

MERCER COUNTY HOUSING AUTHORITY
Meeting Minutes: February 8, 2017

The Members of the Mercer County Housing Authority (MCHA) Board of Commissioners met in Regular Session at 80 Jefferson Avenue, Sharon, PA 16146 at 11:00 a.m. on Wednesday, February 8, 2017.

Chairperson Timothy Jablon called the meeting to order, and upon Roll Call, those members present and absent were:

Present: Timothy Jablon
Rev. Leon Avery, Jr.
Brittany Newman
Lori Weston

Absent: Patricia Reesman

Also: Nannette Livadas
Cheryl Artis
Michelle Burke
Holly Campbell
Kenneth Chuzie
Connie Gallentine
Connie Moroco
Timothy Swogger
Amber Whenry
Brian McCall
John Tillelli

The Chairperson welcomed everyone and thanked them for attending.

An Executive Session was called.

Upon closure of the executive session, minutes of the January 18, 2017, meeting were reviewed by Timothy Jablon. On a motion from Lori Weston, seconded by Brittany Newman, it was moved to adopt those January minutes and dispense with their reading. Upon voting, the "Ayes" and "Nays" were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

Financial reports were reviewed. On a motion from Rev. Leon Avery, Jr., seconded by Lori Weston, it was decided to adopt those financial reports for December 2016 as presented. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

The Chairperson then called for the Executive Director's report.

Executive Report

Nannette Livadas began the meeting by discussing with board members the need for the Community Homebuyers, Inc. (CHI) board members and the Mercer County Housing Associates LLC board members to meet a minimum of twice a year. Resolutions to this effect have been written for the respective boards to vote upon today.

Nannette Livadas then moved onto the topic of Joy Cone Company. She explained that the company wishes to expand their operations and is interested in 3.8170 acres that the Authority owns. The property is part of Gurrera Village and lies across Keel Ridge Road. MCHA is using the property to maintain green space and manage storm water drainage. Walking trails are located behind Joy Cone, but they are not easily accessible to the residents of Gurrera Village. Joy Cone will agree to connect the trail to Gurrera Village and provide storm water management in exchange for the acreage from the housing authority. Nannette Livadas explained this as an amicable deal for both entities as Joy Cone would be able to expand, and the Authority's needs will be met. A resolution has been prepared for board passage should they decide to do so.

Nannette Livadas then introduced Connie Moroco, MCHA's comptroller. Ms. Morocco introduced John Tillelli and Brian McCall from the auditing firm of MaherDuessel. MaherDuessel has been contracted to provide audits of the financial activities of the Authority.

Audit reports were given to Nannette Livadas and the board members. The auditors gave a detailed verbal synopsis of the report. Key points discussed included:

- By examining sample documents MaherDuessel is providing board members with reasonable assurance that Authority transactions are correct

- MaherDuessel works in accordance with HUD regulations
- The Authority's business partnerships provide for complex transactions and no irregularities have been found
- The Authority has 2.2 million in assets, which has increased significantly with the purchase of Steel City 1 & 2
- There have been capital outlays for the Rental Assistance Demonstration (RAD) conversion, but long term liabilities have decreased
- The pension plan is fully funded
- This is a decidedly positive audit for the Authority with no significant findings

Nannette Livadas explained to board members that she would like to meet with them in the future to discuss the categorization of funds and financial planning.

Timothy Jablon thanked Ms. Livadas and the auditors for their reports.

The Chairperson then introduced the following resolution for passage. It was fully read and considered.

RESOLUTION NO. 2436 – Resolution approving the charge-off of Vacated Tenants Accounts Receivable in Malleable Heights, Frank Fay Terrace, Herbert Garster Homes, and Patterson/Landay for the period ending January 31, 2017, effective immediately. (See attachment)

BE IT RESOLVED THAT RESOLUTION NO. 2436 BE HEREBY ADOPTED.

The motion to adopt this resolution, as read, was given by Brittany Newman. Second to that motion was by Rev. Leon Avery, Jr. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

The Chairperson then introduced the following resolution for passage. It was fully read and considered.

RESOLUTION NO. 2437 – Resolution to close the Housing Choice Voucher (HCV) waiting list. Effective February 28, 2017, after advertisement of a 15 day public notice.

BE IT RESOLVED THAT RESOLUTION NO. 2437 BE HEREBY ADOPTED.

The motion to adopt this resolution, as read, was given by Lori Weston. Second to that motion was by Rev. Leon Avery, Jr. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

The Chairperson then introduced the following resolution for passage. It was fully read and considered.

RESOLUTION NO. 2438 – Resolution approving the transfer of 3.8170 acres to Joy Cone operations for \$1.00. The property is located on the east side of Mercer Senior Housing a.k.a. Gurrera Village across Keel Ridge Road. The property is currently used to satisfy the green space and storm water management for Gurrera Village. Joy Cone will grant an easement of open space and walking trails on the west side of the property. Joy Cone will also provide the storm water management for Gurrera Village.

BE IT RESOLVED THAT RESOLUTION NO. 2438 BE HEREBY ADOPTED.

The motion to adopt this resolution, as read, was given by Rev. Leon Avery, Jr. Second to that motion was by Brittany Newman. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

The Chairperson then introduced the following Board Action for passage. It was fully read and considered.

BOARD ACTION – To accept the lowest bids from A & B Lawncare and T. L. Carroll Contracting, Inc. for lawn mowing and landscaping services for all housing authority owned and managed properties beginning April 1, 2017 thru March 31, 2020, with two additional one-year extension options. (See attachment)

BE IT RESOLVED THAT THE BOARD ACTION BE HEREBY ADOPTED.

The motion to adopt this Board Action, as read, was given by Lori Weston. Second to that motion was by Brittany Newman. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed.

There being no additional business or public comment the motion was made to adjourn this board meeting. It was given by Rev. Leon Avery, Jr. Second to that motion was by Brittany Newman. Upon voting, the “Ayes” and “Nays” were:

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avery, Jr.	
Brittany Newman	
Lori Weston	

The Chairperson declared the motion passed and the meeting adjourned.

Patricia Reesman, Secretary

2/8/17