

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – April 22, 2024 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, April 22, 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
Patricia E. Mickel
Ned Smith
Donald J. Fuhrmann, Jr.

Absent

Sean Dugan

Also in Attendance

Michael R. Fraley, *Executive Director and Secretary*
Timothy Sennett, Esquire, *Solicitor*
Dusti Dennis, *Deputy Director*
Linda Lewis, *Controller*
Cherie Kinem, *Resident Initiatives Coordinator*

Robin Bambauer, *Administrative Assistant*
Jennifer Sheldon, *Associate Director of Compliance*
Kristen Ropelewski, *Manger*
Melvin Witherspoon, *Erie City Council*

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF MARCH 25, 2024 MEETING

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

#8193 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE MARCH 25, 2024, REGULAR MEETING 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 MARCH 2024

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

#8194 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR MARCH 2024, 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

2024 Income Limits for Admission to Public Housing and Section 8

Mr. Fraley: These are numbers that HUD provides every year. We received them on April 10th and they take effect on April 1st. We are asking the Board to approve the 2024 income limits.

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

#8195 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE FOLLOWING 2024 INCOME LIMITS PUBLISHED BY THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, EFFECTIVE APRIL 1, 2024. 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	\$28,200	\$45,100
2	\$32,200	\$51,550
3	\$36,250	\$58,000
4	\$40,250	\$64,400
5	\$43,500	\$69,600
6	\$46,700	\$74,750
7	\$49,950	\$79,900
8	\$53,150	\$85,050

9	\$56,350	\$90,200
10	\$59,600	\$95,350
11	\$62,800	\$100,500
12	\$66,050	\$105,650
13	\$69,250	\$110,800
14	\$72,450	\$115,950
15	\$75,700	\$121,100
16	\$78,900	\$126,250

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, Donald J. Fuhrmann, Jr.

Nays: None

CONSOLIDATED PROGRAMS

Mr. Fraley: There is no action currently.

BIDS / PROPOSALS RECEIVED

Project Q-1B – Roof Replacement at Friendship Apartments

Mr. Fraley: We have put out bids for the roof at Friendship Apartments which has reached its 20-year life. It's hanging on by a thread or it's hanging on by about 75 pieces of cement weighing about 250 pounds each. We received 5 bids, ranging from \$498,000 to \$1,044,000. Our independent cost estimate was \$515,000. We have checked references for Peterson Roofing as we have never worked with them. Based on Roth Marz Partnership's reference check and the Independent Cost Estimate, we recommend that the Board award the Contract to Peterson Roofing at an amount not to exceed \$498,000,

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

#8196 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 PETERSONS ROOFING CO., INC. THE LOW RESPONSIBLE BIDDER FOR PROJECT Q-1B – ROOF REPLACEMENT AT FRIENDSHIP APARTMENTS AT A COST NOT TO EXCEED \$498,000.00.

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, Donald J. Fuhrmann, Jr.

Nays: None

Summer Recreation Schedule and Budget

Mr. Fraley: This is for the Summer Recreation Program that The Housing Authority does every year. You have the schedule that we reviewed. It is a mix of programs that we do throughout the year, but we added on the summer cost so that you can see what we commit to running summer activities. There is also a mix of specialized programs. For example, we spend \$17,000 every year to partner with the City of Erie to keep the Roger Young Pool open for extended hours. We also spend money to do summer clinics like golf and fishing. There's a nature program through the Neighborhood Art House, there's Spoons Basketball League, there is a program through the Erie County Library, and there's the Dafmark Creative Arts Program. Then there's the summer internship program. Our goal every year is to hire about 20 to 25 summer interns. We have had challenges ever since COVID of getting more than 7 or 8. Two things happened, one is college kids work during the year and don't want to work in the summer anymore and the other thing is a lot of the colleges offer paid internships. In the past, the colleges didn't offer paid internships, so our money was good. Now, we've raised the wage to \$13.00/hour and we are happy if we get 8 to 10 even though we budgeted for 20 to 25. We are asking the Board to approve the Summer Recreation Program at an amount not to exceed \$262,442.

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

#8197 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE ATTACHED SUMMER YOUTH DEVELOPMENT PROGRAM FOR 2024 IS HEREBY APPROVED. THE PROPER AUTHORITY OFFICIALS ARE AUTHORIZED AND DIRECTED TO BUDGET FOR AND FUND CONTRACTS WITH THE VARIOUS SERVICE PROVIDERS AT THE BUDGETED AMOUNTS NOT TO EXCEED \$262,442.

It was moved by Donald J. Fuhrmann, Jr. 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

Revision to the HACE Procurement Policy

Mr. Fraley: This is our annual revision of the Procurement Policy based on Pennsylvania rules . What we do is, Micro Purchasing top amount increases from \$10,000 to \$12,600; the Small Purchase amount increases from \$22,500 to \$23,200; and we increased the Sealed Bid amount from \$22,500 to \$23,200. As I have mentioned in the past, Pennsylvania has one of the lowest procurement amounts in the country. There are some states where the sealed bid requirement does not hit until \$150,000 - \$200,000. Pennsylvania is extremely low. So, every project that is above \$23,200, we have to have a sealed bid. We are recommending that the Board approve this resolution for the 2024 revision to our Procurement Policy.

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

#8198 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 \$10,000 TO \$12,600.
- INCREASE TOP AMOUNT FOR SMALL PURCHASE FROM \$22,500 TO \$23,200 PER PENNSYLVANIA GOVERNMENT REQUIREMENT.
- INCREASE AMOUNT FOR SEALED BID REQUIREMENT FROM ABOVE \$22,500 TO ABOVE \$23,200 PER PENNSYLVANIA GOVERNMENT REQUIREMENTS.

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

Proposal for Supplier of Bulk Natural Gas

Mr. Fraley: Every year (in this case 24 months), we put out for our bulk gas price. Based upon what we get, we get a 1-year price; an 18-month price; a 24-month and a 36-month price. Then Linda and I decide based on what the trends are, how many months we want to take it out to. This time, we are going from a rate that was \$6.28/dekatherm to a 3-year price of \$3.33/dekatherm. We will save over a 3-year period \$845,839.00. The current price is almost double what we are projecting. Now, HUD reimburses us for these utilities. The first year, we are getting reimbursed at \$6.28. Next year HUD will catch up. It will be a nice budget savings for us this year starting June 1st, but after that, HUD will catch up. What we are also asking for in this resolution is that when we go back to NRG, if they don't honor their price, which is possible, then we are able to go to the next lowest bidder. We are asking for the Board's approval.

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

#8199 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 ENTER INTO A CONTRACT TO PURCHASE BULK NATURAL GAS WITH NRG, FOR THE 36-MONTH PERIOD, JUNE 1, 2024, THROUGH MAY 31, 2027, AT A RATE OF \$3.3300 PER DEKATHERM (DTH). FAILURE TO HONOR THE

BID AMOUNT WILL RESULT IN THE AUTHORITY'S OPTION TO GO TO THE NEXT LOWEST BIDDER.

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

OTHER BUSINESS

Naming of Acting Executive Director

Mr. Fraley: I'm sure I will have more to talk about at the end of next month's meeting.

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

#8200 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT DUE TO THE RETIREMENT OF MICHAEL R. FRALEY, EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF THE CITY OF ERIE, WHO WAS EXECUTIVE DIRECTOR FROM MAY 1, 2017, TO JUNE 7, 2024, THE BOARD NAMES DUSTI-LYNN DENNIS, AS ACTING EXECUTIVE DIRECTOR AND CONTRACTING OFFICER, EFFECTIVE JUNE 8, 2024 AT AN ANNUAL SALARY OF \$130,316.

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

Bishop Dwane Brock, passed along the Board's condolences to Linda for the passing of her mother. He also announced the time and place of the Eagle's Nest Annual Leadership Summit on Tuesday, April 23rd, the first session beginning at 10:00 am. with lunch at 12:00.

There being no other comments, the meeting was adjourned upon proper motion at 1:27 p.m.


Bishop Dwane Brock, Chair


Michael R. Fraley, Executive Director and Secretary