

MINUTES – August 9, 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 9th day of August 2023.

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

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

Also Present: Vanessa L. Rockovich, Executive Director
Daniel R. Harris, Housing Inspector
Charlotte M. Mitchell, Management Aide
Susan Y. King, Section 8 Coordinator
Barbara L. Houserman, Resident Initiatives Coordinator
Kyle M. Lynch, Assistant Maintenance Inspector
Christopher D. Ferry, Solicitor
Kathleen A. Dunlap, Holland Towers Resident
Maryland Hicks, Jr., Holland Towers Resident
Jacqueline A. Commins, Holland Towers Resident
Gwen Smith, Active Aging
Mike Crowley, Meadville Tribune

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

PUBLIC COMMENT

Ms. Dunlap and Ms. Commins offered public comment.

SOLICITOR'S REPORT

Mr. Ferry reported that there were two evictions hearings at the magistrate. He stated that he is hopeful that half of the nine cases will be resolved by the next board meeting. Mr. Ferry is planning to submit documents to secure rent payments that are paid at the Prothonotary Office. He is preparing a response to the complaint filed with Congressman Mike Kelly and a Right-to-Know request.

HOLLAND TOWERS RENOVATION

Ms. Rockovich reported that the Holland Towers renovation bid project bid opening has been postponed until August 17, 2023, due to contractors still visiting the site and asking questions. She stated that extending the date should give us better bids. Ms. Rockovich will request board approval for the contracts at the next board meeting to be held on September 13, 2023. Mr. Youngblood affirmed that the reason for the wall in the efficiency is that it will contain the split units and all the mechanics to run the units. This is needed because the ceilings and floors are concrete which cannot be penetrated to housing the wiring for the units.

Ms. Rockovich reported that she is working with the consultant in preparing the plans and specifications for the abatement of the tile and mastic in the bathrooms and kitchens. Since it is being proposed to grind the glue from the concrete instead of using chemicals, the contractor will also remove the carpeting and the mastic which will keep the flooring in the entire apartment level.

Ms. Rockovich discussed the outstanding grant applications. She has not received any notifications yet but will keep the board informed.

ELM, MORGAN, SCATTERED SITES

Ms. Rockovich reported that there were 11 vacancies, with two new leases signed in July 2023. There were six annual and one interim recertifications conducted. One eviction notice was served and no notices to vacate were received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$56,586.31.

GILL VILLAGE

Ms. Rockovich reported that there were 17 vacancies with one new lease signed in July 2023. There were seven annual and four interim recertifications conducted. There was one eviction notice served and no notices to vacate were received. There were not any housekeeping inspections conducted. Tenants' Accounts Receivable totaled \$26,759.29

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 1; Two-Bedroom - 8 Three-Bedroom - 4; Four-Bedroom - 2; and Five-Bedroom - 5.

HOLLAND TOWERS

Ms. Rockovich reported that there were 31 vacancies and 52 people on the waiting list in July 2023. There were 12 annual recertifications and no interim recertifications conducted. She stated there were not any eviction notices served and no notices to vacate were received. Ms. Rockovich reported that there were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$3,100.54.

Ms. Rockovich explained the recent problem with the elevators. The elevators were receiving a signal from the generator that it was running them when the generator was not running. Mr. Smith contacted the company that maintains the generator and there did not seem to be a problem. Mr. Youngblood recommended a local engineering firm to evaluate the elevators.

Ms. Rockovich reported on the progress with creating a new library on the fifth floor. She stated that the wall had been constructed and a glass door was installed. The FOB reader needs to be installed. She and Mr. Lynch are investigating ways to treat the books for infestations upon return.

SNODGRASS REPORT

Mr. Ferry stated that the Snodgrass contractor has rescinded their contract, returned their deposit check, and that the Housing Authority is now seeking another contractor. Ms. Rockovich reported that Mr. Smith called our insurance company and that we may contact previous bidders to move forward. She reported that the PHFA inspector was onsite to conduct an inspection of the building. This inspection required that all tenants were to be notified. Unfortunately, his email was sent to the previous executive director and the Snodgrass Partnership. Ms. Rockovich will provide the current contact information. She also discussed the status of the lift and is waiting for direction from PHFA. Ms. Rockovich stated that she was directed by the Snodgrass Partnership to replace the flooring in four apartments. She is waiting for written approval from PHFA to utilize the reserve funds which are invested in CDs to pay the bills for replacing the carpeting in four units.

MAINTENANCE REPORT

Mr. Lynch reported 199 work orders were generated during July 2023 with 47 still outstanding, including three tenant work orders, no management generated, and 22 for vacancy fixups. He stated two vacant apartments were completed. There were five move-in inspections, three move-out inspections and no annual inspections conducted.

EXTERMINATION REPORT

Mr. Lynch reported that during the month of July 2023, Holland Towers currently has 25 units being treated for infestations with none on a 45-day clear. The first, second and third floors had quarterly treatments. He further reported that William Gill Commons currently has four units being treated and none are on 45-day clear. The quarterly treatments included Lots 1 and 5.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported 160 units under contract of which there were no port-ins, three port-outs and 23 VASH for July 2023 with 13 outstanding vouchers. She signed three new HAP contracts. There are 323 families on the waiting list. The Housing Assistance Payment expenses for July 2023 were \$58,085.98. Ms. Yohe asked about the need for additional Section 8 Vouchers, and it was discussed that the housing authority fills units based on funds available not the number of vouchers. Ms. Rockovich stated that based on the funding and expenses, the housing authority should be spending approximately \$79,000 for the remaining months of 2023 to utilize all the funding that is available. The housing authority can be penalized for not using all the funds that are available. Ms. King stated that the lack of lease-ups is more due to the voucher holders not following through opposed to a lack of rental units.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 22 inspections completed in July 2023, of which five were new and two were failed.

APPLICATIONS

Ms. Mitchell reported 12 applications were received, four of which were withdrawn due to the one-bedroom waiting lists being closed. Eight are waiting to be processed and are in need of documents.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that the Summer Lunch Food program ends Friday, August 11, 2023. To date, approximately 1,450 meals have been served to children ages 2-18. She wishes to thank the William Gill and the Meadville Housing Resident Councils for their assistance in distributing the meals.

Ms. Houserman reported that a field trip for children ages 5-13 will take place on Wednesday, August 16, 2023, from 12:00 p.m. - 2:00 p.m. at Play Port in Erie, PA. The children will experience Virtual Reality, AI, Lasers, Glow-In-The-Dark Golf, as well as space and communication technologies. Fifteen children will be attending.

Ms. Houserman reported that the Victory Church will be holding a back-to-school event at William Gill Commons on August 10, 2023. Children ages five and up will receive backpacks and school supplies, as well as school clothes.

Ms. Houserman reported that children ages 7-15 will travel to the Carnegie Science Museum in Pittsburgh, PA on Monday, August 28, 2023. They will learn and participate in various sports at the Highmark Sports Works, tour four floors of exhibits including the USS Requin submarine and learn about Incredible Predators at the Rangos Giant Cinema.

Ms. Houserman reported that the Mennonite Church had Vacation Bible School at the VFW from July 17 - July 20, 2023, with approximately 45-50 children in attendance. The church continues to bus from the local area to the VFW for activities every Tuesday and Thursday evening. The program is going so well that they are utilizing the space in the basement.

Ms. Houserman reported that the Meadville Fire Department is challenging children at William Gill Commons Friday, August 11, 2023, for Fire Hoses vs. Super Soakers and Water Guns.

RESOLUTIONS

There were not any resolutions.

TREASURER'S REPORT

After a brief discussion, a motion to accept the Treasurer's report for audit was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved.

UNFINISHED BUSINESS

There was not any unfinished business.

NEW BUSINESS

A motion to make a memorial donation on behalf of Mr. Ketcham's brother and Ms. Davenport's father in the sum of \$200 from the non-federal account was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Youngblood, seconded by Ms. Yohe, and unanimously approved. The meeting adjourned at 2:35 p.m.

Submitted,


Marcia J. Yohe, Treasurer