

MINUTES – April 10, 2024

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 10th day of April 2024.

Members Present: Sonya D. Logan, Vice Chair
Marcia J. Yohe, Treasurer
Richard H. Zinn, Assistant Secretary/Treasurer
Cena M. Kneubehl, Secretary

Members Absent: Thomas G. Youngblood, Chair

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Deputy Executive Director
Tammy L. Brown, Administrative Assistant/Property Manager
Daniel R. Harris, Section 8 Inspector
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Susan Y. King, Section 8 Coordinator
Charlotte M. Mitchell, Management Aide
Barbara L. Houserman, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Kathleen M. DiPetta, Holland Towers Resident
Sherry L. Brown, Holland Towers Resident
Jacqueline A. Commins, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Maryland Hicks, Jr., Holland Towers Resident
Sherri Rasmussen, Holland Towers Resident
Tammy K. Corey, Holland Towers Resident
Loretta Abbott, Holland Towers Resident
James Stewart, Holland Towers Resident
Diann Bolharsky, Housing Counselor, Center for Family Services
Gretchen Myers, City of Meadville
Mike Crowley, Meadville Tribune

A motion to approve the minutes of the March 13, 2024, meeting was made by Mr. Zinn, seconded by Ms. Kneubehl, and unanimously approved.

PUBLIC COMMENT

Ms. Commins briefly discussed her letter to the Board. Ms. Rasmussen made comments regarding the renovations. Ms. Brown commented about having to leave voicemails opposed to talking to someone when she calls. Ms. Dunlap commended the staff for the minutes from the tenant meeting.

SOLICITORS REPORT

Mr. Ferry stated he is working with Ms. Commins on renewing the Bingo permit. He briefly discussed concerns listed in the letter received from the Holland Towers Resident Council. He stated that there are not any privacy violations created by the installation of the Halo units in the tenant units. Mr. Ferry also explained some pending cases for the Court of Common Pleas have been resolved and working on resolving more.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich stated the Housing Authority is in possession of three of the four contracts for the Holland Towers Apartment Renovation Project. A pre-construction meeting will be scheduled in the near future. She also explained that the asbestos consultant conducted a thorough testing on March 27, 2024, to assure that the abatement project encompasses that all areas are addressed prior to the apartment renovation. The asbestos consultant stated that we should have the report in approximately a week.

Ms. Rockovich stated that the bids for the electrical upgrades for the replacement of the gas ranges with electric ones under the Housing-Related Hazards & Lead-based Paint Capital Fund Program are being finalized.

Ms. Rockovich stated the housing authority submitted an Emergency Security Capital Fund Application in the amount of \$250,000. Awards are based on a lottery.

ELM, MORGAN, & SCATTERED SITES

Ms. Rockovich reported that there were nine vacancies, with no new leases signed in March 2024. There were eight annual and two interim recertifications conducted. There were not any evictions served nor any notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$21,744.57.

GILL VILLAGE

Ms. Rockovich reported that there were 12 vacancies with 2 new leases in March 2024. There were 11 annual and 3 interim recertifications conducted. There were not any evictions served nor any notices to vacate received. There were no housekeeping inspections conducted. Tenants' Accounts Receivable totaled \$20,463.31.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 3; Two-Bedroom - 5; Three-Bedroom - 2; Four-Bedroom - 3; and Five-Bedroom - 4.

HOLLAND TOWERS

Ms. Brown reported there were 37 vacancies and 52 people on the waiting list in March 2024. There were 11 annual recertifications and no interim recertifications conducted. She also stated there was one eviction notice served and no notices to vacate received. There were two housekeeping inspections conducted. Tenant accounts receivable totaled \$11,884.20.

SNODGRASS REPORT

Ms. Brown reported that Snodgrass is at full capacity, with two people on the waiting list. She stated that there were not any new leases signed in March 2024. There were not any annual recertifications nor interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted. The total accounts receivable amount for March of 2024 totaled \$1,801.54.

Mr. Ferry is in the process of scheduling a meeting with the housing authority and the Coalition to work towards relieving the management responsibility of the Snodgrass building from the housing authority. There was a brief discussion regarding the compliance issue of the unreparable lift at the Snodgrass building, which appears to be holding up the transfer.

MAINTENANCE REPORT

Mr. Smith reported 208 work orders were generated during March 2024 with 37 outstanding, including four tenant work orders, 19 management work orders, 11 inspection work orders and 3 for vacancy fixups. There were 10 vacant units completed out of 16. There were 4 inspections completed with 2 being move-outs and 2 being move-ins. Ms. Rockovich commended the maintenance department on the number of vacant units completed in March 2024 by housing authority maintenance. She stated the contracting of the painting and cleaning ceased at the end of February 2024.

EXTERMINATION REPORT

Mr. Lynch reported that during the month of March 2024, Holland Towers had eight units being treated for infestations, with none on 45-day clear. William Gill Commons had two units being treated, with none on a 45-day clear.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported 189 units under contract of which there were five port-outs, Homeownerships, and 19 VASH vouchers for March 2024. There were 12 outstanding vouchers. She stated that there are 400 families on the waiting list. The Housing Assistance Payment expenses for March 2024 were \$73,967.95.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 14 inspections completed in March 2024, of which three for new units and two failed.

APPLICATIONS

Ms. Mitchell reported 14 applications were received, and 14 to be processed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman stated the meetings to appoint a nominating committee are scheduled at William Gill Commons and Morgan Village on Monday, April 22, 2024. Notices of the meetings were mailed to William Gill and Morgan, Elm, and Scattered Sites residents. The nominating committees will present the slate of officers and ask for open floor nominations for both William Gill and Meadville Housing Resident Councils. Notices of the meetings will be mailed to the residents. Ms. Houserman reported that William Gill Resident Council and the Meadville Housing Resident Council are acting as the third party to oversee each other's upcoming elections.

Ms. Houserman stated that several summer events are being explored for the family Resident Councils. Information of these events will be mailed individually to the residents of the family Resident Councils.

RESOLUTIONS

A motion to approve Resolution No. 1 of 2025 to write off vacated tenants accounts receivable at Elm, Morgan, and Scattered Sites effective March 31, 2024, was made by Ms. Yohe, seconded by Ms. Kneubehl, and was unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

Ms. Yohe clarified items listed in the letter received by Holland Towers Resident Council. She confirmed that a hot plug will be installed in each renovated apartment for all residents. Ms. Yohe stated that the window and patio doors will be replaced at a later time as it does not require tenants to be moved out of their apartments to complete the work. She clarified that current renovations must be done when the units are vacant.

Ms. Yohe addressed the reasons that the administrative offices are being done in this phase are the extensive sewage leaks in the ceilings and contaminating the workspaces for the employees. This creates a health hazard for employees' work environment.

Ms. Yohe discussed the concerns regarding the creation of the handicap assessable units. During her tenure when she worked for the Pittsburgh Field office of the Department and Housing and Urban Development, she was responsible for ensuring that the accessibility issues for tenants with disabilities were addressed by the housing authorities. She offered to meet with the tenants to discuss the legalities and rules of the Americans with Disability Act.

Mr. Zinn expressed his disgust with the way the Housing Authority staff and the Housing Authority Board have been treated for the past several months by the Holland Towers Resident Council. He recounted that two Resident Councils, William Gill and Meadville Housing, are reporting activities for the residents every month, yet there continues to be nothing reported by the Holland Towers Resident Council. Mr. Zinn indicated that there have always been disagreements that pop up, and disagreements can be good because they can lead to better outcomes. However, when they are weaponized against individual staff members and the Board regarding actions that they have taken that just do not go certain peoples' way, making veiled threats to the Board about possible fraud and veiled innuendos about personal integrity, it's very disheartening. He said that he has never experienced any such conduct towards the Housing Authority staff and Board during his more than 25 years serving on the Board. Mr. Zinn noted that the Housing Authority staff and Board are trying to provide the best possible affordable housing to people who may not have the resources to find conventional housing and that they have made decisions that they think are in the best interests of everyone after many months of deliberation with the goal of ensuring Holland Towers can serve the needs of future generations for many more years to come.

NEW BUSINESS

Ms. Kneubehl is working on getting work sessions together.

COMMUNICATIONS

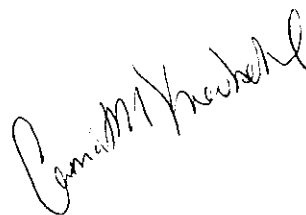
Ms. Rockovich stated that she has received an email from Pittsburgh Field Office informing her that HUD Regional Administrator, Matthew Heckles, will be holding a "listening session" in Meadville on April 12, 2024, at 9:00 a.m. It stated that Ms. Gretchen Myers, City Council, will facilitate the meeting. A visit to the Common Roots Community Land Trust will follow the meeting. Ms. Rockovich contacted Ms. Myers regarding that meeting to confirm if there were any expectations for the housing authority at this meeting. Prior to this communication, the housing authority had not received an invitation to attend the "listening session." Mr. Ferry stated that there are procedures for Board Members who attend meetings representing the board. Initially, there cannot be more than two members at an event that convey they are deliberating on any matters that pertain to the housing authority. The board is required to vote on who attends the event and a general script of what the board, as a whole, wishes their representation conveyed. Since the housing authority was not invited, it was opened for a board member to be designated to represent the housing authority at this meeting should an invitation be extended. The board did not affirm a designation for representation at the meeting.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Zinn, seconded by Ms. Yohe, and unanimously approved. The meeting was adjourned at 3:04 PM.

Submitted,

Cena Kneubehl, Secretary



SIGN-IN SHEET
REGULAR BOARD MEETINGS - APRIL 10, 2024

| ATTENDEE | ADDRESS | EMAIL ADDRESS CELL OR TELEPHONE NUMBER |
|----------------------|--|---|
| KATHY DiPETTA | 1120 MARKET ST APT 621 Meadville, PA, 16335 | KATHYdip 488@GMAIL.COM 814-282-2456 |
| Shirley R | 1120 MARKET APT # 71 | |
| Shirley R | 1120 Market St APT 308 | |
| Loretta Abbott | 1120 Market 705 | |
| Tommy Corey | 1120 Market St 422 | 814 795-4211 |
| Gretchen Myers | 515 Buena | 814-282-4769 |
| Diane Bolhausky | CFS | |
| Kathleen Dunlap | 1120 Market | 614-807-0735 |
| Buz Hicks | 1120 Market | 814 390-1458 |
| Jackie Commenz | | |
| Mike Crowley | Meadville Tribune | |
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