

MINUTES – February 9, 2022

The Housing Authority of the City of Meadville met in Annual Meeting in the Community Room at Holland Towers at 2:02 p.m., the 9th day of January 2022.

Members Present: Richard H. Zinn, Chair
Marcia J. Yohe, Treasurer
James D. Rozakis, Secretary
Sonya D. Logan, Assistant Secretary/Treasurer

Members Absent: Thomas G. Youngblood, Vice Chair
Susan Y. King, Section 8 Coordinator
Tommi Jo Davenport, Property Manager

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Director of Housing Management
Tammy L. Brown, Property Manager/Administrative Assistant
Charlotte M. Mitchell, Management Aide
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
Mike Crowley, Meadville Tribune
Sherry L. Brown, Holland Towers Resident
Jacqueline A. Cummins, Holland Towers Resident
Christopher C. DeBose, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Darla S. Egger, Holland Towers Resident

A motion to approve the minutes of the January 12, 2022, was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

PUBLIC COMMENT

Ms. Cummins read from a statement indicating concerns and suggestions.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that she and Mr. Ketcham had a conference call last week with the architect regarding the status of the renovation project at Holland Towers. She informed them that the venting for the generator is not extended above the roof and that an initial estimate was approximately \$50,000. Also, when the power was shut down by the electric company to make repairs to their equipment, the maintenance staff checked what receptacles and lights were powered by the generator. Ms. Rockovich stated some apartments had electric and some did not. Those that did not have power in their apartments, appeared to have power on their balconies. These items were shared with the architect and will be considered as an addition to the package.

Ms. Rockovich also let the Board know that the architect will be making another visit on February 16, 2022, for another walk through of apartments.

HOLLAND TOWERS

Ms. Brown reported that there were 6 vacancies and 32 people on the waiting list.

GILL VILLAGE REPORTS

Ms. Brown reported that there were 12 vacancies.

ELM, MORGAN, SCATTERED SITES

Ms. Brown reported that there are 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 - 61; Two-Bedroom - 7; Three-Bedroom - 7; Four-Bedroom - 0; and Five-Bedroom - 4.

SNODGRASS REPORT

Ms. Brown reported there are two vacancies. She stated that one of those units will be rented shortly.

MAINTENANCE REPORT

Mr. Smith reported 234 work orders were generated during January 2022 with five still outstanding. Four apartments were completed and eight are in progress. In addition, maintenance has been clearing sidewalks and parking lots. Ms. Rockovich informed the board that they are beginning to install the new stoves in the apartments that had been cleared of infestation. She also stated that the ignitors are not battery operated. The stoves will need to be plugged into a receptacle. This will be addressed during the renovations.

Mr. Lynch reported on the exterminations. There are currently 19 units being treated at Holland Towers and four of those are on a 45-day inspection. At Gill Commons, the first and fifth lots were treated. 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 10 inspections conducted of which only one failed. There were four inspections for new units.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported she met with the senior program director of the YMCA on January 25, 2022, regarding youth Zumba classes. After school classes will be held April or May at the VFW from 4:30 PM to 5:30 PM for six weeks, twice a week.

Ms. Houserman spoke with Bill Pendergraft, the Aquatic Director for the MARC concerning swimming lessons, water survival training, and possible kayaking classes for the housing authority youth this summer. Classes will start in July and run for six weeks, twice a week. Hopefully the MARC's snow damaged roof will be repaired by that time.

Ms. Houserman has contacted Southwick Kickboxing and Grappling. They offer kids kickboxing classes and MMA training. After school classes will start in September and run for six weeks, twice per week.

At a meeting held last month with Holland Towers residents, they suggested having senior Zumba classes. In addition, they were interested in attending Laurel Technical Institutes (LTI) clinics. The YMCA can provide a certified senior Zumba instructor to teach at Holland Towers twice a week. Days and times need to be worked out. As for LTI, their clinics are held on Wednesday and Thursday. Those who attend can receive haircuts, perms, manicures, and massages. Melissa Blain is mailing the information to Ms. Houserman.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported there are 163 units under contract, with 4 units that are administered by other housing authorities. There are 59 people on the waiting list and 8 outstanding vouchers. Ms. Rockovich reported that Ms. King issued 82 housing choice and VASH vouchers since May 2022 of which 32 went under contract.

APPLICATIONS

Ms. Mitchell reported six applications received and five in process. She is waiting on information for five of the applications and one needs to be processed.

SOLICITOR'S REPORT

Mr. Ferry reported that the executive session held on December 13 and December 20, 2021, did not result in any action. He reported on the eviction cases the housing authority has pending at the Court of Common Pleas. Ms. Rockovich asked about the rents that are being held in escrow. Mr. Ferry stated he will be presenting a Consent Motion to the Prothonotary's Office to release escrow monies to the housing authority to date. He might also have to do this on a monthly basis.

Mr. Ferry has been in contact with Mr. Kevin Burke regarding the Resident Council issues.

RESOLUTIONS

None

TREASURER'S REPORT

Mr. Ketcham presented the December 2021 Financial Statements and the January 2022 List of Bills. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved.

REPORT OF COMMITTEES

None

UNFINISHED BUSINESS

Ms. Rockovich reported on the Government Appeal regarding the substantial decrease of the Operating Subsidy several years ago. She stated that she received a call from the law firm informing her that the housing authorities won, and funds will be scheduled to be disbursed.

NEW BUSINESS

None

COMMUNICATIONS

There were not any communications to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved. The meeting adjourned at 2:32 PM.

Submitted,

James D. Rozakis, Secretary