APRIL 1, 2024, THROUGH MARCH 31, 2025, IS HEREBY APPROVED.

BE IT ALSO RESOLVED THAT THE NEW BUDGET INCLUDES A RENT INCREASE OF \$70 PER 1-BED UNIT, \$65 PER 2-BED UNIT AND \$75 PER 3-BED UNIT EFFECTIVE MAY 1, 2024.

Curry/Schell Apartments Operating Budget FY April 1, 2024

Mr. Fraley: This is for the Curry/Schell Apartments fiscal year beginning April 1, 2024. It lists the income that we expect and the expenses that we expect to have, the maintenance we will do, our non-routine maintenance and we also have a debt service that we pay back every year of \$76,000.00.

We are asking for a rent increase of \$25 to be approved for all units. It will take the current rents from \$540 to \$565 for a 1-bedroom; \$550 to \$575 for a 1 ½-bedroom and \$575 to \$600 for a 2-bedroom. We did a rental study, and these rents are generally \$200 - \$300 lower than the fair market rents in that area. That will take affect May 1, 2024.

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

#8174 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED OPERATING BUDGET FOR THE CURRY/SHELL APARTMENTS FOR THE FISCAL YEAR BEGINNING APRIL 1, 2024, THROUGH MARCH 31, 2025, IS HEREBY APPROVED.

BE IT ALSO RESOLVED THAT THE NEW BUDGET INCLUDES A RENT INCREASE OF \$25 PER MONTH, EFFECTIVE MAY 1, 2024.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

C. Ted Dombrowski Apartments Operating Budget FY April 1, 2024

Mr. Fraley: This is for C. Ted Dombrowski Apartments for the fiscal year beginning April 1, 2024, through March 31, 2025. These are all multi-family properties based on tenants' income. Our Contract rents increased by HUD. Based on the increase in the contract rents and the fact that they are typically 100 percent occupied, we believe that we will see an increase of about \$19,044.00 this year and everything is a zero-based budget. Our HUD contribution last year was \$201,000 and going forward, it will be \$214,740. We are asking that the Board approve the 2024-2025 Budget.

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

#8175 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED OPERATING BUDGET FOR THE C. TED DOMBROWSKI APARTMENTS FOR THE FISCAL YEAR BEGINNING APRIL 1, 2024, THROUGH MARCH 31, 2025, IS HEREBY APPROVED.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Better Housing Operating Budget for FY April 1, 2024

Mr. Fraley: This is the Better Housing Budgets for Old, East, and West. Again, these are for the fiscal year beginning April 1, 2024. All the properties received subsidy increases based on what's called an OCAF except Better Housing East which received a rental increase based on a rental comparability study. This also lists all the project income and expenses. What you need to know with these budgets is that we put money in reserves every year and we are also paying the Housing Authority back for the initial loan and improvement projects that we have done so far. We are doing well enough with these properties that not only are we doing the work we need to do but we are beginning to pay back the Housing Authority as well. I recommend that we approve this budget effective April 1, 2024.

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

#8176 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, 2024, THROUGH MARCH 31, 2025, 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:

Aye: Bishop Dwane Brock, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

PUBLIC HOUSING / SECTION 8 PROGRAMS

Amendment to the Section 8 Administrative Plan

Mr. Fraley: This is an amendment to our Section 8 Administrative Plan to permit the Housing Authority to develop a plan for doing project-based vouchers. This is a nice thing for us because it allows us to spend out more Section 8 funds, but it will be a nice thing for programs that serve special needs populations to be able to use project-based vouchers. We don't currently have that in our administrative plan.

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

#8177 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED AMENDMENT TO ITS SECTION 8 ADMINISTRATIVE PLAN TO INCLUDE CHAPTER 15 – SECTION 8 PROJECT BASED VOUCHER PROGRAM IS HEREBY APPROVED.

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:

Aye: Bishop Dwane Brock, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

PERSONNEL

HACE Wage and Benefit Budget for 4/1/2024 – 3/31/2025

Mr. Fraley: This is the wage and benefit budget for the period 4/1/24 – 3/31/25. We are projecting a 3.5 percent increase this fiscal year for our administrative employees. That does not mean that that is what the wage would be. The increases for our Clerical and Maintenance Staff are all based on Contracts. We have a maintenance union contract that will be up August 27, 2024, so we will be starting those negotiations probably in June. We see it as a 4.1 percent increase in personnel costs and as a 6 percent increase in our benefits cost based on an evaluation done by the Hubbard Bert Agency. We are recommending that the Board approve the Wage and Benefit Budget effective 4/1/24 – 3/31/25.

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

#8178 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED HOUSING AUTHORITY OF THE CITY OF ERIE WAGE AND BENEFITS BUDGET FOR 4/1/2024 – 3/31/2025 IS HEREBY APPROVED.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

BIDS/PROPOSALS RECEIVED

Domestic Abuse Counseling / Family Self-Sufficiency Community Outreach Program

Mr. Fraley: We received one proposal from SafeNet, our current provider, and they submitted a budget of \$52,510 which is the same amount that we approved last year. They provide a very valuable service in public housing. Cherie Kinem reviewed and provided her recommendation that we continue with SafeNet. They do much more than domestic abuse counseling.

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

#8179 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 SAFENET (DOMESTIC VIOLENCE SAFETY NETWORK), TO CONTINUE TO PROVIDE ON-SITE DOMESTIC ABUSE COUNSELING SERVICES FOR A ONE YEAR PERIOD COMMENCING MARCH 1, 2024, THROUGH FEBRUARY 28, 2025, AT A COST NOT TO EXCEED \$52,510.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Environmental Education Program

Mr. Fraley: This is for the Environmental Action Program. We partner with the Neighborhood Art House and Sister Pat. They are requesting \$5,650.00 which is the same amount we had last year. We are recommending that we continue serving the Environmental Action Program with the Neighborhood Art House at a cost not to exceed \$5,650.00.

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

#8180 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 INNER-CITY NEIGHBORHOOD ART HOUSE FOR THE CONTINUATION OF THE ENVIRONMENTAL EDUCATION PROGRAM, FOR A 12-MONTH PERIOD EFFECTIVE MARCH 1, 2024, THROUGH FEBRUARY 28, 2025, AT A COST NOT TO EXCEED \$5,650.00.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Project P-1A Replace Siding, Exterior Lighting (on building) and Exterior GFI Outlets at 13-8 Scattered Sites.

Mr. Fraley: If the Board remembers, we had Project P last year and only received one proposal. We split it up into 3 units now. Project P.1A is Replace Siding, Exterior Lighting and Exterior GFI Outlets at the 13-8 Scattered Sites. We received four bids with the low bid from TIP Construction. We have done a lot of work with TIP Construction, and we have a recommendation from Roth Marz Partnership that we accept the TIP Construction bid at an amount not to exceed \$445,000.00.

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

#8181 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 PROJECT P.1A- REPLACE SIDING, EXTERIOR LIGHTING (ON BUILDING) AND EXTERIOR GFI OUTLETS AT 13-8 SCATTERED SITES AT A COST NOT TO EXCEED \$445,000.00.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Project P.1B Rewire 5-Bedroom Units and Install Bathroom Exhaust Fan/Light Combo at Harbor Homes Annex.

Mr. Fraley: P.1B is rewiring 5-bedroom units and installing bathroom exhaust fans at Harbor Homes Annex. We received two bids; the low bid was from Church and Murdock at \$418,535.00. We are currently doing work with Church and Murdock at Ostrow Apartments, and they are recommended by our Architect Roth Marz Partnership. We are proposing that the low bidder be accepted at a cost not to exceed \$418,535.00.

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

#8182 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 AND MURDOCK ELECTRIC, INC., THE LOW RESPONSIBLE BIDDER FOR PROJECT P.1B REWIRE 5 BEDROOM UNITS AND INSTALL BATHROOM EXHAUST FANS AT HARBOR HOMES ANNEX AT A COST NOT TO EXCEED \$418,535.00.

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, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

Project P.1C – Relocate Bathroom Light Switch in 4 Bedroom Units and install Bathroom Exhaust Fan/Light Combo or Exhaust Fan only in 0, 3 and 4 Bed Units at Harbor Homes Annex.

Mr. Fraley: This is Project P.1C –relocating bathroom light switches in our 4-bedroom units and installing bathroom exhaust fan/light combo or an exhaust fan only in 0-, 3- and 4-bedroom units at Harbor Homes

Annex. We received three bids, the low bid was from Bauer Specialty Commercial Services at a cost not to exceed \$78,475.00. We have done several projects with Bauer Specialty and approve of their work so we would recommend that the Board accept the Contract at a cost not to exceed \$78,475.00.

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

#8183 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 VENTURES INC. D/B/A BAUER SPECIALTY THE LOW RESPONSIBLE BIDDER FOR PROJECT P.1C- RELOCATE BATHROOM LIGHT SWITCH AT 4 BEDROOM UNITS AND INSTALL BATHROOM EXHAUST FAN/LIGHT COMBO OR EXHAUST FAN ONLY IN 0, 3 AND 4 BED UNITS AT HARBOR HOMES ANNEX AT A COST NOT TO EXCEED \$78,475.00.

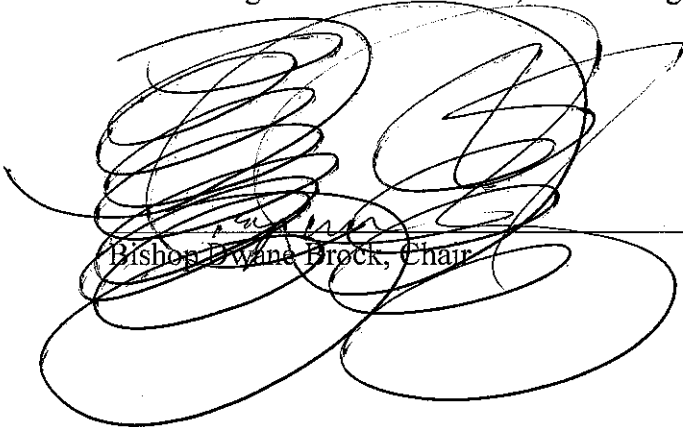
It was moved by Sean Dugan and seconded by Donald J. Fuhrmann, Jr., that the resolution be adopted as introduced and read.

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

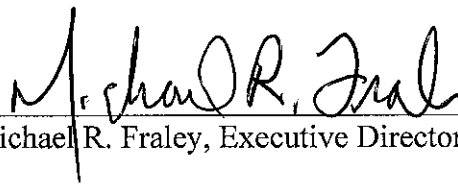
Ayes: Bishop Dwane Brock, Sean Dugan, Donald J. Fuhrmann, Jr.

Nays: None

There being no other comments, the meeting was adjourned upon proper motion at 1:30 p.m.



Bishop Dwane Brock, Chair



Michael R. Fraley, Executive Director & Secretary