

MINUTES – March 8, 2023

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 March 2023.

Members Present: James D. Rozakis, Secretary
Marcia J. Yohe, Treasurer
Sonya D. Logan, Assistant Secretary/Treasurer
Thomas G. Youngblood, Vice Chair – participated by telephone

Members Absent: Richard H. Zinn, Chair

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
Cena Kneubehl, Morgan Village Resident
Jane A. Osbourne, Morgan Village Resident
Jacqueline A. Commins, Holland Towers Resident
Denise A. DeBaise, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Donna L. Fluty, Holland Towers Resident
Maryland Hicks, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Sally A. Starcher, Holland Towers Resident
Donald L. Vanderhoof, Holland Towers Resident

A motion to approve the minutes of the Regular Meeting on February 8, 2023, was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

PUBLIC COMMENT

There was not any public comment.

SOLICITOR'S REPORT

Mr. Ferry stated that forms are being prepared for Ms. Commins signature to finalize the issuance of the Bingo permit.

Mr. Ferry commented on the resolutions listed on the agenda with regard to approving the MOU Agreement for all three Resident Councils. He clarified that they were created using the latest version of language proposed by the Department of Housing and Urban Development. The MOU Agreements will renew on an annual basis to allow for revisions.

Mr. Ferry reported that the new leases posted on the website that becomes effective April 1, 2023, met the requirements in accordance the Pennsylvania Landlord Tenant law and the Department of Housing and Urban Development. He stated that the new leases also included policies to make them more enforceable.

RESPONSE TO PUBLIC COMMENT

Mr. Ketcham reported regarding the high-heat method of treating for bedbugs, as was suggested at the February Board meeting. He posted a request for information through PAHRA and received approximately a dozen responses from housing authorities that tried the method. The responses were unanimous that it was very expensive with minimal results. Mr. Ketcham stated that the tenants with bedbugs would leave the apartment while it was being treated, the bedbugs that were in the apartment would be eliminated, yet when tenant returned, in most cases, the tenants would carry them back in on themselves. He also stated that it was ineffective for non-compliant tenants. Mr. Smith added the high-heat machine had to run 90 minutes using 240 volts of power and tenants would have to be out of their units for a minimum of 8 hours for the procedure. He stated a certified contractor would have to be hired to perform the process.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported on the status of the apartment renovation at Holland Towers. She stated that a prototype apartment was created, and appointments will be scheduled to meet with tenants to review the changes and the process. Tenants will be given an opportunity to vote on the flooring to be specified for all the apartments.

Ms. Rockovich reported on the debriefing that she and Mr. Ketcham participated in regarding the application that was submitted for the Capital Fund At-Risk/Receivership/Substandard/Troubled Grant Program. We were informed that we submitted a strong application but the award targeted housing authorities that were in much poorer conditions. The debriefers encouraged us to apply for the upcoming Housing-Related Hazards & Lead-based Paint Capital Fund Program.

Ms. Rockovich stated that Mr. Ketcham pulled the notice for the Housing-Related Hazards & Lead-based Paint Capital Fund Program application which is due April 13, 2023. He will be applying for the electrical upgrades to replace gas ranges with electric ranges housing authority-wide.

ELM, MORGAN, AND SCATTERED SITES

Ms. Rockovich reported that there were 7 vacancies, with no new leases in February 2023. There were 8 annual and 6 interim recertifications conducted during. One eviction notice was served. She did not receive any notices to vacate, nor any housekeeping inspections were conducted. Tenants' Accounts Receivable totaled \$63,289.63.

GILL VILLAGE

Ms. Rockovich reported that there were 23 vacancies with 3 new leases signed in February 2023. There were 4 annual recertifications and 1 interim recertification. There was 1 eviction notice served. She did not receive any notices to vacate, nor any housekeeping inspections were conducted. Tenants' Accounts Receivable totaled \$44,991.62.

Ms. Rockovich stated that unfortunately some tenants will be receiving eviction notices for non-payment of rent since rent collections have not improved since the January report.

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 38; Two-Bedroom - 11; Three-Bedroom - 4; Four-Bedroom - 2; and Five-Bedroom - 3.

HOLLAND TOWERS

Ms. Brown reported that there are 19 vacancies and 60 people on the waiting list. She completed 7 annual recertifications and no interim recertifications during the month of February 2023. There were not any eviction notices served nor did she receive any notices to vacate. She did not conduct any housekeeping inspections. Tenants' Accounts Receivable totaled \$15,326.47.

SNODGRASS REPORTS

Ms. Brown reported there were 4 vacancies with 9 people on the waiting list. There were not any new leases, and she did not complete any annual or interim recertifications. She did not receive any eviction notices nor did she receive any notices to vacate. Ms. Brown did not conduct any housekeeping inspections. Tenants' Accounts Receivable totaled \$1,801.54.

MAINTENANCE REPORT

Mr. Smith reported 169 work orders generated during February 2023 with 47 outstanding. There were 28 vacancy fix-up work orders with 3 units completed. Mr. Smith stated that there were 4 move-out, and 3 move-in inspections performed. He stated that the fire alarm testing will be conducted in the next week at Holland Towers.

EXTERMINATION REPORT

Mr. Lynch reported that there were 13 units being treated at Holland Towers with 2 being on a 45-day clear. The quarterly treatments at Holland Towers were completed on the fourth and fifth floors. He stated that there were 8 units being treated at Gill Commons with none were on a 45-day clear. The quarterly treatments were done in the second and third lots. The expenses for the calendar year 2022 totaled \$24,796.10 and \$1,285.15 were incurred in 2023.

SECTION 8 CHOICE VOUCHER REPORT

Ms. King reported 165 units under contract with 2 port outs during the month of February 2023. She stated there were 4 families on the waiting list and 3 outstanding vouchers. The Housing Assistance Payment expenses for February 2023 was \$60,512.98.

SECTION 8 INSPECTIONS

Mr. Harris reported 11 Section 8 inspections were conducted during the month of February 2023 with 1 of them being a new unit. He stated that one unit failed the inspection.

APPLICATIONS

Ms. Mitchell reported that she received 16 applications in February 2023. She stated that 4 are in process and waiting on documents.

RESIDENT INITIATIVE REPORTS

Ms. Houserman stated that the Summer Lunch Food applications have been filled out and sent to NW Tri-County IU5. The William Gill and Morgan Village Resident Councils will oversee the lunches this summer. The program runs from Monday, June 12, 2023, through Friday, August 11, 2023. The lunches and snacks will be served from 11:00 a.m. to Noon.

Ms. Houserman reported that St. Patrick's Day art classes and parties will take place at both William Gill Commons and Morgan Village on Friday, March 17, 2023, from 2:30 p.m. to 4:00 p.m. for all children. The events will include making Rainbow Wands, a Gold Coin Candy Hunt, and attempting the Irish Jig while playing musical chairs.

Ms. Houserman stated that the children ages 5 and up will be heading to the Chalk Shop Glow in the Dark Splatter Room on Thursday, April 6, 2023, from 1:00 p.m. to 3:00 p.m. They will be suited up with hooded ponchos, goggles and booties while they splatter paint onto a 12x16 canvas using paint brushes and squirt guns to create their splatter artwork. The children will be able to take their artwork home.

Ms. Houserman reported that the Easter parties are tentatively scheduled for Friday, April 7, 2023, from 2:00 p.m. to 4:00 p.m. for both William Gill and Morgan Village. All children will participate in an Easter Egg Hunt, games and receive oodles of candy for the event.

RESOLUTIONS

A motion to adopt Resolution No. 18 of 2023 to approve salary increases for the administrative staff was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

A motion to adopt Resolution No. 19 of 2023 to close the Holland Towers Waiting List was made by Ms. Yohe, seconded by Ms. Logan, and unanimously approved.

A motion to approve Resolution No. 20 of 2023 to adopt a Criminal Policy was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

A motion to approve Resolution No. 21 of 2023 to adopt a Defiant Trespass Policy was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 22 of 2023 to adopt a Smoke-Free/Tobacco-Free Policy was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 23 of 2023 to adopt Public Housing Lease for Elm and Morgan was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 24 of 2023 to adopt Public Housing Lease for Scattered Sites was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 25 of 2023 to adopt Public Housing Lease for Holland Towers was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 26 of 2023 to adopt Public Housing Lease for William Gill Commons was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 27 of 2023 to adopt the MOU Agreement for Meadville Housing Resident Council was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 28 of 2023 to adopt the MOU Agreement for Holland Towers Resident Council was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 29 of 2023 to adopt the MOU Agreement for William Gill Commons Resident Council was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved.

A motion to approve Resolution No. 30 of 2023 to adopt the Five-Year Capital Fund Budget 2022-2027 was made by Mr. Youngblood, seconded by Ms. Logan, and unanimously approved.

A motion to adopt Resolution No. 31 of 2023 to approve Credit Card Holders was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

A motion to approve Resolution No. 32 of 2023 to adopt Flat Rents, Ceiling Rents, Minimum Rents, Utility Allowances effective April 1, 2023, was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved.

A motion to adopt Resolution No. 33 of 2023 to approve the Write-Off Vacated Tenant Accounts for Elm/Morgan/Scattered Sites, was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

A motion to adopt Resolution No. 34 of 2023 to approve the Write-Off Vacated Tenant Accounts for Holland Towers was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

A motion to adopt Resolution No. 34 of 2023 to approve the Write-Off Vacated Tenant Accounts for William Gill Commons was made by Ms. Logan, seconded by Mr. Youngblood, and unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

There was not any unfinished business to report.

NEW BUSINESS

Ms. Rockovich reported that Online Applications for the Public Housing and Section 8 Program will be going live April 1, 2023. The staff has been testing the system by inputting preliminary applications. She stated that a Landlord Portal was established for landlords to be able to see their payment breakdowns and 1099 reports. An Employee Portal was setup for employees to view their paychecks and W-2's. Ms. Rockovich reported that a Tenant Portal is planned to allow tenants to make payments and view their information. The housing authority's website is www.meadvillehousing.org.

COMMUNICATIONS

There were not any communications to be presented.

The meeting recessed into Executive Session at 2:55 p.m. to discuss personnel matters. The meeting reconvened at 3:14 p.m. with no action being taken.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Logan, seconded by Ms. Yohe, and unanimously approved. The meeting adjourned at 3:15 p.m.

Submitted,

James D. Rozakis, Secretary