

THE HOUSING AUTHORITY OF THE CITY OF ERIE

Minutes – June 24, 2024 – 1:15 p.m., DST

The Housing Authority of the City of Erie met at 1:15 p.m., on Monday, June 24, 2024, 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

Dusti Dennis, *Acting Executive Director and Secretary*
Timothy Sennett, Esquire, *Solicitor*
Cherie Kinem, *Resident Initiatives Coordinator*
Linda Lewis, *Controller*
Robin Bambauer, *Administrative Assistant*

Beverly Thorne, *Manager*
Cynthia Grayson, *Manager*
Laurie Rocco, *Purchasing Agent*
Stacie Sullivan, *Coordinator Housing Choice Voucher/Tenant Selection*

AMENDMENTS TO THE AGENDA

None

COMMENTS FROM CITIZENS

None

MINUTES OF MAY 28, 2024 MEETING

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

#8206 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE MINUTES OF THE MAY 28, 2024 REGULAR MEETING OF THE BOARD OF THE AUTHORITY ARE HEREBY APPROVED AS MAILED.

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

DISBURSEMENTS FOR MAY 2024

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

#8207 BE IT RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF ERIE THAT THE DISBURSEMENTS FOR MAY 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 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

PERSONNEL

Patricia E. Mickel: I would like to make an announcement. On behalf of the Board of Directors, we have appointed Cherie Kinem as the new Deputy Director effective Friday, June 28, 2024. Congratulations. We know you will do a great job.

HACE PROPOSED DELETION OF CAPITAL ASSETS

Mrs. Dennis: These are the Capital Assets with a depreciated value of \$0 that we write off each year. This is authorizing The Housing Authority to write off these assets for the fiscal year ending March 31, 2024.

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

#8208 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, 2024.

It was moved by Donald J. Fuhrmann, Jr., 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

BIDS / PROPOSALS RECEIVED

Extermination Services Renewal

Mrs. Dennis: This is for Pest Control. We currently have a contract with Ehrlich. Ehrlich has agreed and we have an option to renew it for an additional year. This renewal will be effective July 1, 2024 – June 30, 2025, with no additional price increase.

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

#8209 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, 2024, THROUGH JUNE 30, 2025, IN ACCORDANCE WITH THE ATTACHED SCHEDULE.

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

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

Mrs. Dennis: This would allow the Housing Authority of the City of Erie to enter into a contract with the Housing Authority Insurance Group (HAI) for a one-year period, effective July 1, 2024 for our Fire & Extended Terrorism insurance, Comprehensive General Liability, Directors and officers Liability and Lead Base Paint Inspector Liability in the amount of \$837,627.00. That is an increase of \$106,567.00. The increase is due to the replacement value of our properties being increased.

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

#8210 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, 2024 THROUGH JUNE 30, 2025, WITH PREMIUMS TO BE AS FOLLOWS:

FIRE & EXTENDED & TERRORISM	\$647,478.00
COMPREHENSIVE GENERAL LIABILITY PLUS TERRORISM, MOLD, EMPLOYEE BENEFIT	176,344.00
DIRECTOR'S & OFFICER'S LIABILITY	7,895.00
LEAD BASE PAINT INSPECTOR LIABILITY	<u>5,910.00</u>
TOTAL	\$837,627.00

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

Insurance for Workers Compensation

Mrs. Dennis: This is for our Workers' Compensation Insurance that will also take effect on July 1, 2024 through June 30, 2025. This is in an amount not to exceed \$52,842.00. That is actually a decrease from last years' amount of \$68,736.00. This amounts to a 23.12 percent decrease from last year.

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

#8211 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, 2024 THROUGH JUNE 30, 2025, SUBJECT TO PAYROLL AUDIT. SAID COVERAGE TO BE PLACED WITH ERIE INSURANCE COMPANY WITH THE PREMIUM COST OF \$52,842.00.

It was moved by Ned Smith and seconded by Donald J. Fuhrmann, Jr., 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

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

Mrs. Dennis: This is a Contract with the Gannon University Nursing Program to provide services at the John E. Horan Garden Apartments for a one-year period commencing July 1, 2024 through June 30, 2025 at a cost not to exceed \$48,245.00. This is only an \$864.00 increase from last years' Contract.

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

#8212 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, 2024, THROUGH JUNE 30, 2025, AT A COST NOT TO EXCEED \$48,245.00.

It was moved by Ned Smith and seconded by Donald J. Fuhrmann, Jr., 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

2024 Safety and Services Resident Survey

Mrs. Dennis: This for our 2024 Safety and Services Satisfaction Survey. I am recommending that this be awarded to Keystone Research Corporation in an amount not to exceed \$15,000.00.

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

#8213 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 KEYSTONE RESEARCH CORPORATION TO CONDUCT THE 2024 RESIDENT SAFETY AND SATISFACTION SURVEY AT A COST NOT TO EXCEED \$15,000.00.

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

Purchase of 16 Personal Computers for the John F. Kennedy Center Computer Lab

Mrs. Dennis: This is for the Housing Authority to pay for new computers for the JFK Center in the amount of \$ 23,555.43. This will allow them to purchase 16 personal computers that Networking Technologies has assisted us in getting pricing for.

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

#8214 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 PROVIDE FUNDING IN AN AMOUNT NOT TO EXCEED \$23,555.43 TO THE JOHN F. KENNEDY CENTER., FOR THE PURCHASE OF 16 PC'S FOR THE JOHN F. KENNEDY COMPUTER LAB.

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

Contribution to support Michael Making Lives Better's Summer Food Program

Mrs. Dennis: We received a request from Michael Making Lives Better to fund him \$3,000.00 for the summer hot meal delivery program for children and the elderly. Michael does deliver to the John E. Horan Garden Apartments, Harbor Homes, Better Housing, Schmid Towers and Friendship Apartments.

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

#8215 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 PROVIDE FUNDING IN AN AMOUNT NOT TO EXCEED \$3,000.00 TO MICHAEL MAKING LIVES BETTER FOR THE SUMMER HOT MEAL DELIVERY PROGRAM FOR CHILDREN AND THE ELDERLY.

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

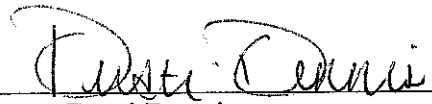
OTHER

Patricia E. Mickel: Before we go, we would like to thank Cherie for her past service and her future service.

There being no other comments, the meeting was adjourned upon proper motion at 1:28 p.m.



Patricia E. Mickel
Vice Chair



Dusti Dennis
Acting Executive Director and Secretary