

MINUTES – May 8, 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 8th day of May 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
Jacqueline A. Commins, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Christine A. Pelc, Holland Towers Resident
Marion Sherwood, Meadville Resident
Cassandra Gonzalas, Meadville Resident
Gretchen Myers, City of Meadville
Mike Crowley, Meadville Tribune

A motion to approve the minutes of the April 10, 2024, meeting was made by Mr. Zinn, seconded by Ms. Kneubehl, and unanimously approved.

PUBLIC COMMENT

Ms. Dunlap made public comments about board meetings and general Housing Authority operations.

SOLICITORS REPORT

Mr. Ferry stated the Bingo permit for the Holland Towers residents has been renewed. He briefly discussed having had a meeting with Guy McUmbert, President of the Crawford County Coalition of Housing, about the new management company located in Erie regarding the Snodgrass Building and some of their intentions and needs.

Mr. Ferry explained that the cases in the Court of Common Pleas are still in the process of settling eviction actions. Ms. Rockovich stated the informal hearings have been scheduled for Holland Towers tenants that received eviction notices.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich stated there was a Pre-Construction Conference with contractors regarding the apartment renovations at Holland Towers on May 7, 2024. She indicated that the Notice to Proceed will be issued on June 3, 2024.

Ms. Rockovich reported that the Pre-Bid Conference for the asbestos abatement was held on May 7, 2024. She reported that the bids are due May 23, 2024. Ms. Rockovich requested a Special Board Meeting on May 31, 2024, to award the asbestos abatement contract. The Board authorized Ms. Rockovich to advertise the Special Board Meeting on May 31, 2024, at 9:00 a.m.

Ms. Rockovich reported that the Housing Authority was awarded \$1,057,270.00 under the 2024 Capital Fund Grant Program.

Ms. Rockovich stated the Pre-Bid Conference was held May 7, 2024, for the electrical upgrades to the family properties to replace the gas ranges with electric ranges. This project is funded under the Housing-Related Hazards & Lead-based Paint Capital Fund Program. She reported that the bids are due May 23, 2024.

Ms. Rockovich indicated that she has not received any information regarding the Emergency Security Capital Fund Application.

ELM, MORGAN, & SCATTERED SITES

Ms. Davenport reported that there were nine vacancies, with two new leases signed in April 2024. There were nine 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 \$27,695.02.

GILL VILLAGE

Ms. Davenport reported that there were 12 vacancies with no new leases in April 2024. There were seven annual and one 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 \$22,206.49.

FAMILY SITE WAITING LIST

Ms. Davenports detailed the waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites as One-Bedroom - 3; Two-Bedroom - 3; Three-Bedroom - 3; Four-Bedroom - 4; and Five-Bedroom - 4.

HOLLAND TOWERS

Ms. Brown reported there were 37 vacancies and 52 people on the waiting list in April 2024. There were eight annual recertifications and no interim recertifications conducted. She also stated there were no eviction notices served and one notice to vacate received. There were two housekeeping inspections conducted. Tenant accounts receivable totaled \$12,864.20.

SNODGRASS REPORT

Ms. Brown reported that Snodgrass is at full capacity, with three people on the waiting list. She stated that there were not any new leases signed in April 2024. There were not any annual recertifications nor interim recertifications conducted. There were no eviction notices served nor any notices to vacate received. There were no housekeeping inspections conducted. The total accounts receivable amount for April of 2024 totaled \$1,801.54.

MAINTENANCE REPORT

Mr. Smith reported 425 work orders were generated during April 2024 with 30 outstanding, including 5 tenant work orders, 22 management work orders, 0 inspection work orders and 3 for vacancy fixups. There were three vacant units completed out of five. There were five inspections completed with three being move-outs and two being move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that during the month of April 2024, Holland Towers had eight units being treated for infestations, with none on a 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 191 units under contract which included 5 port-outs, and 19 VASH vouchers, and two Homeownerships for April 2024. There were six outstanding vouchers. She stated that there are 400 families on the waiting list. The Housing Assistance Payment expenses for April 2024 were \$70,406.92. Ms. Rockovich noted that the Housing Authority was originally issued 180 Vouchers, yet based on funding, we are able to house more families.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 15 inspections completed in April 2024, of which 3 were for new units and 1 failed.

APPLICATIONS

Ms. Mitchell reported 20 applications were received, 5 in process and waiting on documentation and 15 to be processed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman stated Open Floor Nominations will be held on June 10, 2024, at the VFW at Morgan Village from 1:00 p.m. to 2:00 p.m. Nominations will be held for Resident Council positions – President, Secretary and Alternates. William Gill Commons Open Floor Nominations will be held on June 11, 2024, at the William Gill Commons from 1:00 p.m. to 2:00 p.m. Nominations will be held for Resident Council positions for positions Vice-President, Secretary and Alternates. Notices of the meetings will be individually mailed to all Morgan, Elm and Scattered Sites, William Gill Commons residents. A Nominating Committee was secured on April 22, 2024, for both Resident Councils.

Ms. Rockovich reminded the Board and the attendees that the resolution adopted at the March 13, 2024, outlined that the elections need to be completed so the MOU can be approved at the Regular Board Meeting on August 14, 2024, with an effective date of September 1, 2024. She stated that the Housing Authority has helped the two family Resident Councils with copying and distribution of the notices. Mr. Ferry advised that Resident Councils have the option of asking the Housing Authority to help them with certain tasks needing completed for the election process.

Ms. Houserman reported that art classes start at the William Gill Commons Community Center beginning on June 10, 2024. The classes will be held Mondays and Wednesdays from 2:30 p.m. to 3:30 p.m. with classes taught by AnneMarie Neal.

Ms. Houserman stated that she is looking into a field trip for children ages five and up to go to Sunview Golf in Edinboro, PA. Their venue offers an 18-hole miniature golf course, all speed baseball and softball machines, go-karts, bumper boats, and a video arcade. Notices will be mailed individually to William Gill Commons, Morgan, Elm and Scattered Sites residents once a date has been set.

RESOLUTIONS

None to be passed.

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 Ms. Kneubehl, and unanimously approved.

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

Ms. Rockovich gave a report of the listening session held on April 12, 2024, at the City of Meadville Council Chambers. She stated that the listening session was orchestrated by Crawford County United whose invitation included Mr. Matthew Heckles, Regional Administrator; Mr. Michael A. Horvath, Pittsburgh Field Office Director. Ms. Rockovich stated that she was invited at the last minute, which proved to be beneficial as she was able to address the concerns presented by Mr. Kevin Quisenberry, Community Justice Project. He listed three items of concern which included the Pest Management Plan, Grievance Procedure Policy, and MOU agreements. Ms. Rockovich was able to give Mr. Horvath a tour of Holland Towers a tour and discuss the renovation efforts. She stated that she plans to have an Open House once the first group of apartments are completed. Ms. Rockovich plans to work around Mr. Horvath's schedule when planning the event. Ms. Yohe reported she was asked to attend this meeting, yet declined as she was not approved by the Board to represent the Housing Authority.

NEW BUSINESS

There were not any New Business to present

COMMUNICATIONS

There were not any Communications to present.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Kneubehl, seconded by Ms. Yohe, and unanimously approved. The meeting was adjourned at 2:35 PM.

Submitted,

Richard H. Zinn, Assistant Secretary/Treasurer