

MINUTES – February 8, 2023

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 8th day of February 2023.

Members Present: Richard H. Zinn, Chair
Thomas G. Youngblood, Vice Chair
Marcia J. Yohe, Treasurer
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, Property Manager/Administrative Assistant
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
Mike Crowley, Meadville Tribune
Maryland Hicks, Holland Towers Resident
Christine A. Pelc, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Christopher C. DuBose, Holland Towers Resident
Karen Green, Holland Towers Resident
Barry L. Flinspach, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Jacqueline A. Cummins, Holland Towers Resident

A motion to approve the minutes of the Regular Meeting on January 11, 2023, was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

PUBLIC COMMENT

Ms. Commins presented a letter suggesting alternative extermination methods. No other comments were presented by the attendees.

SOLICITOR'S REPORT

Mr. Ferry stated that he was continuing to assist with securing a Bingo permit for the Holland Towers Resident Council. He is working with Ms. Commins on this matter.

Mr. Ferry responded to some concerns regarding Resident Councils, MOU agreements, and Resident Initiatives Funds. He stated that HUD does not hand money to the Housing Authority specifically for resident councils. After resident councils and the housing authority sign the MOU agreements, the resident council then requests funds for projects that are eligible as outlined in the regulations. The housing authority reviews the request and will issue checks for eligible items. Mr. Ferry explained that funds that are not used in a current year do not roll over to the following year. He briefly discussed the proposed MOU agreement and stated that any questions may be directed to Mr. Ketcham.

Mr. Ferry stated that the housing authority should be receiving rent monies from the Prothonotary's Office regarding tenants that appealed their evictions in the near future. He is hopeful to be able to present final resolutions to the outstanding evictions at the March meeting.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that she and staff met with the architects on February 1 and thoroughly reviewed the plans for Holland Towers Apartment Renovation project. She invited the Board members to review the plans. The housing authority anticipates having the final set by the end of the month. Once the housing authority approves the plans, the project will be advertised for bid.

Ms. Rockovich reported that HUD was offering a debriefing on the Capital Fund At-Risk Receivership/Substandard Troubled Grant application. She stated that she and Mr. Ketcham are scheduled to discuss the application on February 15.

ELM, MORGAN, AND SCATTERED SITES

Ms. Rockovich reported that there were 7 vacancies, with 1 new lease. There were 4 annual and 6 interim recertifications conducted during the month of January 2023. One eviction notice was served. There were not any notices to vacate received nor housekeeping inspections conducted. Tenants' Accounts Receivable totaled \$72,348.95.

GILL VILLAGE

Ms. Rockovich reported that there were 22 vacancies with 2 new leases signed. There were 3 annual recertifications and 3 interim recertifications conducted during the month of January 2023. There were not any eviction notices served, and not any vacate notices received. No housekeeping inspections were conducted. Tenants' Accounts Receivable totaled \$47,549.96.

Ms. Rockovich stated that we are trying to work with the tenants that are behind in their rent and that eviction is the housing authority's last resort for non-payment of rent.

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 39; Two-Bedroom - 17; Three-Bedroom - 3; Four-Bedroom - 2; and Five-Bedroom - 3.

HOLLAND TOWERS

Ms. Brown reported that there are 18 vacancies and 60 people on the waiting list. She completed 7 annual recertifications and no interim recertifications during the month of January 2023. There were not any eviction notices served nor any notices to vacate received. She did not conduct any housekeeping inspections and Ms. Brown received no notices to vacate. Tenants' Accounts Receivable totaled \$9,932.38.

Ms. Rockovich stated that the cleaning of the ducts and trash chute cleaning started on Monday, February 6, 2023.

SNODGRASS REPORTS

Ms. Brown reported there were 3 vacancies with 12 people on the waiting list. There were not any new leases, and she did not complete any annual or interim recertifications. She issued one eviction notice and did not receive any notices to vacate. One housekeeping inspection was conducted. Tenants' Accounts Receivable totaled \$1,801.54.

Ms. Rockovich stated that quotes are still being secured to repair the damage caused by the waterline breaks that occurred December 26, 2022.

MAINTENANCE REPORT

Mr. Smith reported 153 work orders generated during January 2023 with 27 outstanding. There were 18 vacancy fix-up work orders with 3 units completed. Mr. Smith stated that there were 2 move-out, and 2 move-in inspections performed.

EXTERMINATION REPORT

Ms. Rockovich reported that there were 13 units being treated at Holland Towers with zero being on a 45-day clear. The quarterly treatments at Holland Towers were completed on the first, second, and third floors. She stated that there were 8 units being treated Gill Commons. The quarterly treatments were done in the first and fifth lots. The expenses for the calendar year 2022 totaled \$24,796.10 and approximately \$2,000 was incurred in 2023.

Ms. Yohe presented with some questions regarding issues brought up in the public comment period regarding non-compliant tenants and suggested that Active Aging be contacted to see if they could provide some assistance with the preparation for exterminations.

SECTION 8 CHOICE VOUCHER REPORTS

Ms. Rockovich reported 162 units under contract with 2 port outs during the month of January 2023. She stated there were 6 families on the waiting list and 6 outstanding vouchers. The HAP expenses for January 2023 was \$58,085.98.

SECTION 8 INSPECTIONS

Mr. Harris reported 23 Section 8 inspections were conducted during the month of January 2023 with 7 of them being new units. He also reported 6 units failing inspections.

APPLICATIONS

Ms. Mitchell reported that she received 23 applications in January 2023, and she is waiting on documents to further process the applications. Ms. Rockovich stated that training is scheduled February 9, 2023, to set up online applications.

RESIDENT INITIATIVE REPORTS

Ms. Houserman stated that she received a call from Kelly Cochran from Family Community Christian Association. Her organization is interested in the space at William Gill Commons to start a Pre-K County Program for children ages 3-5, which would run from August 2023 to June of 2024. This program is similar to the previous Head Start program. The organization is possibly interested in utilizing space at the VFW as well. Ms. Houserman plans to schedule a tour of both sites next week.

Ms. Houserman contacted Southwick Kickboxing. After-school classes for children ages 5-12 will be held on Tuesdays and Thursdays from 4:30 p.m. to 5:30 p.m. The classes will run from April 11, 2023, to May 18, 2023.

Ms. Houserman also contacted the MARC regarding swimming and survival classes for children ages 5-12. Classes will be held on Mondays and Wednesdays from 1:30 p.m. to 3:00 p.m. The classes will run from June 19, 2023, to July 26, 2023.

Ms. Houserman stated that she scheduled Cupcake Wars on Valentine's Day at Holland Towers. Those entering the contest will be judged in three categories: Taste, Cupcake Decoration, and Overall Presentation. She has selected three Holland Towers residents to be judges.

RESOLUTIONS

A motion to adopt Resolution No. 17 of 2023 to open the Section 8 waiting list. A motion to open the Section 8 waiting list April 1, 2023, was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the December 2022 Financial Statements and January 2023 List of Bills. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

REPORT OF COMMITTEES

There are not any committees to report.

UNFINISHED BUSINESS

Ms. Rockovich reported on the Annual Public Meeting held on January 25, 2023. She discussed the new leases that have been posted on the housing authority website for public comment. Ms. Rockovich stated that there are four leases consisting of 55 pages which are similar except for a couple of paragraphs that address lawn maintenance, snow removal, and utilities. The leases include specific policies that must be abided by the tenants. Ms. Rockovich feels that several items are very detailed so that they will hold up at the magistrate during eviction proceedings. Other items discussed during the meeting included changes to the Ceiling/Flat Rents, Utility Allowances, Minimum Rent, and Capital Fund Program Grant Projects.

NEW BUSINESS

There was not any new business to report.

COMMUNICATIONS

There were not any communications to be presented.

The meeting recessed into Executive Session at 2:47 p.m. to discuss personnel matters. The meeting reconvened at 3:25 p.m. with no action being taken.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Rozakis, and unanimously approved. The meeting adjourned at 3:27 p.m.

Submitted,

James D. Rozakis, Secretary