

## **MINUTES – October 11, 2023**

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:01 p.m., the 11th day of October 2023.

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

Member 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  
Tommi Jo Davenport, Property Manager  
Susan Y. King, Section 8 Coordinator  
Daniel R. Harris, Housing Inspector  
Charlotte M. Mitchell, Management Aide  
Barbara L. Houserman, Resident Initiatives Coordinator  
Christopher D. Ferry, Solicitor  
Kathleen A. Dunlap, Holland Towers Resident  
Maryland Hicks, Jr., Holland Towers Resident  
Wayne P. Shannon, Holland Towers Resident  
Jacqueline A. Commins, Holland Towers Resident  
Gretchen M. Myers, Council Member, City of Meadville  
Marion Sherwood, Allegheny College  
Mike Crowley, Meadville Tribune  
Joseph F. Tompkins, Associate Professor, Allegheny College  
Cassandra Gonzalas, Former Housing Authority Tenant  
Tori Kenny, Visitor  
Unknown visitor

A motion to approve the minutes of the September 13, 2023, meeting was made by Ms. Logan, seconded by Mr. Rozakis, and unanimously approved.

### **PUBLIC COMMENT**

Mr. Tompkins and Ms. Commins offered comments.

### **SOLICITORS REPORT**

Mr. Ferry stated the Board met in Executive Session after the meeting in September regarding personnel matters. He reported there was a meeting with HUD personnel on Tuesday, October 10, 2023, which was attended by two board members, Mr. Ketcham, Ms. Rockovich, and himself. He felt the meeting was very insightful for him personally since it was in person and questions could be asked and answered.

Mr. Ferry briefly discussed the MOU agreements stating that he will incorporate some of the suggestions from HUD staff. He felt that the priority was to finalize the MOU before starting the election procedures. Mr. Ferry and Mr. Ketcham will work together on a draft based on the information provided in the toolkit. A copy will be forwarded to Attorney Burke.

Mr. Ferry stated that the housing authority is working on a pest management plan. It will consist of current practice and suggestions received from other housing authorities. He stated initially it will be a basic plan that will most likely need to be amended from time to time.

Mr. Ferry will also be reviewing the Grievance Policy. He stated that the sole purpose of the Grievance Policy for applicants and tenants is when the housing authority initiates an action i.e., denial of application, eviction, etc. Mr. Ferry acknowledged that Mr. Ketcham is the designated Hearing Officer for the housing authority.

Mr. Ferry discussed the current lease. He stated that Pennsylvania Law developed a plain language lease which was incorporated into the leases adopted by the housing authority at the beginning of 2023. Housing authorities are provided federal regulations to be incorporated into policies that are ultimately adopted. Tenants are provided a minimum of a 30-day comment period on all policies that directly affect them.

Mr. Ferry stays connected with Mr. Thompson regarding Snodgrass. Ms. Rockovich requested approval to move forward with cashing in some of the reserve investments to pay outstanding bills for floor replacement. He will meet with Mr. Ketcham to review the investments and advise after confirming the partnership's attorney.

#### **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich reported on the bids for the Holland Towers Apartment Renovations that were received August 24, 2023. She stated that they came in higher than expected. The staff met with the architects on October 2, 2023, to revise the plans and plan a rebid, which should occur before the end of the year with work starting in early 2024. Ms. Rockovich stated that we are taking a different approach in using deduct alternates for specific work items as opposed to stacks of apartments. Mr. Youngblood asked about the status of the vacant units. Ms. Rockovich stated that HUD office is contacted promptly to take units offline for renovations.

Ms. Rockovich reported on the Housing-Related Hazards & Lead-based Paint Capital Fund Program. She stated that she and Mr. Ketcham had a conference that provided instructions to finalize the paperwork for the grant.

Ms. Rockovich stated that the housing authority did not specifically receive notification regarding the Emergency Security Capital Fund Application, but after research, we did not receive the grant.

#### **ELM, MORGAN, SCATTERED SITES**

Ms. Davenport reported that there were 13 vacancies, with no new leases signed in September 2023. There were six annual and one interim recertifications conducted. She did not serve any eviction notices and did not receive any notices to vacate. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$64,879.11.

## **GILL VILLAGE**

Ms. Davenport reported that there were 15 vacancies with four new leases in September 2023. There were six annual and six interim recertifications conducted. There were no eviction notices served and she did not receive any notices to vacate. There was one housekeeping inspection conducted. Tenants' Accounts Receivable totaled \$29,366.21.

## **FAMILY SITE WAITING LIST**

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 1; Two-Bedroom - 4; Three-Bedroom - 3; Four-Bedroom - 0; and Five-Bedroom - 4.

## **HOLLAND TOWERS**

Ms. Brown reported there were 32 vacancies and 52 people on the waiting list in September 2023. There were 7 annual recertifications and no interim recertifications conducted. She also stated there were not any eviction notices served and two notices to vacate were received. There were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$9,837.61.

Ms. Rockovich reported that an elevator assessment will be conducted on Thursday, October 12, 2023. This elevator company was recommended by the architects involved with the coming renovation.

Ms. Rockovich stated that the library is almost ready to be opened. The final step is establishing procedures to treat the returned books. We purchased a book drop-off box.

Mr. Youngblood asked for an explanation of an annual recertification and an interim recertification. Ms. Rockovich stated that a recertification is completed every time a tenant family has a change in income or family composition. Annual certifications must be done every 12 months after the family is admitted to the program to update any income changes. Managers conduct interim certifications during that 12-month period when a tenant family has a change in income or family composition.

## **SNODGRASS REPORT**

Ms. Brown reported there are currently three vacant units with seven people on the waiting list. She stated that she had not issued any new leases in September 2023. There were not any annual recertifications or interims recertifications conducted in September 2023. She had not served any eviction notices nor received any notices to vacate. There were not any housekeeping inspections conducted. The total accounts receivable amount for September 2023 totaled \$3,100.54.

Ms. Rockovich reported that a contractor was hired to repair the damage caused by broken water lines. There was a boiler inspection conducted and the repairs included replacement of the combustion chamber. The noncompliance issue with the lift is in the hands of the attorneys, PHFA, and the partnership.

## **MAINTENANCE REPORT**

Ms. Rockovich reported 187 work orders were generated during September 2023 with 44 still outstanding, including 13 tenant work orders, 11 management work orders generated, zero inspection work orders generated and 20 for vacancy fixups. She stated that one vacant unit was completed. There were four move-in inspections, five move-out inspections and no annual inspections conducted.

## **EXTERMINATION REPORT**

Ms. Rockovich reported that during the month of September 2023, Holland Towers currently has 22 units being treated for infestations with none on a 45-day clear. The sixth and seventh floors had quarterly treatments. William Gill Commons currently has five units being treated and there are none on a 45-day clear. The quarterly treatments included Lots 4, 6, and 7.

## **SECTION 8 HOUSING CHOICE VOUCHER REPORT**

Ms. King reported 164 units under contract of which there were no port-ins, three port-outs and 20 VASH vouchers for September 2023 with nine outstanding vouchers. She stated that there are 387 families on the waiting list. The Housing Assistance Payment expenses for September 2023 were \$60,182.92. Ms. King reported that she invited 14 applicants to a Section 8 briefing that was held on October 5, 2023.

## **SECTION 8 INSPECTION REPORT**

Mr. Harris reported that there were 23 inspections completed in September 2023, of which 7 were new and 0 failed.

## **APPLICATIONS**

Ms. Mitchell reported 20 applications were received and 20 need to be processed.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that she met with Vidal Mangal, a dance teacher recommended to her by Gretchen Meyers, about teaching creative movement to 3-4 yr. olds in Pre-K at William Gill. Ms. Mangal is well versed in dance choreography and acting roles at the Academy Theatre. Ms. Kelly Cochran, Director of Pre-K, will meet with Ms. Mangal this month. She would like to teach the children 2-3 times per week. If approved, the program will start in November 2023.

Ms. Houserman stated that she spoke with Ms. Hannah Ogoreuc, who supervised summer swimming classes for the children ages 5-12. She would like them to attend swimming classes one day per week after school from 4:30-5:30 p.m. and on Saturday's from 1:00 p.m. - 2:30 p.m. The first class will begin on Wednesday, October 18, 2023.

Ms. Houserman reported that the children ages 5-14 are tentatively scheduled to go to Port Farms on Friday, October 27, 2023, which is weather dependent. If the weather is poor, the children will travel to Elevate Trampoline Park in Erie, PA. They feature large trampoline courts, inflatopark, climbing walls, ninja obstacle courses and more.

Halloween Grab N' Go parties will be held at William Gill and the VFW at Morgan Village on Sunday, October 22, 2023, from 2:00 p.m. - 4:00 p.m. at the respective Community Centers. Many thanks to both William Gill and Meadville Housing Resident Councils.

## **RESOLUTIONS**

A motion to approve Resolution No. 6 of 2024 to adopt the Section 8 Payment Standards was made by Ms. Yohe, seconded by Mr. Rozakis, and unanimously approved.

A motion to approve Resolution No. 7 of 2024 to reject all bids for the Holland Towers Renovation Project was made by Ms. Logan, seconded by Mr. Rozakis, and unanimously approved.

A motion to approve Resolution No. 8 of 2024 to revise the 5-Year Capital Fund Budget 2022-2026 for the purpose of incorporating the recently approved Housing-Related Hazards & Lead-based Paint Capital Fund Program was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

## **TREASURER'S REPORT**

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

## **REPORT OF COMMITTEES**

There were not any committees to report.

## **UNFINISHED BUSINESS**

Ms. Yohe mentioned she would like to send HUD personnel a thank you letter for the meeting held on Tuesday, October 10, 2023.

## **NEW BUSINESS**

Ms. Yohe discussed the question posed in the most recent correspondence from the Holland Towers Resident Council regarding "hot outlets" in every unit at Holland Towers. She stated when the new electrical system is completed for Holland Towers every unit will have one "hot outlet". Ms. Rockovich responded that it is not just a case of putting new outlets in the units, we are upgrading the building's electrical service which includes but is not limited to replacing the main transformer, replacing the main electrical panel for the building, replacing the breaker box in each unit, and running new electric lines from the emergency generator to each apartment.

Ms. Yohe discussed the question regarding the consolidation of units to make accessible units. She stated that we are required to meet all tenants' needs and our current units do not provide enough space to accommodate power chairs and other items needed for tenants with mobility issues.

Ms. Yohe discussed the need for the wall in the studio apartments to house the split units. It is not feasible to install the units on the outside as all the mechanical lines must run across the apartment and be housed in the wall. They will be installed on the new wall in each unit.

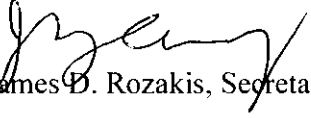
Ms. Yohe discussed the closing of the trash chutes. The current design created issues in the proper disposal of the trash. It also harbored the roach infestation. This could be addressed during renovation efforts.

Mr. Youngblood stated that it is difficult to provide historical documents expediently as they are only in paper form. Ms. Rockovich is working towards having these documents scanned, which will take time.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Rozakis, and unanimously approved. The meeting was adjourned at 3:00 p.m.

Submitted,

  
James D. Rozakis, Secretary

SIGN-IN SHEET  
REGULAR BOARD MEETINGS - OCTOBER 11, 2023

ATTENDEE	ADDRESS	EMAIL ADDRESS CELL OR TELEPHONE NUMBER
Jackie Commins	1120 Market apt 307	443 756 0838
Gwen Smith	Active Aging	814-336-1792
Kathleen Dunlap	1120 Market St Apt 1317	814-887-0735
Bud Hays	Holland Towers	814-350-1458
Cassandra Genzola	Williamson Rd	
Gretchen Myers	545 Beers Ave	814-282-1769
Maxine P Shannon	1120 Market St Rt 106	814-573-1726
Jr Tanguin	Meadeville	
Tos: kenny	Cambridge Springs	814-282-1159
MARIAN STEWARD	14724 N Main St Ext	814 337-7767