

## **MINUTES – March 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. Ms. Logan called the meeting to order at 2:01 p.m.

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

Members Absent: Richard H. Zinn, Chair  
Thomas G. Youngblood, Vice Chair

Also Present: Vanessa L. Rockovich, Executive Director  
Jon M. Ketcham, Director of Housing Management  
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  
Jacqueline A. Cummins, Holland Towers Resident  
Kathleen A. Dunlap, Holland Towers Resident  
Darla S. Egger, Holland Towers Resident  
Gwen Smith, Crawford County SHARE

A motion to approve the minutes of the February 9, 2022 meeting was made by M. Rozakis, seconded by Ms. Yohe, and unanimously approved.

### **PUBLIC COMMENT**

Ms. Dunlap asked the Board to consider moving the Public Comment to the end of the agenda. Mr. Rozakis stated that the Board does not feel the need to change the order of the agenda.

### **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich reported that on February 16, 2022, the architects came and reviewed a handful of apartments and took more measurements. She also explained that the generator exhaust piping will be included in Phase I of the project. It is anticipated that Phase I will be out for bid late Spring of 2023.

### **HOLLAND TOWERS**

Ms. Rockovich reported that there were 6 vacancies and 33 people on the waiting list.

### **GILL VILLAGE REPORTS**

Ms. Rockovich reported that there were 14 vacancies.

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

Ms. King reported that there were 5 vacancies at Elm and Morgan, and 0 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 - 11; Three-Bedroom - 11; Four-Bedroom - 0; and Five-Bedroom - 4.

## **SNODGRASS REPORT**

Ms. King reported that there was one vacancy.

## **MAINTENANCE REPORT**

Mr. Smith reported 247 work orders were generated during February 2022 with 17 still outstanding. One apartment was completed. In addition, maintenance had been installing five new stoves per week at Holland Towers. The seventh floor was completed and installations on the sixth floor began. Mr. Smith also reported that one stove was found to be defective and will be turned in for a warranty replacement.

Mr. Lynch reported on the exterminations. Holland Towers currently has 15 units being treated for infestations. This is four less units than last month. The quarterly treatment included third, fourth, and fifth floors. William Gill Commons currently has four units being treated. Last month there were 12 units. The quarterly treatment included the second and third lots. Snodgrass currently has only one unit being treated, and he reported that Snodgrass is expected to be cleared shortly.

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

Mr. Harris reported that the inspection for Northwest Alliance was completed, and his time will be billed. There was one new Section 8 inspection and two complaint inspections. Mr. Harris also reported that he spoke at a Section 8 briefing to explain what is expected at a Section 8 inspection. He reported that he assisted in reorganizing Section 8 inspections to coincide with Section 8 Annual Recertifications. Mr. Harris aided in the file archival.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that the Summer Lunch Food applications have been filled out and sent to NW Tri-County IU5. Chula, Gill, and Morgan Village volunteers will oversee the Grab N' Go lunches this summer. The Summer Lunch Food program begins on Monday, June 13 and ends on Friday, August 12. Lunches will be served from 11:00 a.m. to Noon.

After-school classes for children ages 5-13 will be held at the VFW at Morgan Village in April and part of May. Bill Pendergraft, the new Aquatics Director at the MARC, will conduct classes specializing in various sports, survival techniques and mind games. Classes will be held on Tuesdays and Thursdays. from 4:30 p.m. to 5:30 p.m. A start date has yet to be determined.

Ms. Houserman scheduled a Senior Bullying workshop to be held on Wednesday, April 20, 2022, at Holland Towers. Pamela Countouris is the guest speaker for this event. The housing authority employees will attend the workshop from 10:00 a.m. to noon. The Holland Towers residents' workshop will run from 1:00 p.m. to 2:00 p.m. Stephanie Ace from the County's office of Human Services aided with the cost of this program. Ms. Yohe took part during the presentation at Titusville Housing program and highly recommended the seminar.

A Fire Safety workshop will be held on March 25, 2022, at 2:00 p.m. at Holland Towers. Fire Chief, Patrick Wiley, will be the guest speaker followed by a question-and-answer period.

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

Ms. King reported there are 164 units under contract, with 4 units that are administered by other housing authorities. There are 23 people on the waiting list and 13 outstanding vouchers. Ms. King also reported that 91 housing choice vouchers have been issued since May 2021 with 35 that went under contract.

### **APPLICATIONS**

Ms. Mitchell reported 13 applications were received with four in process. She is waiting on information for nine of the applications.

### **SOLICITOR'S REPORT**

Mr. Ferry reported that he continues to work on the same issues reported during the previous board meeting. He also stated that the Housing Authority of the City of Meadville can expect to receive the full total of \$20,687.57 which the Court of Common Pleas owes to the Housing Authority.

### **RESOLUTIONS**

A motion to approve Resolution No. 26 of 2022 for the collection loss for Elmwood Village/Morgan Village/Scattered Sites, Project PA033000001 in the amount of \$13,180.49 was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 27 of 2022 for the collection loss for Holland Towers, Project PA033000002 in the amount of \$4,888.42 was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 28 of 2022 for the collection loss for William Gill Commons, Project PA033000003, in the amount of \$32,232.00 was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

### **TREASURER'S REPORT**

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

### **REPORT OF COMMITTEES**

There were no committee reports to be presented.

### **UNFINISHED BUSINESS**

Ms. Rockovich reported there were 554 Housing Authorities involved in the lawsuit against the Department of Housing and Urban Development (HUD). The funds will not be released until all housing authorities have supplied their Federal Identification Numbers. They were waiting on four housing authorities.

### **NEW BUSINESS**

Ms. Rockovich requested to have the quotation approved for the Fee Accountant services for the amount not to exceed \$8,075.00. A motion was made by Mr. Rozakis, seconded by Ms. Yohe, and was unanimously approved.

Ms. Rockovich presented the process of obtaining quotations from companies for document scanning, which will be qualification based. She stated that based on the initial review, the costs range from \$20,000 - \$47,000. She said that since each of the companies presented different processes on how they calculated their quotes, it would be in the best interest for the files to be organized, documented, labeled, and boxed to determine an accurate quantity to be scanned.

Mr. Rozakis requested that the housing authority establish a policy specifying the types of records and a retention schedule. Mr. Ketcham stated he has researched HUD requirements.

### **COMMUNICATIONS**

There were no communications to be presented.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Rozakis, and was unanimously approved. The meeting adjourned at 2:37 p.m.

Submitted,

James D. Rozakis, Secretary