

## **MINUTES – January 12, 2022**

The Housing Authority of the City of Meadville met in Annual Meeting in the Community Room at Holland Towers at 2:00 p.m., the 12th day of January 2022.

Members Present: Richard H. Zinn, Chair  
Thomas G. Youngblood, Vice Chair  
Marcia J. Yohe, Treasurer  
James D. Rozakis, Secretary

Members Absent: Sonya D. Logan, Assistant Secretary/Treasurer  
Jon M. Ketcham, Director of Housing Management

Also Present: Vanessa L. Rockovich, Executive Director  
Tammy L. Brown, Property Manager/Administrative Assistant  
Tommi Jo Davenport, Property Manager  
Charlotte M. Mitchell, Management Aide  
Susan Y. King, Section 8 Coordinator  
Ronald E. Smith, Maintenance Superintendent  
Kyle M. Lynch, Assistant Maintenance Inspector  
Daniel R. Harris, Housing Inspector  
Barbara L. Houserman, Resident Initiatives Coordinator  
Christopher D. Ferry, Solicitor  
Jaime Kinder, Mayor City of Meadville  
Gretchen Myers, Council Member City of Meadville  
Mike Crowley, Meadville Tribune  
Jacqueline A. Cummins, Holland Towers Resident  
Kathleen A. Dunlap, Holland Towers Resident

A motion to approve the minutes of the Regular Meeting on December 13, 2021, was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved.

A motion to approve the minutes of the Special Meeting on December 20, 2021, was made by Mr. Rozakis, seconded by Mr. Zinn, and unanimously approved.

### **PUBLIC COMMENT**

There were not any public comments.

### **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich reported that she is planning to schedule a meeting in the near future with the architect. The housing authority is no longer filling apartments at Holland Towers in hopes of having approximately 14 vacant apartments available to relocate tenants to during each phase of the apartment renovation.

### **HOLLAND TOWERS**

Ms. Davenport reported that there are 6 vacancies and 30 people on the waiting list. There is a tenant meeting scheduled for January 26, 2022.

### **GILL VILLAGE REPORTS**

Ms. Davenport reported that there were 14 vacancies.

## **ELM, MORGAN, SCATTERED SITES**

Ms. Brown reported that there were 4 vacancies at Elm and Morgan, and no vacancies at the Scattered Sites.

## **FAMILY SITE WAITING LIST**

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 62; Two-Bedroom - 10; Three-Bedroom - 8; Four-Bedroom - 0; and Five-Bedroom - 2.

## **SNODGRASS REPORTS**

Ms. Brown reported there were two vacancies. The housing authority plans to renovate one of the vacant apartments to develop a prototype to upgrade the other apartments.

## **MAINTENANCE REPORT**

Mr. Smith reported 246 work orders generated for December 2021 with 22 still outstanding which were for vacant apartments. Four apartments were completed and seven are in progress. He stated that the maintenance department has been working on the new central warehouse at Gill Commons which was the previous location of the Furniture Closet.

Mr. Lynch reported on the exterminations. There are currently 19 units being treated at Holland Towers which is a decrease 29. Gill Commons has 19 which is a decrease 29. Mr. Lynch also reported there is one unit at Snodgrass that is being treated.

## **PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT**

Mr. Harris reported there were 29 inspections conducted of which four failed. There were five inspections for new units.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported over 60 families attended the Winter Festival sponsored by the Victory Church for Gill Commons residents on December 17, 2021. She expressed her appreciation to the Resident Council at Gill Commons for their assistance in helping with this event.

Christmas Grab N' Go events were held at Gill Commons and Morgan Village on December 29, 2021, and at the Chula Center on December 30, 2021. Ms. Houserman explained these events are only possible through the hard work and dedication of the William Gill and Meadville Housing Resident Councils.

Ms. Houserman met with several Holland Towers residents to discuss programs and services available for the residents. A tree trimming party was held on December 20, 2021. Exercise classes will start on January 12, 2022, in the Community Room at 5:00 p.m.

Ms. Houserman reported that Deanna Boyd, President of the Will Gill Commons Resident Council passed away on January 4, 2022. She expressed her pleasure of working with Ms. Boyd for the past 10 years. Ms. Boyd was instrumental in organizing numerous events and will be deeply missed.

## **SECTION 8 HOUSING CHOICE VOUCHER REPORT**

Ms. King reported that there were 162 units under contract, with 4 units that are administered by other housing authorities. The housing authority provides housing assistance to 24 veterans which is included in the total of 162 units under contract. There were 57 people on the waiting list and 8 outstanding vouchers. Ms. King stated rental properties are very limited which makes it difficult for families to find housing.

## **APPLICATIONS**

Ms. Mitchell reported six applications received. We are waiting on information for four of the applications and two need to be processed.

## **SOLICITOR'S REPORT**

Mr. Ferry reported that the executive sessions held on December 13 and 20, 2021, did not result in any formal board action. He also reported that he has not been able to meet with Mr. Kevin Burke, Holland Tower's Resident Council's Attorney, who has been ill. Mr. Ferry is hopeful to have more to report at the February meeting.

## **RESOLUTIONS**

A motion to adopt Resolution No. 21 of 2022 to approve the mileage rate for 2022 was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

A motion to adopt Resolution No. 22 of 2022 to recognize Daniel R. Harris, Sr. for his 31 years of service was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to adopt Resolution No. 23 of 2022 to recognize Susan Y. King for her 30 years of service was made by Ms. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

A motion to adopt Resolution No. 24 of 2022 to recognize Ronald E. Smith for his 30 years of service was made by Ms. Yohe, seconded by Mr. Zinn, and unanimously approved.

A motion to adopt Resolution No. 25 of 2022 to recognize Barbara L. Houserman for her 20 years of service was made by Ms. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

## **TREASURER'S REPORT**

Ms. Rockovich presented the November 2021 Financial Statements and December 2021 List of Bills. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Rozakis, seconded by Mr. Youngblood, and unanimously approved.

## **REPORT OF COMMITTEES**

There are not any committees established at this time.

## **UNFINISHED BUSINESS**

There was not any unfinished business to report

## **NEW BUSINESS**

There were not any items to present.

## **COMMUNICATIONS**

There were not any communications to be presented.

The meeting recessed into Executive Session at 2:22 p.m. for personnel matters and was reconvened at 2:44 p.m. with no action being taken.

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved. The meeting adjourned at 2:45 p.m.

Submitted,

James D. Rozakis, Secretary