

MINUTES – June 14, 2023

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:00 p.m., the 14th day of June 2023.

Members Present: Richard H. Zinn, Chair
Thomas G. Youngblood, Vice Chair
Marcia J. Yohe, Treasurer
James D. Rozakis, Secretary

Members Absent: Sonya D. Logan, Assistant Secretary/Treasurer

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Director of Housing Management
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
Nancy Petro, Holland Towers Resident
Rose Porfilio, Holland Towers Resident
Randall Brannon, Holland Towers Resident
Peter Grella, City Planner
Mr. Grella's intern

A motion to approve the minutes of the May 10, 2023, meeting was made by Mr. Youngblood, seconded by Mr. Rozakis, and unanimously approved.

PUBLIC COMMENT

There was no Public Comment.

SOLICITOR'S REPORT

Mr. Ferry reported that Ms. Commins asked for clarification regarding certain HUD regulations and policies. Some policies must fall under Federal and State Law independent of HUD. Mr. Ferry explained that the Housing Authority differs from that of the school board, in that resolutions are posted prior to theirs as they are discussed and finalized at work sessions prior to the regular meeting. The Housing Authority board approves resolutions as matters arise at the regular meetings. Mr. Ferry also explained that it is not his capacity to make policy as it is the board's responsibility. He explained that the apartment renovations are not a legal matter. It is ultimately the decision of the board. Mr. Ferry plans to meet again with Ms. Commins and Mr. Kevin Burke prior to the August 2023 board meeting.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that the architectural firm is finalizing the plans. In working with the architect, the 16, 18, 20, and 22 stacks are the initial ones to be renovated. Prior to the relocation of any tenants, the exterminator and the housing authority inspected all 132 units to identify issues that were not reported. The vacant units were sprayed prior to giving tenants keys to their temporary apartment. Ms. Rockovich stated that she, Mr. Ketcham, and Ms. Brown met with ten tenants that are scheduled to be moved at the end of next week. The temporary apartments were cleaned and painted. Of the first 10 tenants to move, 8 will be staying on the same floor that they currently reside on. After the initial ten tenants are moved, there are six that remain. Ms. Rockovich stated that tenants will turn in their cable/internet/telephone bills showing the transfer cost. The housing authority will send the payment directly to the utility company on the tenant's behalf. Ms. Rockovich stated that the offices will move to William Gill Commons after the tenants have been moved. She stated that communications will remain unchanged as the telephones, network, and computers will be moved to the Learning Center at William Gill Commons. All tenants will be able to reach their managers and place work orders as all the extensions will remain the same. A daily schedule will be set for Holland Towers tenants to pick up packages.

Ms. Rockovich stated that she has not received notification regarding the Housing-Related Hazards and Lead-based Paint Capital Fund Program.

Ms. Rockovich reported that the Emergency Safety and Security Grant is due June 28, 2023, and Mr. Ketcham is preparing an application.

Mr. Zinn explained that the public comment portion of the meeting had passed and that it was inappropriate to interrupt.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported that there were 8 vacancies, with 3 new leases signed in May 2023. There were 5 annual and 6 interim recertifications conducted. She did not serve any eviction notices and received 2 notices to vacate. Ms. Davenport did not conduct any housekeeping inspections. Tenants Accounts Receivable totaled \$52,466.19.

GILL VILLAGE REPORTS

Ms. Davenport reported that there were 15 vacancies with 4 new leases signed in May 2023. There were 2 annual and 6 interim recertifications conducted. She did not serve any eviction notices and received 1 notice to vacate. Ms. Davenport did not conduct any housekeeping inspections. Tenants' Accounts Receivable totaled \$20,720.60.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 4; Two-Bedroom - 7; Three-Bedroom - 5; Four-Bedroom - 2; and Five-Bedroom - 5.

HOLLAND TOWERS

Ms. Rockovich reported that there were 30 vacancies and 58 people on the waiting list in May 2023. There were 11 annual recertifications and 0 interim recertifications conducted. She stated Ms. Brown did not serve any eviction notices and did not receive any notices to vacate. Ms. Rockovich reported that there were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$3,064.88. Mr. Rozakis asked how many of the vacant units are off-line. Mr. Rockovich responded that all 30 units are currently off-line.

SNODGRASS REPORT

Ms. Rockovich reported that there were 2 vacancies, and 3 new leases were signed in May 2023. She stated Ms. Brown did not conduct any annual recertifications or interim recertifications. Ms. Rockovich reported that Ms. Brown did not serve any eviction notices and did not receive any notices to vacate. She stated that there were not any housekeeping inspections conducted. Tenant accounts receivable total \$3,100.54.

Ms. Rockovich reported on the progress of the water damage repairs at the Snodgrass building, stating that the insurance contractors are scheduled to begin July 1, 2023. A Change Order in the amount of \$5,000.00 was executed to replace all the subflooring. Ms. Rockovich stated the Partnership and PHFA must provide direction as to the status of the lift that is so old that parts cannot be found to make the necessary repairs. The cost to replace the lift is estimated to be \$17,000.00 for the materials only. The current one sits in a pit which needs to be filled in and cemented. Ms. Rockovich inquired as to whether we could remove the lift rather than replace it to be in compliance.

MAINTENANCE REPORT

Mr. Smith reported 233 work orders were generated during May 2023 with 27 still outstanding, 0 tenant work orders, 8 management generated, and 19 for vacancy fixups. He stated 3 vacant apartments were completed, 4 move-in inspections were conducted, and 3 move-out inspections were conducted. Ms. Rockovich commended Mr. Smith for a good job regarding his maintenance team preparing the vacant apartments at Holland Towers for the relocation.

EXTERMINATION REPORT

Mr. Lynch reported on the exterminations. In the month of May 2023, Holland Towers currently has 12 units being treated for infestations with none on a 45-day clear. He stated that the fourth and fifth floors had quarterly treatments. Mr. Lynch reported that William Gill Commons currently has 9 units being treated and none are on 45-day clear. The quarterly treatments included Lots 3 and 5. He stated that bed bug traps were purchased to be placed in tenant's apartment during the interim prior to the scheduled spraying appointment. Ms. Rockovich commended Mr. Lynch for the great job regarding the extermination efforts.

Ms. Rockovich stated that the tenant preparation sheets were revised for clarity to include that after laundering clothing, clean and dry clothes are to be placed in a clean bag and not put back into a contaminated bag. She stated that the housing authority is looking into ways of working with the tenants of treating their belongings in cooperation with the exterminator. Ms. Rockovich stated the housing authority continues to encourage tenants not to gather in common areas or visit other tenants' apartments. She gave an example that recently a tenant with an infestation visited another tenant's apartment without an infestation. Upon an extermination evaluation, the tenant's apartment without bedbugs is now infested. Ms. Rockovich stated that bedbugs do not fly or jump. However, they do crawl off a person onto furniture.

Mr. Youngblood provided information regarding heat treatment and why it is successful for Allegheny College since the students vacate the premises, leaving no belongings behind, prior to heat treatment. It is not designed to work for a Housing Authority as tenants leave behind their belongings and then return, bringing bedbugs back with them. When the exterminator provides services, there is a residual effect of the chemical which heat treating does not supply.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported 163 units under contract including 3 port outs and 20 VASH vouchers during the month of May 2023. She stated there were 273 families on the waiting list and 1 outstanding voucher. The Housing Assistance Payment expenses for May 2023 were \$58,644.92. Ms. Rockovich stated that the housing authority was recently made aware of the funding set aside for calendar year 2023. She stated that Ms. King has a briefing scheduled for Thursday, June 22, 2023.

SECTION 8 HOUSING INSPECTION REPORT

Mr. Harris reported there were 18 inspections with two inspections failing. One was failed for a rotted step and the other was failed for broken windows.

APPLICATIONS

Ms. Mitchell reported 8 applications were received, five of which were withdrawn due to the one-bedroom waiting lists being closed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that the Summer Lunch Food Program began on Monday, June 12, 2023. It will run for 9 weeks on Mondays through Fridays from 11:00 a.m. to 12:00 p.m. She stated that over 80 lunches and snacks have been ordered. Ms. Houserman expressed appreciation to the Resident Councils for volunteering their time and support.

Ms. Houserman stated that she was contacted by Victory Church about using the William Gill baseball field for a family sports day sometime in July. She stated that some of the activities would include softball, baseball, kickball, and badminton including food, face painting and more. The day and time have not yet been determined.

Ms. Houserman reported that she met with Kelly Cochran, Executive Director of Pre-K Counts on Friday, June 9, 2023, at the Learning Center at William Gill Commons. They discussed recruitment using a targeted approach. There are currently 15 eligible children at William Gill Commons and 14 eligible children throughout Morgan, Elm, and Scattered Sites who meet both age and income requirements. Ms. Houserman stated she provided Ms. Cochran with a list of eligible children, and she will assist with recruitment to fulfill the grant requirements.

Ms. Houserman reported that she was contacted by Barb Newcamp from The MARC requesting to set up a garden workshop for children at William Gill Commons. She stated the workshop may be scheduled during the last two weeks of June or after July 4th. The day and time have not yet been determined.

RESOLUTIONS

A motion to adopt Resolution No. 2 of 2024 to approve the easement and purchase a transformer upgrade at Holland Towers was made by Ms. Yohe, seconded by Mr. Youngblood, and was unanimously approved.

A motion to adopt Resolution No. 3 of 2024 to approve the commercial lease agreement with Family and Community Christian Association for the use of the designated space at the Learning Center at William Gill Commons was made by Mr. Rozakis, seconded by Mr. Youngblood, and was unanimously approved.

A motion to adopt Resolution No. 4 of 2024 to approve the contractor to install a generator at the Learning Center at William Gill Commons was made by Mr. Youngblood, seconded by Ms. Yohe, and was unanimously approved.

TREASURER'S REPORT

Mr. Ketcham presented the list of bills for May 2023. After a brief discussion, a motion to approve the Treasurer's Report for audit was made by Mr. Rozakis, seconded by Ms. Yohe, 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 advised the board that two former maintenance employees, Johnny Henry, and Drew Dayton, were rehired. She feels that once the extreme number of vacant apartments are caught up, we should be able to complete the cleaning and painting with staff and alleviate the need for subcontractors.

Mr. Youngblood asked for an update on the repairs to the elevator at Holland Towers. Mr. Smith reported that a known faulty board was replaced. Subsequently an additional board was found to be faulty and is currently on order. Mr. Smith will find the lead time for the part. Mr. Youngblood requested that a professional elevator evaluation be provided to understand the needs and costs of preparing this aging elevator to work properly.

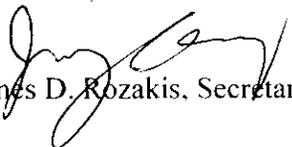
COMMUNICATIONS

There were no communications to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Rozakis, seconded by Mr. Youngblood. The meeting was adjourned at 2:48 p.m.

Submitted,


James D. Rozakis, Secretary

