

MINUTES – October 12, 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 12th day of October 2022.

Members Present: Richard H. Zinn, Chair
Marcia J. Yohe, Treasurer
Thomas G. Youngblood, Vice Chair
Sonya D. Logan, Assistant Secretary/Treasurer

Absent: James D. Rozakis, Secretary

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
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
Maryland Hicks, Jr., Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Jacqueline A. Cummins, Holland Towers Resident
Gwen Smith, Active Aging
Mike Crowley, Meadville Tribune
Antoni M. Canzian, Canzian/Johnston & Associates LLC
Heather R. Werkeiser, Canzian/Johnston & Associates LLC
Eric Horvat, Barton & Loguidice

A motion to approve the September 14, 2022, minutes was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

PUBLIC COMMENT

None

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich introduced Canzian/Johnston & Associates. They presented and discussed the Holland Towers renovation project. All bathrooms will be updated with showers, grab bars, higher toilets, sink/vanity combinations, medicine cabinets, and heat lamps. All apartments will have new flooring installed throughout the entire apartment. Other changes will include installing overhead lighting, upgrade the fire alarm system, installation of tenant-controlled heating/air conditioning units, replacing the air handlers, and installing Halo units. Ms. Werkeiser discussed the creation of 11 fully accessible apartments by combining two efficiencies. The 2 and 4 stacks will be converted since this previously occurred on the first and second floors as well as the 18 and 20 stacks. The kitchen cabinets will remain in all units except the 9 stack, floors 2 through 7. Although the 9 stack will not see any change in the bathroom. The other efficiency units will have the current closet pushed to the interior wall. Another wall will be installed to house the heating/air-conditioning units with a 48-inch opening.

Ms. Rockovich reported that she received an email regarding the Emergency Security Capital Fund Application. Our housing authority applied for \$250,000 of the \$10 million set aside for the awards. The Department of Housing and Urban Development received applications from 184 housing authorities, totaling more than \$34 million. They conducted a lottery and awarded the funds to 57 housing authorities across the United States. Unfortunately, we did not win the lottery.

Ms. Rockovich stated that she had not received any word regarding the Capital Fund At-Risk Receivership Substandard Troubled Grant Program. The housing authority applied for \$3.5 million.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported five vacant units. She signed one new lease. Ms. Davenport conducted eight annual reexaminations and two interim examinations. She served one eviction notice and did not receive any notices to vacate. Ms. Davenport did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$44,042.05 of which \$4,541.56 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 one eviction notice and did not receive any notices to vacate. Ms. Davenport did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$34,975.32 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 – 12; Three-Bedroom – 6; Four-Bedroom – 3; and Five-Bedroom – 4.

HOLLAND TOWERS

Ms. Brown reported that there were 16 vacancies with 58 applicants on the waiting list. She conducted eight annual reexaminations and no interim examinations. Ms. Brown did not serve any eviction notices and did not receive any notices to vacate. She did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$6,503.63 of which \$3563.64 was from vacant tenants.

SNODGRASS

Ms. Brown reported two vacancies with eight people on the waiting list. She conducted one annual reexamination and no interim examinations. Ms. Brown did not serve any eviction notices but did receive one notice to vacate. She did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$786 from vacant tenants.

MAINTENANCE REPORT

Mr. Smith reported that 447 work orders were generated with 61 outstanding. Of the 61 Outstanding Work Orders, 16 were generated by tenants, 30 were generated by the housing authority, 11 were for inspections, and 21 were for vacant units. Mr. Smith stated that there were 29 work orders generated for inspections consisting of 25 for annual inspections, 2 for move-outs, and 2 for move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that Holland Towers had 14 units being treated with 6 on a 45-day clear. The quarterly treatment covered the sixth and seventh floors. Mr. Lynch reported that Gill Village has 13 units being treated with 1 on a 45-day clear. The quarterly treatment covered the fourth, sixth & seventh lots. The extermination expenses through October 2022 were \$20,420.65.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported 169 units were under contract including four units that are Port-Outs, with 8 families on the waiting list. She stated that she has seven outstanding vouchers. The Housing Assistance Payments through September 2022 was \$505,370.46 with a remaining balance of \$251,653.54 for the calendar year.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported that he completed 20 Section 8 inspections with 2 failing. All of the inspections were for contract renewals.

APPLICATIONS

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

RESIDENT INITIATIVES PROJECTS REPORT

Ms. Houserman reported that on Monday, October 10, 2022, three adults accompanied children ages 5-12 to Plaza Bowling Lanes from 1:00 p.m. – 3:00 p.m. Three bowling teams competed. Plaza Bowling Lanes gave the kids a free lunch, drinks and shows. Ms. Houserman expressed appreciation to the Meadville Housing and William Gill Resident Councils.

Ms. Houserman stated the Halloween after school arts classes will start at both William Gill and Morgan Village for kids ages 5 and up. William Gill will start the week of October 17, 2022, and Morgan Village will start the week of October 24, 2022. Ms. Houserman expressed appreciation to Anne Marie Neal and Melody Bush for teaching the classes.

Ms. Houserman contacted Active Aging about their fruit and vegetable vouchers. After contacting the residents at Holland Towers there were several people that were interested in acquiring them. The residents completed applications and Active Aging provided the vouchers which she delivered to the residents. The vouchers are accepted at the Farmers Market at the Meadville Market House through November 30, 2022.

Ms. Houserman stated that children ages 5-12 will be attending Jumpin' Jungle's Halloween Bash featuring their spooktacular Glow Miniature Golf Course on Friday, October 28, 2022, from 10:30 a.m. – 12:20 p.m. Parents will attend as chaperones.

SOLICITOR'S REPORT

Mr. Ferry advised that he had nothing to report at the meeting.

RESOLUTIONS

None

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich stated that she included the REAC inspection reports with the board packet. The Housing Authority received an overall score of 29, which was an improvement from the previous score of 25. She reviewed the comparison of the scores by projects. Elm, Morgan, and Scattered Sites increased 19 points. Holland Towers showed an improvement of 10 points. While Gill Commons decreased 7 points. Ms. Rockovich stated that a high percentage of the failed items in the units at the family properties was due to missing or inoperable smoke alarms. She stressed to the board we are looking into sealed, tamper-resistant detectors and that the housing authority will be taking an aggressive approach for tampering which could include fines imposed by the City of Meadville and/or eviction. This is a safety issue.

NEW BUSINESS

Ms. Rockovich presented a quote from Smith Marion & Company to provide independent audit services commencing with Fiscal Year Ended March 31, 2022, for a 5-year period. She stated that she sent out approximately seven letters during the summer and did not receive any interest. Ms. Rockovich contacted another housing authority who highly recommend this firm. The audit must be completed before December 31, 2022. The firm is willing to complete the audit within the short timeframe. Tentatively, they are scheduled to be on site October 19 and 20, 2022. After a brief discussion, a motion to approve the auditing firm of Smith Marion & Company was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

COMMUNICATIONS

There were not any communications to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Youngblood, seconded by Ms. Logan, and was unanimously approved. The meeting adjourned at 2:47 p.m.

Submitted,

Ms. Sonya Logan, Assistant Secretary/Treasurer