

MINUTES – November 9, 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 8th day of November 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
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
Jacqueline A. Cummins, Holland Towers Resident
Denise A. DeBaise, Holland Towers Resident
Christopher C. DuBose, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Maryland Hicks, Jr., Holland Towers Resident
Christine A. Pelc, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Karen L. Till, William Gill Commons Resident

A motion to approve the October 12, 2022, minutes was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

PUBLIC COMMENT

No comments were made.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich updated the board on the Holland Towers renovations. She feels that all items have been addressed and we can proceed with finalizing the plans. The architect provided a revised quote that encompasses all the items requested to be incorporated into the plans and specifications. Although the quote presented is approximately \$252,000, she requested that the board approve the quote with a “not to exceed limit” of \$300,000 to allow for flexibility in the event additional work items need to be included. After a brief discussion, a motion to approve the architect’s contract at a “not-to-exceed price” of \$300,000 was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved.

Ms. Rockovich stated that she has not heard if awards of the Capital Fund At-Risk/Receivership/Substandard/Troubled Grant Program have been made. She is hopeful we will have information in the near future.

Ms. Rockovich reported that two of the Capital Funds Program Grants must be 90 percent obligated in early spring. One is in February 2023 and the other is in April 2023. A request to extend these dates has been submitted to the Department of Housing and Urban Development.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported that there were five vacant units. In addition, she reported signing one new lease and there were not any housekeeping inspections conducted during the month of October 2022. Ms. Davenport conducted 15 annual reexaminations and five interim examinations. She did not serve any eviction notices and did not receive any notices to vacate. The Tenants' Accounts Receivable was \$49,800.42 of which \$10,554.04 was owed from vacated tenants.

GILL COMMONS

Ms. Davenport reported that there were 15 vacant units and no new leases. She conducted 11 annual recertifications and one interim. Ms. Davenport served two eviction notices and did not receive any notices to vacate. She did not conduct any housekeeping inspections. The Tenants' Accounts Receivable was \$36,612.47 of which \$12,035.43 was owed from vacated tenants.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom – 43; Two-Bedroom – 17; Three-Bedroom – 5; Four-Bedroom – 3; and Five-Bedroom – 3.

HOLLAND TOWERS

Ms. Brown reported that there were 18 vacancies with 59 applicants on the waiting list. She conducted eight annual reexaminations and no interim examinations. Ms. Brown did serve one eviction notice and did not receive any notices to vacate. She conducted five housekeeping inspections. The Tenants' Accounts Receivable was \$8,262.63 of which \$3,857.01 was due from vacated tenants.

SNODGRASS

Ms. Brown reported three vacancies with eight people on the waiting list. She did not complete any annual reexaminations nor any 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 \$393.00 from vacated tenants.

MAINTENANCE REPORT

Mr. Smith reported that 226 work orders were generated with 58 outstanding. Of the 58 Outstanding Work Orders, 6 were generated by tenants, 5 were generated by the housing authority, 21 were for inspections, and 26 were for vacant units. Mr. Smith stated that there were 15 work orders generated for inspections consisting of 9 for annual inspections, 5 for move-outs, and 1 for move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that Holland Towers had 10 units being treated with 1 on a 45-day clear. The quarterly treatment covered the first and second floors. Mr. Lynch reported that Gill Village has 12 units being treated with none on a 45-day clear. The quarterly treatment covered the first and fifth lots. The extermination expenses through October 2022 were \$22,225.80. Ms. Rockovich stated that there were not any new units scheduled during the month. She added that in November 2022 some units are being added primarily from non-compliant tenants.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King 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 ten outstanding vouchers. The Housing Assistance Payments through October was \$562,608.44. When asked about the available units, Ms. King stated there are minimal apartments available in the Meadville area.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported that he completed 15 Section 8 inspections with two failing and two new.

APPLICATIONS

Ms. Mitchell reported 22 applications were received in October 2022 with five in process and five for which we are waiting on documents.

RESIDENT INITIATIVES PROJECTS REPORT

Ms. Houserman reported that she reached out to Mind and Body in October 2022 to conduct a workshop on nutrition and medications for Holland Towers residents. That workshop was held on Tuesday, November 8, 2022, in the Holland Towers Community Room with Ms. Bethany Markiewicz, a registered dietician and nutrition expert, officiating. Over 22 residents attended the event and enjoyed sugar-free holiday desserts plus prizes following the presentation.

Ms. Houserman was contacted by Victory Church, as they would like to do something special for the families at William Gill Commons for Thanksgiving. They are thinking about supplying food and incorporating games for the children with prizes. They would like to hold the event sometime during the week of November 14, 2022.

Ms. Houserman was contacted by Toys for Tots to submit the Christmas Toy list by email no later than November 14, 2022. She stated that both the William Gill and Meadville Housing Resident Councils requested toys for children aged 0-16. To date, there are 118 toys for children at Gill and 102 toys for children at Elm, Morgan, and Scattered Sites.

Ms. Houserman reported that on Friday, October 28th, from 10:30 a.m. to 12:30 p.m., 12 children, ages 4-12 went to Jumpin Jungle's Halloween Bash. According to the kids, their words, not Ms. Houserman's – "We had the time of our life!"

SOLICITOR'S REPORT

Mr. Ferry reported that the tenants of Holland Towers had their election in October. Attorney Diane Adsit oversaw the election and certified the results.

Mr. Ferry stated he had met with tenants of Holland Towers after the election to discuss policies and procedures as well as accurate interpretation of HUD regulations. He outlined the processes to have recommended changes to policies and/or new policies to be considered for approval by the Board. Mr. Ferry explained that the Board sets the policies that are to be followed and carried out by the housing authority employees. If tenants want policy suggestions brought to the Board, they must start by preparing their report and presenting it to Ms. Houserman, Resident Initiatives Coordinator. He stated that Ms. Houserman will evaluate their suggestions and present the report to the Board for their consideration. Mr. Ferry stated that all tenants who are not on the council, have the right to ask questions regarding any policy that involves the tenants. He requested that all items that affect policies be filtered through Ms. Houserman.

Mr. Ferry also stated that he noted the anxiety from the tenants at the meeting regarding the upcoming renovation project. He explained the project must be advertised for bids, contracts awarded, and finishes approved prior to any construction may begin.

RESOLUTIONS

Ms. Rockovich presented Resolution 10 of 2023 to approve the purchase of Certificates of Deposit. She stated that the three certificates are being purchased with the funds from the subsidy lawsuit. After a brief discussion, a motion to adopt Resolution 10 of 2023 to approve the Purchase of Certificates of Deposit, was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were no committee reports to be presented.

UNFINISHED BUSINESS

Ms. Rockovich stated the exit conference with the auditors did not report any findings. The auditors will make recommendations to the housing authority regarding the extreme number of outstanding checks. The majority of the checks were sent to the tenant to be applied to their utilities and are several years old. The auditor recommended that a list of the individuals and the amounts be supplied to the state as unclaimed property. Then they could be written off the books. The practice then would be to write off checks on an annual basis.

NEW BUSINESS

There was not any new business to report.

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 unanimously approved. The meeting adjourned at 2:46 p.m.

Submitted,

Mr. James D. Rozakis, Secretary