

MINUTES – April 13, 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 13th day of April 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

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
Christine A. Pelc, Holland Towers Resident
Gwen Smith, Crawford County SHARE

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

PUBLIC COMMENT

There was no public comment.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that the architect firm is finalizing plans for the apartment renovations at Holland Towers. We are planning to visit their showroom choosing the finishes within the next month. It is anticipated that the project will be out for bid in the middle of June.

Ms. Rockovich stated that a grant is available to assist with the costs of installing carbon monoxide detectors in the apartments at Holland Towers. Currently the carbon monoxide detectors are battery-operated and they are not tied to a centralized alert system. The housing authority staff received a demonstration of a unit that not only detects carbon monoxide, but it will also detect all types of smoke including smoke from cigarettes, vaping, and marijuana. This unit also detects vocal distresses. All the detections are sent to a centralized panel that automatically calls for help. The housing authority can only apply for a maximum of \$250,000 under the Emergency Security Capital Fund Grant Program. Since the cost of this system exceeds the application threshold, documentation must be provided showing that the housing authority has an additional funding source.

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. Rockovich 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. Rockovich reported that one vacancy was filled.

She further reported that the cabinet samples and quotes are forthcoming. The housing authority must provide quotes to PHFA to receive approval to utilize the reserves for extensive repairs.

MAINTENANCE REPORT

Mr. Smith reported 292 work orders were generated during March 2022 with 21 still outstanding. One apartment was completed. The installation of new stoves is progressing and they will start the fourth floor next week.

Mr. Smith stated that the maintenance staff have been working at the VFW by removing wallpaper, replacing ceiling tiles and upgrading the lighting. The group that is renting the facility for youth programs has had to bring in supplemental lighting for the children to be able to see to do projects.

Mr. Lynch reported on the exterminations. Holland Towers currently has 12 units being treated for infestations. The quarterly treatment included the sixth and seventh floors. William Gill Commons currently has six units being treated. The quarterly treatment included Lots 4, 5, and 6.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported there were ten inspections, with six for new units. Two of those inspections failed. He is reorganizing the inspections to coincide with the recertification dates. He is also creating pet photos to post on the residents' doors.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that Victory Church held a Women's Spa Day for Gill Commons residents. They offered childcare and transportation to Victory Church for a relaxing day of pampering and food. The event took place on Saturday, April 9, 2022, from 1:30pm-4:30pm. There were 25 residents signed up to participate.

Ms. Houserman is planning for the summer lunch program. She assisted with the submission of the applications to the Childline and Abuse Registry on March 14, 2022, for two volunteers that will be overseeing the Summer Lunch Food Program at William Gill. The Summer Lunch Food Program training will take place on Monday, June 13, 2022, at 8:00 a.m. at the Gill Learning Center.

Ms. Houserman stated that William Gill and Morgan Village will have parties on Friday, April 15, 2022, from 2:00 p.m. to 4:00 p.m. An Easter party will be held at the Chula Center on Saturday, April 16, 2022, from 2:00 p.m. to 4:00 p.m. If weather permits, Easter Egg Hunts will be held as well as games.

Ms. Houserman reported After-School Classes for youth ages 5-14 began on Monday, April 11, 2022, at the VFW at Morgan Village. Mr. Bill Pendergraft from the MARC is teaching the classes which includes different sports, everyday survival skills and games. The classes are held on Mondays and Wednesdays from 4:30 p.m. to 5:30 p.m. for 5 weeks with the classes ending on Wednesday, May 11, 2022.

Ms. Rockovich stated the Bullying Seminar is scheduled for Wednesday, April 20, 2022, with the employees' program in the morning and the Holland Towers tenants in the afternoon.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported there are 162 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 94 housing choice vouchers have been issued since May 2021 with 36 that went under contract.

APPLICATIONS

Ms. Mitchell reported nine applications were received, with seven in process.

SOLICITOR'S REPORT

Mr. Ferry reported that the courts are trying to move forward with tenants awaiting appeals in the Court of Common Pleas. He was also able to secure escrow payments for all but one of the tenants, which he is working on.

Ms. Rockovich requested an update on the Holland Towers' Resident Council as she received an email from the Pittsburgh Field Office. Mr. Ferry will work with the Resident Council's attorney, Mr. Kevin Burke, to reach a decision. He plans to have a direction by May's board meeting.

RESOLUTIONS

Following the Executive Session, a motion to approve Resolution No. 1 of 2023 approving salary increases for the administrative employees effective April 1, 2022, was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved. The Board stated that this was a unique year, and the level of increases should not be construed as normal for future raises.

A motion to approve Resolution No. 2 of 2023 Recognizing Lois M. Lightt, who will be celebrating her 100th birthday on April 25, 2022, was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the February 2022 Financial Statements and the March 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. Yohe, and unanimously approved.

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich reported she has not received an update on an expected date of when the funds will be deposited. She was hopeful that all 554 Housing Authorities involved in the lawsuit against the Department of Housing and Urban Development (HUD) have provided their Federal Identification Numbers.

NEW BUSINESS

Ms. Rockovich presented a quote to have a laser light bar installed on all doors that are utilized by the general public to keep the doors from closing when there is an obstruction. This would remove the lengthy timing that is set when the FOB is activated. The quote also includes the installation of an operator on two doors that currently do not have one. After a brief discussion, a motion to approve the quote in the amount of \$7,390 to install two operators and 12 laser light bars was made by Mr. Rozakis, seconded by Ms. Yohe, and was unanimously approved.

Ms. Rockovich requested approval to upgrade the enterphone that is required for visitors to contact tenants when they visit. There are a lot of problems with the current system. After a brief discussion, a motion to approve the quote in the amount of \$4,998 to replace the enterphone system at Holland Towers was made by Ms. Yohe, seconded by Mr. Rozakis, and was unanimously approved.

Ms. Rockovich requested approval for the installation of 12 cameras to be installed around the exterior of Holland Towers. She stated that the housing authority currently has a service agreement on the existing system. After a brief discussion, a motion to approve the quote in the amount of \$13,673 for 12 cameras around the exterior of Holland Towers was made by Mr. Rozakis, seconded by Ms. Yohe, and was unanimously approved.

Ms. Rockovich stated that the annual Public Meeting is scheduled for April 27, 2022, at 2:00 p.m. She stated that some of the items that will be discussed are revisions to the lease, the smoking policy, the Capital Fund Grant Program 5-year Budget, as well as other organizational changes.

COMMUNICATIONS

There were no communications to be presented.

The meeting recessed into Executive Session at 2:46 p.m. to discuss personnel matters. The meeting reconvened at 3:25 p.m. with action of approving salary increases of the administrative employees outlined in Resolution No. 1 of 2023.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Rozakis, and was unanimously approved. The meeting adjourned at 3:27 p.m.

Submitted,

James D. Rozakis, Secretary