

MINUTES – December 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 December 2022.

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

Members Absent: James D. Rozakis, Secretary

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Director of Housing Management
Tammy L. Brown, Property Manager/Administrative Assistant
Tommi Jo Davenport, Property Manager
Charlotte M. Mitchell, Management Aide
Susan Y. King, Section 8 Coordinator
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
Tammy K. Corey, Holland Towers Resident
Jacqueline A. Cummins, Holland Towers Resident
Christine A. Pelc, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Maryland Hicks, Jr., Holland Towers Resident

A motion to approve the November 9, 2022, minutes was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

PUBLIC COMMENT

No comments were forthcoming.

SOLICITOR'S REPORT

Mr. Ferry reported on the requirement that a permit must be secured by the Holland Towers Resident Council prior to scheduling and having Bingo since the tenants play for money. He explained that there is specifically a Bingo law in the State of Pennsylvania requiring a permit to be applied for and secured annually. Mr. Ferry clarified that the Holland Towers Resident Council must be the entity to apply for the permit as they are the individuals conducting Bingo. He stated that the housing authority is not permitted to apply for the permit as they are not the entity running the Bingo games. Until the permit is secured and posted, the housing authority cannot permit the use of the community room for Bingo. Mr. Ferry stated that tenants who continue to schedule and play bingo can be charged criminally. He indicated that for the resident council to host Bingo games, they must secure their own permit from the County Treasurer's Office.

Mr. Ferry reported that he received the report submitted to the Housing Authority by Ms. Jacqueline Commins, Holland Towers Resident Council President, regarding resident council wishes. He explained that the Housing Authority and the Resident Council are separate entities, each with their own By-Laws. The resident council advocates for the tenants and the housing authority advocates for additional items. The housing authority moves in their own direction in accordance with rules and regulations provided by the Department of Housing and Urban Development. Ms. Rockovich conducts tenant meetings at her convenience and there is no requirement for her to have quarterly tenant meetings. If the resident council needs something, or has an issue that needs addressing, Ms. Houserman, as Resident Initiative Coordinator, is available to be the conduit between the resident council and the housing authority, as it is her job responsibility.

Mr. Ferry and the Housing Authority will be working together regarding the Memorandum of Understanding (MOU) for the resident councils.

Mr. Ferry indicated he is aware that the tenants are concerned with some of the renovations. He again explained the process. The architects are finalizing the plans and specifications based on the presentation that was made to the board at the September 2022 Regular Board meeting. Ms. Rockovich continues to provide details of the renovations as they become available. After the plans and specifications are finalized, they are advertised for bid. The Board awards the contracts to the lowest responsible bidder. After contracts are signed, a timeline is established designating the stack of apartments that will be renovated in each interval which includes scheduling the relocation of tenants. The Board and Ms. Rockovich have been very open about the changes to be made, and no bids have not gone out yet and no work has started. Mr. Ferry indicated he would be happy to answer any questions after the meeting.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that the housing authority is still in the planning stage of the renovations, and she will be speaking with the architects in the next couple of weeks to establish firm dates for the bid opening and the proposed award of contracts. Mr. Youngblood asked about tenants having control of their own heating or cooling systems within their apartments which was affirmed by Ms. Rockovich. Chases will be installed to provide additional ventilation within the apartments making it a healthier environment.

Ms. Rockovich stated that she has not heard anything further on the status of grants the housing authority has applied for but will keep them updated at further meetings.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported that there were 7 vacancies at Elm and Morgan, and Scattered Sites, along with 7 annual recertifications, 1 eviction notice, no new leases, no interim recertifications, no notices to vacate and no housekeeping inspections were performed. Tenant account receivables were recorded as \$55,010.15.

GILL VILLAGE REPORTS

Ms. Davenport reported that there were 16 vacancies at Gill Commons, 3 annual recertifications, zero eviction notices, 3 new leases, 2 notices to vacate, and no housekeeping inspections were performed. Total accounts receivable was \$41,074.37.

HOLLAND TOWERS

Ms. Brown reported that there are 18 vacancies and 62 people on the waiting list. There were 9 recertifications, no eviction notices, no new leases, no interim recertifications, and no notices to vacate. There were not any housekeeping inspections performed. Total tenant accounts receivable totaled \$8,109.05.

SNODGRASS REPORTS

Ms. Brown reported there were three vacancies with 10 on the waiting list. There was 1 annual recertification, no eviction notices, no new leases, no interim recertifications, no notices to vacate and no housekeeping inspections. The exterminator treated one apartment with bedbugs as well as the surrounding apartments. Total accounts receivable was \$393.00.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 41; Two-Bedroom - 19; Three-Bedroom - 5; Four-Bedroom - 3; and Five-Bedroom - 3.

MAINTENANCE REPORT

Mr. Smith reported that 238 work orders were generated with 45 outstanding. Of the 45 Outstanding Work Orders, 6 were generated by tenants, 13 were generated by the housing authority, 0 were for inspections, and 26 were for vacant units. He stated that there were 4 work orders generated for inspections consisting of 1 for move-outs, and 3 for move-ins. There were not any for annual inspections

EXTERMINATION REPORT

Mr. Lynch reported that Holland Towers had 13 units being treated with 1 on a 45-day clear. The quarterly treatment covered the third, fourth, and fifth floors. Mr. Lynch reported that Gill Village has 7 units being treated with none on a 45-day clear. The quarterly treatment covered the second and third lots. The extermination expenses through November 2022 were \$24,967.10.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported that there were 164 units under contract including 4 units that are administered by other housing authorities. There were 8 people on the waiting list and 12 outstanding vouchers.

PUBLIC HOUSING AND SECTION 8 INSPECTIONS REPORT

Mr. Harris reported there were 23 inspections conducted of which 6 failed. There were 5 inspections for new units.

APPLICATIONS

Ms. Mitchell reported 13 applications were received in November 2022 with 2 in process, none waiting on documents, and 11 to be processed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman stated that the Resident Councils for William Gill Commons and Elm, Morgan, and Scattered Sites will oversee Grab N' Go Christmas events on Wednesday, December 28, 2022, from 2:00 p.m. to 4:00 p.m. at the Gill Community Center and the VFW at Morgan Village. The Grab N' Go Christmas event for Elm will take place at the Chula Center on Thursday, December 29, 2022, from 2:00 p.m. to 4:00 p.m. Each child will receive 3 to 4 toys, coats, and goodies.

Ms. Houserman reported that toys were ordered from Toys for Tots and Titusville Toy Shop She helped to sort along with the Meadville Housing Resident Council. Over 350 toys, plus 80 winter coats, hats, and mittens for children, which was graciously donated by the Salvation Army have been transported to William Gill, Morgan Village, and Chula. She stated this is the last year the Titusville Toy Shop will be making toys. They are unable to get enough volunteers to make the toys and the number of toys being ordered have decreased.

Ms. Houserman stated that she is looking into the children ice skating at the MARC as they did last year for ages 5-12. They are out of school between December 23, 2022, and January 2, 2023. She is looking into Avalanche Express for the children. There needs to be at least two feet of snow for tubing.

RESOLUTIONS

A motion to approve Resolution No. 11 of 2023 to establish the 2023 meeting dates was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved.

A motion to adopt Resolution No. 12 of 2023 to approve the Public Housing Operating Budget for Fiscal Year Ending March 31, 2024, was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

A motion to adopt Resolution No. 13 of 2023 to approve the Section 8 Operating Budget for Fiscal Year Ending March 31, 2024, was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

A motion to adopt Resolution No. 14 of 2023 to approve the purchase of Certificates of Deposit from Marquette Bank was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the financial statements for October 2022 and lists of bills for November of 2022. After a brief discussion, a motion to approve the Treasurers' Report was made by Ms. Yohe, seconded by Ms. Logan, and was unanimously approved.

REPORT OF COMMITTEES

There are not any committees established at this time.

UNFINISHED BUSINESS

Ms. Rockovich stated she received the final audit report, and she will email it to the Board members. There were not any findings.

NEW BUSINESS

Mr. Youngblood asked about the new phone Enterphone system. Ms. Rockovich explained how the system functioned and that if the tenants have any issues, Ms. Mitchell is always willing to help with any problems.

Mr. Youngblood asked about a previous City of Meadville council meeting where a tenant reported black mold in her unit. Mr. Ketcham stated that previous work orders for that apartment were researched, and the tenant never called in making a request to have this addressed. Ms. Rockovich reported that if a tenant leaves a message, that voicemail is sent to the employee's email.

Mr. Youngblood expressed concern about tenant's being made to stay in the lobby to discuss their concerns. Ms. Rockovich responded that tenants may request a private meeting with their manager at any time. They are encouraged to call and schedule an appointment.

Ms. Yohe asked if MOU funds were used for a tenant's birthday party. Ms. Rockovich responded that the housing authority used their administrative funds for the celebration.

Ms. Rockovich reported the Annual Public Meeting is scheduled for January 25, 2023.

COMMUNICATIONS

There were not any communications to be presented.

A motion to adjourn meeting was made by Ms. Logan, seconded by Ms. Yohe, and was unanimously approved. The meeting adjourned at 2:50 p.m.

Submitted,

Sonya D. Logan, Assistant Secretary/Treasurer