

MINUTES – June 8, 2022

The Housing Authority of the City of Meadville met in Annual Meeting in the Community Room at Holland Towers at 2:0 p.m., the 8th day of June 2022.

Members Present: Richard H. Zinn, Chair
Thomas G. Youngblood, Vice Chair
Marcia J. Yohe, Treasurer
James D. Rozakis, Secretary
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
Susan Y. King, Section 8 Coordinator
Charlotte M. Mitchell, Management Aide
Daniel R. Harris, Housing Inspector
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Barbara L. Houserman, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Mike Crowley, Meadville Tribune
Sherry L. Brown, Holland Towers Resident
Iris Cole, Holland Towers Resident
Jacqueline A. Commins, Holland Towers Resident
Christopher C. DuBose, Holland Towers Resident
Darla S. Egger, Holland Towers Resident

A motion to approve the minutes of the Regular Meeting held on May 11, 2022, was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

PUBLIC COMMENT

Ms. Commins stated she gave a letter to the Board as it was too lengthy to read at the meeting.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that she, Mr. Ketcham and Ms. Brown met with the architects and chose floor coverings and other finishes for the apartment renovation. She stated that the initial advertisement for the bids is not anticipated until the fall due to other grants that are available.

It was reported that there is a Capital Fund at Risk Receivership Substandard Troubled Program Grant that is available to Housing Authorities who received an REAC inspection score of 60 or below. There is \$26,500,000 available for 2,700 housing authorities. The purpose of the grant is to help housing authorities to make the repairs that resulted in the low score and to make the apartments more marketable. The key items in the application for this grant are to upgrade the help calls, fire alarm system, and replace the plumbing due to the multitude of water leaks. Ms. Rockovich advised that our housing authority would be applying for the maximum which is approximately \$3,000,000. This competitive grant application is due July 11, 2022.

The Emergency Security Grant in the amount \$250,000 was submitted. The award is through a lottery system.

HOLLAND TOWERS

Ms. Davenport reported that there were 11 vacancies and 52 people on the waiting list.

Ms. Rockovich discussed the elevator concerns at Holland Towers. She stated that the repairman told a resident that the Housing Authority was not willing to pay overtime for the elevator to be repaired over the weekend. That was a false statement as there was not a conversation between the housing authority and the elevator company. The company was contacted early on Friday. One of the two elevators still functioned. Ms. Rockovich requested that the elevator company send a person to evaluate the malfunctions and advise of the required repairs. The company sent a technician that was able to evaluate and correct the malfunction that has been happening since the building opened. Since then, there has not been a problem. Ms. Rockovich stated that she provided a service agreement to Mr. Ferry for his review that would provide 24/7 service with a monthly cost increase of \$130. This proposal will be presented at a later date after thorough review.

GILL VILLAGE REPORTS

Ms. Davenport reported that there were 18 vacancies.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 47; Two-Bedroom - 12; Three-Bedroom - 8; Four-Bedroom - 1; and Five-Bedroom - 3.

ELM, MORGAN, SCATTERED SITES

Ms. Brown reported that there were 6 vacancies at Elm and Morgan, and zero vacancies at the Scattered Sites. Ms. Rockovich stated that the housing authority has been working with CATA to provide a covered bus stop at Morgan Village. The bus stop will be partially enclosed and school children may also use it while waiting for their school bus.

SNODGRASS REPORT

Ms. Brown reported that there are no vacancies at Snodgrass.

MAINTENANCE REPORT

Mr. Smith reported 304 work orders were generated during May 2022 with 27 outstanding. Four apartments were completed and 12 are in progress. He added that the maintenance department has been mowing, removed a fence at Morgan and Elm, pulled out old bushes, and dug out post bases from the old basketball court.

Mr. Lynch presented the extermination report. Holland Towers currently has 12 units being treated for infestations with two of those units on a 45-day clear. The quarterly treatment included the third, fourth, and fifth floors. William Gill Commons currently has eight units being treated for infestations with two of those units on a 45-day clear. The quarterly treatment included the second and third lots. Ms. Logan stated she would like to see an extermination report on paper for the Board meetings in the future.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported there were 12 inspections, with one being a new unit, and 4 failed units.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that the training for the Summer Lunch Food Program will be held on Friday, June 10, 2022. The Summer Lunch begins at all three sites on Monday, June 13. The kids will be able to sit and eat their lunches which will be served from 11:00 a.m. to 12:00 p.m.

Ms. Houserman stated that Summer Youth Classes will be held at the MARC beginning the week of June 20, 2022. The children, ages 7 and up, will be taught how to swim, kayak, and water survival skills. Classes will be held twice a week for six weeks. Days and times have not yet been determined.

Ms. Houserman reported that the Second Harvest Food Bank has finished processing applications from Holland Towers residents. The food boxes should be ready to distribute at Holland Towers on Thursday, July 14, 2022. Ms. Houserman stated that the program is free to people that are 65 and older. She received 36 applications.

Ms. Houserman stated that the Summer Art and Gardening classes will be taught at Gill Commons starting the week of June 13, 2022. Classes will be held from 2:00 p.m. to 3:00 p.m. on Tuesdays and Thursdays throughout the summer.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported that there were 165 units under contract of which includes 5 units administered by other housing authorities. There were 17 families on the waiting list. She stated that there were 17 outstanding vouchers. Ms. King held a Section 8 briefing on May 15, 2022. Only six responded out of the 15 that were contacted.

APPLICATIONS

Ms. Mitchell reported 28 applications were received. Of the 21 applications that are in process, 16 are waiting on information. There are 7 applications that still need to be processed.

SOLICITOR'S REPORT

Mr. Ferry reported that there is discussion regarding a scholarship program in the name of Attorney Theodore Watts' honor. Mr. Ferry completed the research into that scholarship and reported the Housing Authority can pursue it. He suggested to Ms. Logan that she may make proposals for the scholarship at future Board meetings.

Mr. Ferry also stated that Mr. Kevin Burke has reached out to him on behalf of the Holland Towers residents regarding the bedbug issues. Mr. Ferry informed Mr. Burke that the residents at Holland Towers may attend any Board meeting they choose to get information regarding the bedbug issues in the building.

RESOLUTIONS

A motion to approve Resolution No. 3 of 2023 to approve the 5-Year Capital Fund Budget 2022-2026 was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 4 of 2023 to amend bank signature cards and authorize online access was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

A motion to approve Resolution No. 5 of 2023 to amend bank signature cards and authorize online access for the Snodgrass accounts was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

Mr. Ferry presented Resolution No. 6 of 2023 regarding the Holland Towers Resident Council's election procedures. At the direction of the Board, Mr. Ferry reviewed the regulations and offered an opinion that the Holland Towers Resident Council was not in compliance in making sure all the residents were advised that they had an opportunity to run for a position. Mr. Ferry's opinion advised that the election should be redone with the oversight of a third-party verifying the procedures and assuring that all residents were properly informed of their rights to be able to run for the positions. The legal opinion advised that if they chose to have their election on October 29, 2021, that the housing authority would not recognize them. The housing authority provided a copy of the opinion directly to the nominating committee and the current officers as well as all Holland Towers Residents. The Holland Towers Resident Council chose to have their election on October 29, 2021, which was against Mr. Ferry's written opinion. The Holland Towers Resident Council secured the services of Mr. Kevin Burke, Attorney at Northwest Legal Services. Mr. Ferry presented Resolution No. 6 of 2023 stating that since the election was not conducted according to the regulations, the housing authority will not recognize the Holland Towers Resident Council until they comply. After a brief discussion, a motion to approve Resolution No. 6 of 2023 approving that the housing authority will not recognize the Holland Towers Resident Council was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the May 2022 List of Bills. He stated that the Fee Accountants are in the process of closing out the fiscal year. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich stated that the Housing Authority received a check in the amount of \$640,405.00 as the result of a lawsuit filed against the Department of Housing and Urban Development when they chose to withhold subsidy. A law firm filed a suit on behalf of 554 housing authorities. The funds were initially deposited into a savings account until other investment options are researched and presented.

NEW BUSINESS

Ms. Rockovich reported that the housing authority prepared a proposal to mow and trim Elmwood and Morgan Villages. Approximately six to eight companies were contacted with only three that provided quotes. After a brief discussion, a motion to approve the contract with Lynch Landscaping at a cost \$1,560 per cut at Elmwood and Morgan Villages was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

COMMUNICATIONS

Ms. Rockovich reported that the Housing Authority received a thank you card from Tuesday's Kids Club who meet at the VFW. They were thrilled with the renovations on how it was cleaned, painted, and the new lighting.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Logan, seconded by Mr. Youngblood, and was unanimously approved. The meeting adjourned at 2:52 PM.

Submitted,

James D. Rozakis, Secretary