

MINUTES – May 10, 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 10th day of May 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
Tommi Jo Davenport, Property Manager
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Daniel R. Harris, Housing Inspector
Barbara L. Houserman, Resident Initiatives Coordinator
Charlotte M. Mitchell, Management Aide
Christopher D. Ferry, Solicitor
Kathleen A. Dunlap, Holland Towers Resident
Sherry L. Brown, Holland Towers Resident
Maryland Hicks, Jr., Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Jacqueline A. Commins, Holland Towers Resident
Sherri Rasmussen, Holland Towers Resident

A motion to approve the minutes of the April 12, 2023, meeting was made by Ms. Yohe, seconded by Mr. Youngblood, and unanimously approved.

PUBLIC COMMENT

Ms. Commins and Ms. Rasmussen made comments on the upcoming apartment renovations at Holland Towers. Ms. Yohe thanked the staff and tenants for their participation at the Holland Towers tenant meeting April 27, 2023. She felt that the exchange of information was very productive.

SOLICITOR'S REPORT

Mr. Ferry reported that the resident council has obtained the BINGO permit and he gave the original to Ms. Commins at the meeting. Mr. Youngblood suggested that they should be going through the entire application each year as names may change.

Mr. Ferry reported that the evictions that were appealed to the Court of Common Pleas from the magistrate level are being scheduled and he will be attending those hearings.

Mr. Ferry reiterated that meetings with all the residents give them the opportunity to voice their own opinions directly and not just through the Resident Council. He stated that Ms. Rockovich is not required by HUD to have regular meetings, that it is her option to keep tenants informed in the manners that she chooses either by notices mailed with bills or through a meeting. Mr. Ferry also reminded the Holland Towers Resident Council that written comments are to be addressed to Ms. Houserman, Resident Initiatives Coordinator.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich provided information regarding the bid process for the renovation stating we are on track with all stages so far. She reported that there are 26 vacant units at Holland Towers so tenants can be relocated within the building. Ms. Rockovich plans to have a meeting with the tenants that will be relocated to step them through the process as well as answer any questions they might have. She stated that due to the number of vacancies, four stacks of units will be initially made available.

Ms. Rockovich briefly discussed plans for the administrative staff moving to the Learning Center at William Gill Commons. The project to install a generator at the Learning Center is anticipated to be out for bid in the middle of May 2023. The architect is confident that the project will have quick turnaround time to have the work completed close to the time the offices are scheduled to move to the Learning Center.

Ms. Rockovich reported that the Housing-Related Hazards & Lead-based Paint Capital Fund Program grant application was submitted and acknowledged. The application was for housing authority wide in the amount of \$3,000,000. She will keep the board updated on the status.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported that there were 8 vacancies, with 1 new lease signed in April 2023. There were 2 annual and 3 interim recertifications conducted. She did not serve any eviction notices yet received one notice to vacate. Ms. Davenport did not conduct any housekeeping inspections. Tenants' Accounts Receivable totaled \$44,021.43.

GILL VILLAGE REPORTS

Ms. Davenport reported that there were 19 vacancies with 1 new lease signed in April 2023. There were 3 annual recertifications and 2 interim recertifications conducted. She did not serve any eviction notices and did not receive any notices to vacate. Ms. Davenport did not conduct any housekeeping inspections. Tenants' Accounts Receivable totaled \$20,296.18.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 20; Two-Bedroom - 6; Three-Bedroom - 8; Four-Bedroom - 2; and Five-Bedroom - 3.

HOLLAND TOWERS

Ms. Brown reported that there were 26 vacancies and 58 people on the waiting list in April 2023. There were 8 annual recertifications and 0 interim recertifications conducted. She did not serve any eviction notices and received 2 notices to vacate. Ms. Brown did not conduct any housekeeping inspections. Tenant accounts receivable totaled \$3,227.13.

Ms. Rockovich reported she felt the tenant meeting on April 27, 2023, went extremely well and was beneficial for the tenants. She updated the tenants on the status of the outstanding evictions. Ms. Rockovich briefly discussed the new policies that went into effect April 1, 2023. She also discussed the new lease and the new maintenance charges. She discussed the renovation process and addressed most of the concerns.

SNODGRASS REPORT

Ms. Brown reported that there were 3 vacancies, and 3 new leases were signed in April 2023. She did not conduct any annual recertifications or interim recertifications. Ms. Brown did not serve any eviction notices and did not receive any notices to vacate. She reported that a tenant moved out. Ms. Brown did not conduct any housekeeping inspections. Tenant accounts receivable total \$3,100.54.

Ms. Rockovich reported on the progress of the repairs at the Snodgrass building after the water main break at Christmas time. The insurance company offered to take the lead in the restoration of damage. They have a list of contractors they periodically recommend to their claimants for repairs. Ms. Rockovich is scheduled to sign the contract on May 12, 2023, to make the repairs.

MAINTENANCE REPORT

Mr. Smith reported 212 work orders were generated during April 2023 with 35 still outstanding, with 1 tenant work order, 13 were management generated, and 21 for vacancy fix-ups. He stated 5 vacant apartments were completed, and there was 1 move-in inspection completed.

EXTERMINATION REPORT

Mr. Lynch reported on the exterminations. Holland Towers currently has 13 units being treated for infestations with none on a 45-day clear. He stated that the first, second, and third floors had quarterly treatments. Mr. Lynch also reported that William Gill Commons currently has 9 units being treated and none are on 45-day clear. The quarterly treatments included Lots 1 and 5.

Ms. Rockovich reported additional charges are being imposed for non-compliant tenants. A brief discussion was held regarding passing these charges onto the tenants as well as consideration of issuing eviction letters.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported 163 units under contract with 4 port outs. There are 19 VASH vouchers under contract that are included in the total during the month of April 2023. She stated there were 238 families on the waiting list and no outstanding vouchers. The Housing Assistance Payment expenses for April 2023 were \$60,016.92.

SECTION 8 HOUSING INSPECTION REPORT

Mr. Harris reported there were 22 inspections. One of the inspections failed.

APPLICATIONS

Ms. Mitchell reported 9 applications were received and need to be processed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported the Summer Lunch Food Training has been rescheduled for Tuesday, June 6, 2023, at the Northwest Tri-County IU5 building in Edinboro. Unfortunately, they are unable to send a trainer to William Gill this year. There are 8 people attending. Ms. Houserman will be driving as well as Melody Bush from Morgan Village, and the time for the training has not been announced yet.

Ms. Houserman reported children aged 5-13 will go bowling at Plaza Lanes on Tuesday, June 20, 2023, from 1:00-3:00 pm. She stated that four lanes are reserved, and the kids will get free shoes, pizza, and pop.

Ms. Houserman stated that the week of July 10, 2023, children ages 5-15 will take a field trip to Play Port in Erie, PA. They feature Lazer Mazes, Laser Tag, Virtual Reality and AI. They will learn about some of these new innovations while having fun at the same time. In addition, they will get free pizza, pop, juice boxes and water. The day and time will be announced.

Ms. Houserman said Southwick Kickboxing has been going well. The kids are having fun and learning a lot. The last class will be held on Thursday, May 18, 2023, at which time each child will receive a certificate for completing the class, including a T-Shirt.

RESOLUTIONS

A motion to adopt Resolution No. 1 of 2024 to amend Section 8 Utility Allowances for the Housing Choice Voucher Program was made by Mr. Youngblood, seconded by Mr. Rozakis, and was unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the List of Bills for April 2023. 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 not any committee reports to be presented.

UNFINISHED BUSINESS

There was not any unfinished business.

NEW BUSINESS

Ms. Rockovich presented the tabulations of quotes to replace flooring in the spaces that will be utilized as offices and the space for the day care center at the Learning Center at William Gill Commons. After a brief discussion, a motion to approve the quote from Annie's Flooring in the amount of \$18,333.00 was made by Ms. Yohe, seconded by Mr. Youngblood, and was unanimously approved.

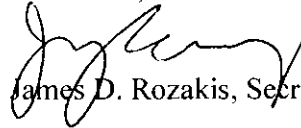
COMMUNICATIONS

There were no 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 was adjourned at 2:55 p.m.

Submitted,



James D. Rozakis, Secretary

SIGN-IN SHEET
REGULAR BOARD MEETINGS - MAY 10, 2023

ATTENDEE	ADDRESS	EMAIL ADDRESS CELL OR TELEPHONE NUMBER
SHERRY BROWN	711 Hwy 3-119	
Sherril Rasmussen	1130 Main St apt 305	
Bud Hicks	APT 501 Holland Towers	
Kathleen Dunlop	317 Holland Towers	
Jackie Commins	307	
Wayne Shaw	APT 106	