

## **MINUTES – November 8, 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

Members Absent: Richard H. Zinn, Chair  
Tammy L. Brown, Property Manager/Administrative Assistant  
Daniel R. Harris, Housing Inspector  
Kyle M. Lynch, Assistant Maintenance Inspector

Also Present: Vanessa L. Rockovich, Executive Director  
Jon M. Ketcham, Director of Housing Management  
Tommi Jo Davenport, Property Manager  
Susan Y. King, Section 8 Coordinator  
Ronald E. Smith, Maintenance Supervisor  
Charlotte M. Mitchell, Management Aide  
Barbara L. Houserman, Resident Initiatives Coordinator  
Christopher D. Ferry, Solicitor  
Kathleen A. Dunlap, Holland Towers Resident  
Wayne P. Shannon, Holland Towers Resident  
Gretchen M. Myers, Council Member, City of Meadville  
Marion Sherwood, Allegheny College  
Mike Crowley, Meadville Tribune

A motion to approve the minutes of the October 11, 2023, meeting was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

### **PUBLIC COMMENT**

There were no public comments.

### **SOLICITORS REPORT**

Mr. Ferry reported that there are currently nine tenants with appeals in the court of common pleas. He stated that four of the cases should be resolved in the near future. The court is working on scheduling a compulsory arbitration panel made up of three attorneys.

Mr. Ferry discussed the status of the Snodgrass building. Ms. Rockovich asked if the repairs were made, and if all units were filled if the housing authority could be released of their management responsibility without the resolution of the lift. Mr. Ferry stated that he would address this matter.

Mr. Ferry stated that there appears to be a lot of effort being put into creating a comprehensive Pest Management Plan.

Mr. Ferry has a draft of the Holland Towers MOU agreement. He has been trying to schedule a meeting with Kevin Burke and Ms. Commins.

### **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich stated that the architect provided a list of changes and she requested a detailed cost estimate. The architect is checking codes to deem if anything is unnecessary which could be eliminated to save money. Ms. Rockovich stated that she is waiting to hear from the architect. She stated she would like to have the project out to bid before the holiday.

Ms. Rockovich stated that she discovered the press release for the Emergency Security Capital Fund Application. Unfortunately, our housing authority did not receive the grant.

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

Ms. Davenport reported that there were 15 vacancies, with two new leases signed in October 2023. There were 12 annual and 1 interim recertifications conducted. She did not serve any eviction notices and did not receive any notices to vacate. There were two housekeeping inspections conducted. Tenants Accounts Receivable totaled \$71,613.05.

### **GILL VILLAGE**

Ms. Davenport reported that there were 14 vacancies with 2 new leases in October 2023. There were nine annual and four interim recertifications conducted. There were two eviction notices served and she did not receive any notices to vacate. There was one housekeeping inspection conducted. Tenants' Accounts Receivable totaled \$34,020.93. Ms. Rockovich stated that Ms. Davenport has worked extensively with the tenants who carry a high balance. If these tenants do not make an effort to bring their rent balances under control, we will have no choice but to begin eviction proceedings.

### **FAMILY SITE WAITING LIST**

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 3; Two-Bedroom - 2; Three-Bedroom - 2; Four-Bedroom - 0; and Five-Bedroom - 5.

### **HOLLAND TOWERS**

Ms. Rockovich reported there were 34 vacancies and 53 people on the waiting list in October 2023. There were 10 annual recertifications and no interim recertifications conducted. She also stated there were not any eviction notices served and no notices to vacate were received. There were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$12,677.53.

Ms. Rockovich stated that the FOB reader has been installed for the tenant library. A tenant is overseeing cleaning and setting up the library. Once we have procedures for treating the returned books, the FOB will be programed for tenants to use. Tenants with active infestation will not be permitted to use the library.

Mr. Youngblood inquired as to whether there was an update pertaining to the elevators. Ms. Rockovich reported that assessment by an independent company was included in the board packet, and that it stated that the chutes need to be cleaned and the door operators should be replaced. The technician stated that the equipment does not need to be replaced at this time. The cost to clean the chutes is \$24,000.00 and the cost to replace the door operators is \$22,000.00. The contractor requested that, if they were awarded the contract to complete the repairs, they be awarded the maintenance contract, as well. The maintenance contract would be \$490.00 per month after the initial agreement. Based on procurement requirements, three quotes should be secured before moving forward. Also, the current contract for elevator maintenance must be reviewed regarding cancellation. The board requested prompt action to a resolution.

### **SNODGRASS REPORT**

Ms. Rockovich reported there are currently three vacant units with eight people on the waiting list. She stated that there were no new leases in October 2023. There were no annual recertifications or interim recertifications conducted in October 2023. There were not any eviction notices served and there were not any notices to vacate received. There was one housekeeping inspection conducted. The total accounts receivable amount for October 2023 totaled \$3,100.54.

Ms. Rockovich stated that the contractor has been working on making the repairs due to the water damage caused by broken waterlines. As soon as the work is complete, Ms. Brown will fill the unit as quickly as possible.

### **MAINTENANCE REPORT**

Mr. Smith reported 205 work orders were generated during October 2023 with 50 outstanding, including 12 tenant work orders, 13 management work orders, no inspection work orders and 25 for vacancy fixups. He stated that four vacant units were completed. There were six move-out inspections, two move-in inspections and no annual inspections conducted.

### **EXTERMINATION REPORT**

Ms. Rockovich reported that during the month of October 2023, Holland Towers currently has 22 units being treated for infestations with four on a 45-day clear. The first, second and third 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 1 and 5.

Mr. Youngblood stated that the tenants need to be ready for extermination and promptly report infestations. He also affirmed that tenants should not be self-treating as it interferes with the chemicals being used by the exterminator.

Mr. Ketcham stated, in response to a recent inquiry by Holland Towers Resident Council, that residents are allowed to purchase bed bug protective mattress covers if they so desire. However, he further clarified that those mattress covers do not stop infestations; they just prevent infestations from potentially ruining the mattress. The ActiveGuard mattress liners we are currently looking at are chemically pretreated to help stop bed bug infestations. Similarly, bedbug monitors, or traps, are for identifying infestations, not treating them. Mr. Ketcham agreed with Mr. Youngblood, asking tenants to please not spray their units themselves because, in addition to interfering with the chemical used by our exterminator, it tends to push the bedbugs into other units. He reported that he is still corresponding with the Philadelphia, PA Housing Authority to determine what measures are working for them. He further stated that we are following the exterminator's recommendations.

Ms. Yohe stated that we are working with HUD's guidelines, and that others are being exposed to infestations by those who are affected and congregating.

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

Ms. King reported 168 units under contract of which there were 4 port-outs and 20 VASH vouchers for October 2023 with 19 outstanding vouchers. She stated that there are 360 families on the waiting list. The Housing Assistance Payment expenses for October 2023 were \$61,367.92. Ms. King further reported that she has reached out to CHAPS and has since received more responses from those interested. She has invited 12 people for a briefing on November 14, 2023.

### **SECTION 8 INSPECTION REPORT**

Ms. Rockovich reported that there were 17 inspections completed in October 2023, of which two were new and three failed.

### **APPLICATIONS**

Ms. Mitchell reported 30 applications were received and 10 were processed, six were waiting on documents, and 20 needed to be processed.

### **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that on Wednesday, November 22, 2023, children ages 5-13 will take a field trip to the Olympic Fun Center in Hermitage, PA, for roller skating and rock wall climbing. Twenty-six children will be attending.

Ms. Houserman stated she is presently working on ordering Christmas toys for children ages 0-18 for William Gill, Elmwood, Morgan Village and Scattered Sites from Toys for Tots. Titusville Toy Shop is closed.

Ms. Houserman reported that after-school arts classes will start the week of November 13, 2023, at the Gill Community Center and at Morgan Village from 4:30 p.m.-5:30 p.m.

Ms. Houserman stated that children are presently swimming at the MARC after-school from 4:30-5:30 p.m. The class ends on Wednesday, November 15, 2023. She is planning a program to teach the kids ages 5-13 to ice skate.

## **RESOLUTIONS**

There were no resolutions.

## **TREASURER'S REPORT**

Mr. Ketcham discussed that the deficit was due to numerous projects. A detailed list was included showing the purchase of a transformer for Holland Towers, door sensors at Holland Towers, grass cutting contract, installation of intercoms at William Gill Commons, installation of cameras on the first, fifth, and seventh floors at Holland Towers, which included a camera for the Resident Council office and the fifth floor library at Holland Towers, construction of the wall to create the fifth floor library at Holland Towers. A motion to accept the Treasurer's report for audit was made by Ms. Yohe, seconded by Mr. Rozakis, and unanimously approved.

## **REPORT OF COMMITTEES**

There were not any committees to report.

## **UNFINISHED BUSINESS**

Ms. Yohe inquired as to whether the flooring in the new units at Holland Towers is slip resistant. Ms. Rockovich stated that the architect only provided samples that were slip resistant and had been used in similar situations. Mr. Youngblood added that the new flooring installed will make it easier to clean and provide better results when cleaned. The flooring is not designed to be slip-proof if something is spilled on it.

## **NEW BUSINESS**

Ms. Rockovich reported that an employee's father passed away and she requested \$200.00 be provided for a memorial. A motion to approve a \$200 donation from the non-federal to be made in memory of the employee's father was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved.

## **COMMUNICATIONS**

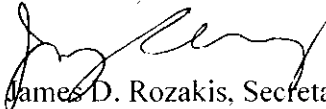
There were no communications to report.

## **ADJOURNMENT**

The meeting recessed into Executive Session at 3:00 p.m. to discuss personnel matters. The meeting reconvened at 3:22 p.m. with no action being taken.

A motion to adjourn the meeting was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved. The meeting adjourned at 3:23 p.m.

Submitted,

  
James D. Rozakis, Secretary

SIGN-IN SHEET  
REGULAR BOARD MEETINGS - NOVEMBER 8, 2023

ATTENDEE	ADDRESS	EMAIL ADDRESS CELL OR TELEPHONE NUMBER
Gwen Smith	Active Aging SHARE Society	
Kathleen Dunlap	Holland Towers	814-807-0735
Marian Rowood	14724 N Main St EXT	814 337-7767
Gutermum Murr	545 Buro Ave	814-282-4769
Wayne Shuman	Holland Towers	814-853 0726