

MINUTES – September 14, 2022

The Housing Authority of the City of Meadville met in Regular Meeting in the Community Room at Holland Towers at 2:00 p.m., the 14th day of September 2022.

Members Present: Richard H. Zinn, Chair
Marcia J. Yohe, Treasurer
Thomas G. Youngblood, Vice Chair
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
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Daniel R. Harris, Housing Inspector
Barbara L. Houser, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Maryland Hicks, Jr., Holland Towers Resident
Tammy K. Corey, Holland Towers Resident
Denise E. Rogers, Holland Towers Resident
Iris Cole, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Denise A. DeBaise, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Jacqueline A. Cummins, Holland Towers Resident
Mike Crowley, Meadville Tribune

A motion to approve the August 10, 2022, minutes was made by Ms. Logan, seconded by Mr. Rozakis, and unanimously approved.

PUBLIC COMMENT

Ms. Cummins reported that Ms. Robin Milstead appreciated the housing authority's efforts of clearing her of bedbugs. Ms. Cummins also expressed her gratitude for having the carpet replaced in her own apartment.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that, while she was doing REAC inspections, she discovered some items that she would like to incorporate into the apartment renovations. Since the architect is incorporating the new revisions, their presentation will not be until the October or November meeting. At that time, the plans will be finalized to be out for bid in December or January. There are currently enough vacant apartments to do two stacks. Ms. Rockovich stated that there is not any word yet on the two grant applications.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported four vacant units. She signed one new lease. Ms. Davenport conducted eight annual reexaminations and three interim examinations. She did not serve any evictions nor received any notices to vacate. Ms. Davenport conducted three housekeeping inspections. The Tenants' Accounts Receivable was \$40,560.20 of which \$4,277.69 was from vacant tenants.

GILL COMMONS

Ms. Davenport reported 15 vacant units. She signed six new leases. Ms. Davenport conducted seven annual reexaminations and three interim examinations. She served two evictions and received one notice to vacate. Ms. Davenport did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$28,968.57 of which \$9,330.69 was from vacant tenants.

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 – 2; Four-Bedroom – 1; and Five-Bedroom – 4.

HOLLAND TOWERS

Ms. Brown reported that there were 15 vacancies with 57 applicants on the waiting list. She conducted eight annual reexaminations and no interim examinations. Ms. Brown served two evictions and received one notice to vacate. She did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$6,037.75 of which \$3,563.64 was from vacant tenants.

SNODGRASS

Ms. Brown reported that there was one vacancy with five people on the waiting list. She conducted one annual reexamination and no interim examinations. Ms. Brown did not serve any eviction notices nor received any notices to vacate. She did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$393 from vacant tenants.

MAINTENANCE REPORT

Mr. Smith reported that 561 work orders were generated with 152 outstanding. The substantial increase was due to preparing for the REAC Inspections. Of the Outstanding Work Orders, 4 were generated by tenants, 67 were generated by the housing authority, 60 were for inspections, and 21 were for vacant units. Mr. Smith stated that there were 170 work orders generated for inspections consisting of 158 for annual inspections, 8 for move-outs, and 4 for move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that Holland Towers has 16 units being treated with 5 on a 45-day clear. The quarterly treatment covered the third, fourth and fifth floors. Mr. Lynch reported that Gill Village has 12 units being treated with 1 on a 45-day clear. The quarterly treatment covered the second and third lots. The extermination expenses through September 2022 were \$18,340.50.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported 168 units were under contract including four units that are Port-Outs, with 12 families on the waiting list. She stated that she has five outstanding vouchers. Ms. King has a briefing scheduled for September 23, 2022. The Housing Assistance Payments through August 2022 was \$448,418.88 with a remaining balance of \$308,605.12 for the calendar year.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported that he completed 13 Section 8 inspections with 1 for a new unit and 2 failed.

APPLICATIONS

Ms. Mitchell reported 12 applications were received in August 2022 with 5 in process and waiting on documents.

RESIDENT INITIATIVES PROJECTS REPORT

Ms. Houserman reported that on Friday, August 19, 2022, from 1:00 p.m. to 4:00 p.m., the Victory Family Church and the William Gill Resident Council distributed over 70 backpacks filled with school supplies to children ages 5-18 at the Gill Community Center. She expressed her appreciation to the Victory Church and the William Gill Resident Council for their assistance with the distribution.

Ms. Houserman stated that Halloween Candy Grab N' Go events will take place at William Gill Commons on Friday, October 28, 2022, from 2:00 p.m. to 4:00 p.m. She stated that event will take place on Saturday, October 29, 2022, at Morgan Village from 4:00 p.m. to 6:00 p.m. and from 2:00 p.m. to 4:00 p.m. at Elmwood Village.

Ms. Houserman stated that the after school classes that were scheduled to begin on September 13, 2022, at Southwick Kickboxing will not take place due to CATA not having enough bus drivers.

Ms. Houserman contacted Second Harvest Food Bank regarding their monthly produce food boxes to find out if they could provide this service to Holland Towers and was told they could not do it at this time, but possibly in the Spring of 2023. At present, produce food boxes are delivered to the Lutheran Church in Meadville on a monthly basis.

SOLICITOR'S REPORT

Mr. Ferry advised that he had a telephone conversation with Mr. Burke regarding some concerns presented by the Holland Towers tenants during a Labor Day picnic. He will provide a list to the housing authority staff and board.

Mr. Ferry also reported that the resident council election is scheduled for October 2022. He felt that was an ambitious goal on the resident council side.

RESOLUTIONS

After a brief discussion, a motion to approve Resolution 9 of 2023 to adopt the Section 8 Payment Standards was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously passed.

TREASURER'S REPORT

Mr. Ketcham presented the list of bills for August 2022 and the financial statements from April to July 2022. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Youngblood and seconded by Mr. Rozakis and was unanimously approved.

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich stated that the visit on August 12, 2022, from the Pittsburgh Field Office of HUD was extremely beneficial for the housing authority. She took the visitors on a tour of Holland Towers to discuss the renovations. The housing authority staff received some hands on technical support as well.

Ms. Rockovich went over the REAC inspections that are ongoing at the housing authority. She stated inspections were completed at Gill Commons and Holland Towers. Ms. Rockovich noted that the majority of the health and safety deficiencies were due to inoperable or missing smoke alarms. She stressed that the tenants will be issued a letter of warning for tampering with smoke alarms that could result in eviction if the tampering continues. Ms. Rockovich plans to work with the Fire Chief on scheduling inspections. She is also looking into sealed, tamper-resistant detectors to be installed in all the family units.

NEW BUSINESS

There was not any new business to be presented.

COMMUNICATIONS

There were not any communications to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Logan, seconded by Mr. Youngblood, and was unanimously approved. The meeting adjourned at 2:39 p.m.

Submitted,

James D. Rozakis, Secretary