

MERCER COUNTY HOUSING AUTHORITY
Meeting Minutes: June 28, 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, June 28, 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.
Patricia Reesman
Brittany Newman
- Absent: Lori Weston (absent for roll call, arrived during Executive Director's report)
- Also: Nannette Livadas
Kenneth Chuzie
Connie Gallentine
Connie Moroco
Holly Nogay-Campbell
Timothy Swogger
Amber Whenry
Joseph Pinchot

The Chairperson welcomed everyone and thanked them for attending.

The meeting was adjourned briefly for an Executive Session.

The Chairperson began the meeting by stating the re-election of officers for the Board of Commissioners for the Mercer County Housing Authority for a new term. On a motion from Rev. Leon Avery, Jr., seconded by Brittany Newman, there was a unanimous vote to re-elect the same officers to the same positions as currently held.

The Chairperson declared the motion passed.

Minutes of the April 12, 2017 meeting were reviewed by Timothy Jablon. On a motion from Rev. Leon Avery, Jr., seconded by Patricia Reesman, it was moved to adopt those April 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.	
Patricia Reesman	
Brittany Newman	

The Chairperson declared the motion passed.

Financial reports were reviewed. On a motion from Rev. Leon Avery, Jr., seconded by Patricia Reesman, it was decided to adopt those financial reports for March and April 2017 as presented. Upon voting, the “Ayes” and “Nays” were:

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

The Chairperson declared the motion passed.

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

Executive Report

Nannette Livadas began by passing out a memorandum to the BOD that described updates on activities over the past 5 years and goals outlined for the following year. The memorandum also explained some of the resolutions on the agenda. The memorandum is attached and becomes part of these minutes.

In discussion on goals for next year, Nannette Livadas further explained:

- That Amber Whenry will research family re-unification programs being conducted in Akron and New York. Ms. Livadas wishes to investigate implementing a program to house ex-offenders, particularly in the area of family reunification. At present, entire families are being evicted when a family member is released from prison and attempts to live in the same household.

- That a homeownership program should continue although we had limited resources. Nannette Livadas did not care for Section 8 being used to help fund a mortgage.

Nannette Livadas explained that no solution has been found for Pine Hollow. Upon board approval, it will be removed from the RAD Program because the units are not covered by the required flood insurance.

Nannette Livadas discussed a resolution to sell a vehicle that the Authority owns. Timothy Jablon asked Ms. Livadas to consider donating the car to a needy family. He asked if there was anything the Authority could do to help meet transportation needs of the community. Holly Campbell stated that Community Action Agency in Lawrence County sponsors a program. Mr. Jablon stated that perhaps the Authority can have COG (Council of Governments) run buses during certain business hours.

Nannette Livadas then introduced Connie Moroco to discuss budgets for the upcoming year. Connie Moroco began by explaining that the fiscal year ends in two days, and the new budget begins July 1st. The tax credit properties have fiscal years that end December 31st.

Ms. Moroco stated that HUD is funding Section 8 vouchers at 97% instead of 100%. Nannette Livadas stated that Cheryl Artis will be only able to help roughly 97% of the families it currently serves unless families' income increases or rents decrease. Timothy Jablon asked if landlords will be requested to take a cut in rents. Cheryl Artis replied that sometimes landlords do accept a little less money. Ms. Artis stated that two sessions to meet with landlords are planned for next year to fully explain the Section 8 Program.

Connie Moroco stated that the Authority has been conservative with spending, and there are reserves from previous years that can be tapped into if needed. Some management and bookkeeping fees have been reduced under RAD, with the Authority slated to lose \$72,000 for COCC, but the sites will be getting more funds.
Lori Weston arrived.

Nannette Livadas stated that a part-time person was hired to administer a homeownership program under CHI (MCHA's non-profit entity.)

Connie Moroco went on to say that there is good cash flow at the multi-family sites. Boosel Estates has good cash flow as well, and Patterson/Landay will pick-up as it has undergone a period of construction.

Ms. Moroco explained that Mercer County Housing Associates, Ltd., closed in December. It was 100% funded, with a vacancy rate of 3% then. Vacancy is less than that now. MCHA has committed to sending 536,000/year in funds for RfR account that Bellwether will be holding for future renovations. Centennial 1 and II also closed last year. They are tax credit properties and cash flow was not good. Under RAD there will be funds

to put in reserve accounts. They only public housing units remaining are the 38 units at Pine Hollow. There are no funds to purchase flood insurance or do the renovations.

Ms. Moroco finished by stating the budget assumes salaries increases of 2%; and developer fees were earned from the RAD conversion because no developer was hired. MCHA did the work in-house.

Nannette Livadas then introduced Kenneth Chuzie to discuss modernization projects.

Amber Whentry helped present a slide show to board members with Kenneth Chuzie stating the details. Highlights included:

- Hudson Construction worked through the winter at Patterson-Landay installing new roofing, windows, doors, storm doors, siding, led lighting, new mailboxes, addressing, new furnaces, air conditioning and electrical up-grades
- There are some issues with the new windows at Patterson-Landay, but a solution is being sought between the window manufacturer and architect
- Slides were shown of the before and after work on the brick re-pointing and repairs on the exterior of the administration building. Red mortar was used to reflect the original coloring of the building. Mr. Chuzie pointed out the work done to the sandstone pillars and collar design caps
- Declan Construction has completed work at Centennial I and II which included sidewalks, entrance doors, screens, patio doors, flashings, with new windows and doors being installed at the community building

Nannette Livadas added that Mr. Chuzie will continue to furnish the board members with up-dates and pictures at future meetings. Ms. Livadas also mentioned the possibility of a caravan being formed one day to visit various MCHA communities.

Nannette then introduced Holly Campbell to inform the board of resident services projects.

Holly Campbell stated that Roland Hall generally handles projects and issues for the family and elderly sites, with Michelle Burke being stationed at Choice Farrell Homes one day a week. Roland Hall also creates event calendars every month, and develops quarterly newsletters. Holly Campbell passed a multitude of pictures to board members and talked about the events. Mentioned events included:

- Afternoon tea at Lavigne Manor with residents from Lavigne, McDowell, Vermeire Manor, and Boosel Estates. Guest speakers were Roland Barksdale-Hall and Pastor Barbara McCrae
- Spring BINGO fling at Gurrera Village
- A safe driving course held at Gurrera Village
- Story telling at Sharpsville Gardens
- Quinby Street Resource Center received books through a Dia Grant

- Science exploration, arts, crafts, and creative play were fostered by Keystone SMILES summer youth programs. Fun was had by all at Valley View, Frank Fay Terrace, Mesabi Street, and Pine Hollow
- Behavioral Health offered parent-to-parent programming at Quinby Street
- Charles Fleet, representing Community Action Agency, spoke about elder abuse and financial exploitation at the Quinby Street Resource Center

Chairperson Timothy Jablon thanked everyone for their reports.

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

RESOLUTION NO. 2445 – Resolution approving the execution of selling a home located at 470 B Street, Sharon, Pennsylvania to Matthew and Samantha Penwell in the amount of \$29,700, previously approved via phone poll.

BE IT RESOLVED THAT RESOLUTION NO. 2445 BE HEREBY ADOPTED.

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

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

The Chairperson declared the motion passed.

The Chairperson then introduced the following resolutions for passage. They were fully read and considered.

RESOLUTION NOS. 2446 and 2447 – Resolutions approving the charge-off of Vacated Tenants Accounts Receivable in Sharpsville Gardens, Malleable Heights, Herbert Garster Homes, and Choice Farrell Homes for the period ending April 30, 2017, effective immediately. (See attachments)

BE IT RESOLVED THAT RESOLUTION NOS. 2446 and 2447 BE HEREBY ADOPTED.

The motion to adopt these resolutions, as read, were given by Patricia Reesman. Second to that motion was by Rev. Leon Avery, Jr. Upon voting, the “Ayes” and “Nays” were:

Ayes
Timothy Jablon
Rev. Leon Avey, Jr.
Patricia Reesman
Brittany Newman
Lori Weston

Nayes
NONE

The Chairperson declared the motion passed.

The Chairperson had asked Ms. Campbell the status of the vacancy rates. Ms. Campbell replied that overall the rates have been going down.

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

RESOLUTION NO. 2448 – Resolution approving the required Operating Budget for all RAD and Public Housing Projects (AMP’s) and COCC for Fiscal Year Ending June 30, 2018. This Resolution certifies: All regulatory and statutory requirements have been met; the PHA has sufficient operating reserves to meet the needs of all its developments; proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents; the budget indicates a source of funds adequate to cover all proposed expenditures; the calculation of eligibility for federal funding is in accordance with the provisions of the regulations; all proposed rental charges and expenditures will be consistent with the provision of law; the PHA will comply with the wage rate requirements under 24 CFR968.11(e) and (f) or 24 CFR 905-120(a) and (d); 968.110(i), 24 CFR 968.325 or 24 CFR 905.120(g); the PHA will comply with the requirements of the re-examination of family income and composition under 24 CFR 660, 209, 990.11 and 905.315. This resolution becomes effective immediately.

BE IT RESOLVED THAT RESOLUTION NO. 2448 BE HEREBY ADOPTED.

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

Ayes
Timothy Jablon
Rev. Leon Avey, Jr.
Patricia Reesman
Brittany Newman
Lori Weston

Nayes
NONE

The Chairperson declared the motion passed.

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

RESOLUTION NO. 2449 – Resolution adopting a new Maintenance Charge List covering all Mercer County Housing Authority owned and managed properties, effective 7/1/2017. (See attachment)

BE IT RESOLVED THAT RESOLUTION NO. 2449 BE HEREBY ADOPTED.

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

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avey, Jr.	
Patricia Reesman	
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. 2450 – Resolution to sell a 2007 Chevrolet Impala in accordance with the Mercer County Housing Authority’s Disposition Policy.

BE IT RESOLVED THAT RESOLUTION NO. 2450 BE HEREBY ADOPTED.

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

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avey, Jr.	
Patricia Reesman	
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. 2451 – Resolution to approve the RAD combined sites bid previously approved by board members via phone poll.

BE IT RESOLVED THAT RESOLUTION NO. 2451 BE HEREBY ADOPTED.

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

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

The Chairperson declared the motion passed.

The Chairperson then introduced the following resolutions for passage. They were fully read and considered.

RESOLUTION NOS. 2452 and 2453 – Resolutions approving the charge-off of Vacated Tenants Accounts Receivable in Sharpsville Gardens, Malleable Heights, Valley View Homes, Herbert Garster Homes, Vermeire Manor, Fornelli Manor, First and North, Pine Hollow, Steel City I and II, and Mercer Sr. Housing for the period ending May 31, 2017, effective immediately. (See attachments)

BE IT RESOLVED THAT RESOLUTION NOS. 2452 and 2453 BE HEREBY ADOPTED.

The motion to adopt these resolutions, 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 Avey, Jr.	
Patricia Reesman	
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. 2454 – Resolution to adopt a social media policy covering all Authority employees, effective July 1, 2017. (See attachment)

BE IT RESOLVED THAT RESOLUTION NO. 2454 BE HEREBY ADOPTED.

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

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avey, Jr.	
Patricia Reesman	
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. 2455 – Resolution to transfer approximately \$95,000 of CSS funding for Centennial I and II from the Shenango Valley Foundation to a restricted account.

BE IT RESOLVED THAT RESOLUTION NO. 2455 BE HEREBY ADOPTED.

The motion to adopt this resolution, 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 Avey, Jr.	
Patricia Reesman	
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. 2456 – Resolution to reimburse costs of monthly cell phone service to executive staff members who choose to use their personal cell phones for Authority business, and are required to be available in case of emergency. Payments shall be \$50.00 per month.

BE IT RESOLVED THAT RESOLUTION NO. 2456 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 Avey, Jr.	
Patricia Reesman	
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. 2457 – Resolution to sell vacant lots located at 400, 402, and 404 Fruit Avenue in the City of Farrell to the City of Farrell for the sum of \$8,000.

BE IT RESOLVED THAT RESOLUTION NO. 2457 BE HEREBY ADOPTED.

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

<u>Ayes</u>	<u>Nays</u>
Timothy Jablon	NONE
Rev. Leon Avey, Jr.	
Patricia Reesman	
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. 2458 – Resolution to withdraw Pine Hollow Village from the RAD conversion; and issue a commitment to enter into a Housing Assistance Payment (CHAP), with funds being returned to HUD.

BE IT RESOLVED THAT RESOLUTION NO. 2458 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 Avey, Jr.	
Patricia Reesman	
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. 2459 – Resolution to adopt a policy for emergency transfers involving the Violence Against Women Act (VAWA) for the Housing Choice Voucher (HCV) Program and Occupancy Department.

BE IT RESOLVED THAT RESOLUTION NO. 2459 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 Avey, Jr.	
Patricia Reesman	
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 Brittany Newman. Second to that motion was by Lori Weston. Upon voting, the “Ayes” and “Nays” were:

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

The Chairperson declared the motion passed and the meeting adjourned.

6/28/17

Patricia Reesman, Secretary

Memorandum

To: Mercer County Housing Authority Board of Directors
From: Nannette Livadas, Executive Director
RE: **June 30, 2017 Board Meeting**
✓ FYE Updates on Five Year Plan and Goals for 2017/2018
✓ Explanations of Resolutions
Date: June 28, 2017

Long Term Strategic Plans

- No longer relevant in today's changing environment
- Agility and short response time is critical for survival of PHAs
- EDs must acquire efficient methods to learn and to impart operational knowledge quickly and efficiently
- Staff must constantly be adapting to change
- Staff must have the capacity to learn about and prepare for change on their own
- Top down imparting of programmatic changes and/or ideas only slows down the Authority – NEED TEAMS OF IDEAS

Changes and Accomplishments over the Past Five Years

- Elimination of Inventory – Closing Warehouse
- Change in Retirement Plan Docs
- Centralized Certifications
- Centralized Maintenance (quasi)
- RAD
- Assigned Staff for Budget Control
- Completed Gurrera Village & 2 units on Russell (22 new units)
- Received PHARE funding – twice
- Received Act 137 funding, twice
- Conducting consulting
- Received donation of 100K
- Inspected for Rapid Rehousing
- Took over ownership of Centennial I and II
- New MGMT Contract
- NAP
- Completed VCA
- Received SPV
- Implemented QC procedures
- Social Media and Marketing Campaign
- Improved Amenities in Units
- Safety Committee and Reduction in Insurance Rates

Goals for 2017/2018

- Budget Control
- Establish a homeownership program – for residents, former residents, staff and veterans.
- Expand Social Media Presence
- Solution for Pine Hollow
- Take ownership of all expiring LIHTCs - ongoing
- Family Reunification Program
- More business-like operations with hyper focus on cost-containment while continuing to provide exceptional housing choices for MCHA low-income families.

Notes on this month's resolutions

Resolution Number 2445 – Sale of 470 B Street. See pictures attached.

Resolution Number 2448 – Approval of budgets. Here are the assumptions:

- Increase in salaries of 2%
- Same benefits and cost as this year.
- Change in health insurance deductible calculation.
- Budgeting for RfR on all sites.
- Surplus Cash will be moved to Local Development Account periodically for Other Affordable Housing Activities. Current account balance in Local Development Account is **\$80,000**.
- COCC cash balance will be maintained until COCC costs are contained.
- Goal will be to maintain 3 months operating expenses in Operating Reserves at all times. It is expected that Surplus Cash will be used when permitted. MCHA would like to see 3 months of operating reserves in all accounts where permitted.

By June 30, 2018 these amounts should be:

- Mercer County Housing Associates (536 units) - \$685K.
- Patterson/Landay Apartments (36 units) - \$42K
- Lavigne Manor (70 units) - \$100K
- L. DeWitt Boosel Estates (20 units) – 28K
- Centennial I and II (74 units) – 140K

Resolution Number 2451 – RAD Combined Site renovations. Bid are attached.

Resolution Number 2455 – Transfer CSS money from Shenango Valley Foundation to a restricted CSS account held by the Housing Authority. Returns are so low, MCHA feels it could deposit the 95K in its own accounts and save fees. Request for accounting of these funds, which were initially approximately \$350K, has been requested from the Foundation for audit purposes. It is estimated that these funds will be expended on CSS in the next 24 months.

Resolution Number 2457 – The City of Farrell will be building 4 homes on lots currently owned by MCHA. MCHA wishes to sell these lots to the City of Farrell for \$8K.

Resolution Number 2458 – MCHA needs additional time to determine the best way to redevelop Pine Hollow Village. At this time, MCHA will withdraw Pine Hollow from the RAD program.