

MINUTES – May 11, 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 11th day of May 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

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Director of Housing Management
Tammy L. Brown, Admin. Assistant/Property Manager
Tommi Jo Davenport, Property Manager
Charlotte M. Mitchell, Management Aide
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
Denise A. DeBaise, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Luanne R. Hall, Holland Towers Resident
Carl R. Oswald, Holland Towers Resident
Gwen Smith, Crawford County SHARE

A motion to approve the minutes of the April 13, 2022, meeting was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

Mr. Zinn expressed his appreciation for the 100th birthday party given for Lois Lightt and commended the employees for their efforts that they put into the celebration.

PUBLIC COMMENT

Ms. Egger expressed concerns of matters that had not been brought to housing authority prior to the board meeting. Ms. Rockovich assured that they would be addressed.

Ms. Dunlap expressed her appreciation for the housing authority making the accommodation so she could hear better.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that she, Mr. Ketcham and Ms. Brown will be meeting with the architects on Thursday, June 2, 2022, at their showroom in New Kensington to choose items to be used in the renovation project at Holland Towers. She stated that with giving 30 days for the bidding process, reviewing the bids, awarding the contracts, and approving shop drawings, actual construction will most likely be in the fall of 2022. Ms. Rockovich reported that she is beginning to research methods for relocation of the tenants which includes packing for tenants that need assistance.

HOLLAND TOWERS

Ms. Davenport reported that there were 11 vacancies and 43 people on the waiting list.

GILL VILLAGE REPORTS

Ms. Davenport reported that there were 15 vacancies.

ELM, MORGAN, SCATTERED SITES

Ms. Brown reported that there were six vacancies at Elm and Morgan, and zero 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 - 45; Two-Bedroom - 9; Three-Bedroom - 11; Four-Bedroom - 0; and Five-Bedroom - 3.

SNODGRASS REPORT

Ms. Brown reported that the only vacancy at Snodgrass is the one being taken offline and used for the prototype for new kitchens.

Ms. Brown stated that beginning June 1, 2022, the rent at the Snodgrass building will be raised from \$393 to \$412. The rents will be changed at each tenant's recertification date. According to previous budgets, the rent increases were reflected, yet were never implemented. By increasing the rents annually, it will put more funds into reserves for upkeep. Mr. Ketcham stated that during the budget process we learned that upgrades using reserves must be approved by PHFA.

MAINTENANCE REPORT

Ms. Rockovich reported 405 work orders were generated during April 2022 with 24 outstanding. Two apartments were completed and eight are in progress. She stated that the maintenance department have been mowing, installing more stoves, painting, waxing floors, and installing ceiling tiles and lights at the VFW.

Ms. Rockovich presented the extermination report. Holland Towers currently has 13 units being treated for infestations with two of those units on a 45-day clear. The quarterly treatment included the first and second floors. William Gill Commons currently has seven units being treated. The quarterly treatment included the second and fifth lots.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported there were 11 inspections, with one being a new unit. None of the inspections failed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that she has reached out to the Second Harvest Food Bank regarding their Senior Box Program. Ms. Carly Ohmen, from Second Harvest, was at the Housing Authority on April 12, 2022, to explain to residents how the program works, delivery dates and times. Residents were asked to complete an application if they are interested in receiving a food box each month.

Ms. Houserman stated that the final Sports Program class will end on April 13, 2022, at the MARC. Mr. Bill Pendergraft, Aquatics Director has opened the pool just for the kids to go swimming from 4:30 p.m. to 5:30 p.m.

Ms. Houserman reported that training for the Summer Lunch Program will be held on June 10, 2022, at 10:00 a.m. at the Gill Community Center. The children will be able to sit down and eat their lunches in the community centers as they were able to prior to COVID.

Ms. Houserman stated that the Arts Classes will begin on Monday, June 13, 2022, at the Gill Community Center. The classes will be taught by Anne-Marie Neal, President of the Resident Council, on Mondays and Wednesdays from 2:00 p.m. to 3:00 p.m. throughout the summer.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported that there were 166 units under contract with 23 people on the waiting list. She stated that there were 12 outstanding vouchers and that another briefing is scheduled.

APPLICATIONS

Ms. Mitchell reported 11 applications were received, with five in process, five we are waiting on information from the applicants and three to be processed.

SOLICITOR'S REPORT

Mr. Ferry reported that the executive session on April 13, 2022, resulted in the board approving salary increases for the administrative staff effective April 1, 2022. He stated he would have information regarding the Holland Towers Resident Council election process to present at the June 8, 2022, meeting.

RESOLUTIONS

There were not any resolutions to be presented at this time.

TREASURER'S REPORT

Mr. Ketcham presented the April 2022 List of Bills. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich stated that she did not have any updates on the government appeal subsidy payment.

Ms. Rockovich reported the public meeting held on April 27, 2022, went very well. She had discussions re: proposed a revised lease, a new Defiant Trespass Policy, a revised stricter Smoke-Free/Tobacco Free Policy as well as discussing Ceiling/Flat Rents and increasing the minimum rents. Ms. Rockovich discussed the Grievance Procedure Policy. Ms. Yohe attended and concurred.

NEW BUSINESS

There was not any new business presented.

COMMUNICATIONS

There were no communications to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Youngblood, seconded by Mr. Rozakis, and was unanimously approved. The meeting adjourned at 2:29 p.m.

Submitted,

James D. Rozakis, Secretary