

## **MINUTES – July 13, 2022**

The Housing Authority of the City of Meadville met in Annual Meeting in the Community Room at Holland Towers at 2:00 p.m., the 13th day of July 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: Jon M. Ketcham, Director of Housing Management  
Tammy L. Brown, Admin. Assistant/Property Manager  
Tommi Jo Davenport, Property Manager  
Daniel R. Harris, Housing Inspector  
Kyle M. Lynch, Assistant Maintenance Inspector  
Christopher D. Ferry, Solicitor  
Mike Crowley, Meadville Tribune  
Gwen Smith, Active Aging  
Iris Cole, Holland Towers Resident  
Jacqueline A. Commins, Holland Towers Resident  
Harriet L. Copeland, Holland Towers Resident  
Tammy K. Corey, Holland Towers Resident  
Denise A. DeBaise, Holland Towers Resident  
Darla S. Egger, Holland Towers Resident  
Maryland Hicks, Jr., Holland Towers Resident  
Christine A. Pelc, Holland Towers Resident  
Nancy C. Petro, Holland Towers Resident  
Sherri Rasmussen, Holland Towers Resident  
Wayne P. Shannon, Holland Towers Resident

A motion to approve the minutes of the Regular Meeting held on June 8, 2022, was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

### **PUBLIC COMMENT**

Ms. Egger expressed concerns regarding cleaning of the public areas as well as other issues that will be addressed in the new lease. Mr. Zinn told Ms. Egger that her all of her concerns would be reviewed with the staff.

Mr. Hicks had a question regarding the new Enterprise phone system that will be installed at Holland Towers. Ms. Davenport explained that all questions would be addressed at the tenant meeting scheduled on July 27, 2022.

Ms. Commins voiced her opinions on various issues.

### **CAPITAL FUND GRANT PROGRAM**

Mr. Ketcham reported that the staff met with a window company last week regarding the renovations. He also stated that Ms. Rockovich is setting up an apartment for tenants to see some of layout changes as well as fixtures and finishes. Tenants will have the opportunity to vote on the flooring that will be installed in their apartments.

## Emergency Security Capital Fund Application and Capital Fund At-Risk/Receivership/Substandard/Troubled Grant Program

Mr. Ketcham discussed items involving both grant processes the housing authority has applied for. Both grants could take some time to be decided. He was not sure on the exact turnaround time. The At-Risk Grant is a 3.5-million-dollar grant for housing authorities who had a lower score from REAC. The deadline for this grant was July 11, 2022.

## HOLLAND TOWERS

Ms. Davenport reported that there were 11 vacancies and 57 people on the waiting list.

## 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 - 46; Two-Bedroom - 12; Three-Bedroom - 7; Four-Bedroom - 2; and Five-Bedroom - 3.

## ELM, MORGAN, SCATTERED SITES

Ms. Brown reported that there were 5 vacancies at Elm and Morgan, and zero vacancies at the Scattered Sites.

## SNODGRASS REPORT

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

## MAINTENANCE REPORT

Mr. Ketcham reported 254 work orders were generated during the month of June 2022 with 14 outstanding. One apartment was completed and 15 are in progress.

Mr. Lynch presented the extermination report. Holland Towers currently has 15 units being treated for infestations with three of those on a 45-day clear. There were 12 units being treated at Holland Towers last month. William Gill Commons currently has nine units being treated for infestations with one of those units on a 45-day clear. There were eight units being treated at Gill Commons last month.

## PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported there were 11 inspections, with 4 being new units. Of the 11 units, 3 units failed.

## RESIDENT INITIATIVE PROJECTS REPORTS

Mr. Ketcham reported that the Victory Church hosted a celebration for families at Gill Commons on July 9, 2022. The event was held at the baseball field and included kickball, food, water balloons, face painting and more. The housing authority would like to thank Gill Commons Resident Council for helping in this celebration.

The Senior Food Box Program for Holland Towers will kick-off on Thursday, July 14, 2022. It is coordinated by Second Harvest Food Bank and delivery will take place between 9:00 a.m. and 11:00 a.m. Food boxes will be delivered to their front doors.

The MARC swimming program for youth ages 5 through 13 is very popular with the kids, as well as the parents. At least 2-3 parents volunteer to attend each week. Classes are held on

Monday and Wednesday from 1:30 p.m. to 3:00 p.m. The last class will be held on Wednesday, July 27, 2022.

The Summer Lunch Food Program is in full swing at all three sites – Chula, Morgan, and Gill. Approximately 10-25 lunches are served each day.

Art Classes are taught at Gill Commons on Tuesday and Thursday afternoons for children ages four through 12.

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

Mr. Ketcham reported that there were 166 units under contract, which includes 5 units administered by other housing authorities. There were 12 families on the waiting list. Mr. Ketcham stated that there were 6 outstanding vouchers.

### **APPLICATIONS**

Mr. Ketcham reported 17 applications were received. Of the 17 applications, 9 are waiting on information. There are 8 applications that still need to be processed.

### **SOLICITOR'S REPORT**

Mr. Ferry reported he reviewed the letter that Ms. Commins provided at the June Board meeting. He is in contact with Attorney Burke and will address his findings at the August Board meeting. He reports there are a series of questions he will try and clear up. Mr. Ferry also reported that attorney Diane Adsit will assist Holland Towers residents with a new election and Attorney Burke will stay involved with that election also.

### **RESOLUTIONS**

There were no resolutions to be approved at this meeting.

### **TREASURER'S REPORT**

Mr. Ketcham presented the June 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**

There was not any unfinished business.

### **NEW BUSINESS**

There was not any new business.

### **COMMUNICATIONS**

There were not any communications.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Mr. Youngblood, seconded by Mr. Rozakis, and was unanimously approved. The meeting adjourned at 2:30 p.m.

Submitted,

James D. Rozakis, Secretary