

## **MINUTES – June 12, 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 12th day of June 2024.

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

Members Absent: Thomas G. Youngblood, Chair  
Cena M. Kneubehl, Secretary

Also Present: Vanessa L. Rockovich, Executive Director  
Daniel R. Harris, Section 8 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  
Gretchen Myers, City of Meadville  
Mike Crowley, Meadville Tribune  
Sherry Brown, Holland Towers Resident  
Carl Oswald, Holland Towers Resident  
Sally Starcher, Holland Towers Resident  
Sandy Hollabaugh, Holland Towers Resident  
Cheryl Petergal, Holland Towers Resident  
Karen Fitzsimmons, Holland Towers Resident  
Maryland Hicks, Holland Towers Resident  
Wayne Shannon, Holland Towers Resident  
Donna Fluty, Holland Towers Resident  
Kevin Quisenberry, Attorney  
Alan Dorchester, Holland Towers Resident  
Joseph F. Tompkin, Assistant Professor Allegheny College  
Tammy Corey, Holland Towers Resident  
Donald Beck, Holland Towers Resident

A motion to approve the minutes of the May 8, 2024, meeting was made by Mr. Zinn, seconded by Marsha Yohe, and unanimously approved.

### **PUBLIC COMMENT**

Ms. Dunlap made a public comment regarding board meetings. Ms. Sherry Brown made a public comment regarding a police incident at Holland Towers.

Attorney Quisenberry made public comments outlining his written comments regarding the proposed Grievance Procedure Policy. He also stated that he represents the tenants.

## **SOLICITORS REPORT**

Mr. Ferry stated that he was not aware that Attorney Quisenberry was representing the tenants. He noted that Mr. Quisenberry's letter was received June 10, 2024. Regarding his suggested changes to the proposed Grievance Procedure Policy, the only required area was to allow requests to be made orally which was corrected in the presented policy. Mr. Ferry commented that the suggested policy provided by Mr. Quisenberry did not allow requests to be made orally either. He stated that he feels that federal and state regulations are being followed, however it would be okay to add verbiage. Mr. Ferry presented options for passing the proposed policy, tabling the passing of the policy until a later board meeting, or to pass the policy today with the possibility of amending it later. The board had a discussion based on the information provided by Mr. Ferry. Ms. Yohe asked if the Grievance Procedure Policy were not passed today, could it affect any of the Northwest Legal Service cases. She asked if the policy did not pass, could it delay dealing with tenants causing issues? If so, it would cause further tenant suffering. Ms. Yohe stated that the proposed policy was developed with the review of policies from other Housing Authorities. Ms. Rockovich responded that the tenants that are not paying their rent are costing the Housing Authority thousands of dollars. When it was suggested that the revisions be presented to the board at the next board meeting, Ms. Rockovich reminded that it was not possible to approve the policy as it would have to be posted for a 30-day comment period which could put the approval several months later.

## **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich reported that a contractor meeting is scheduled for June 17, 2024. The plan is to review scheduling. The aspects of selective demolition were discussed as it pertains to the preparation for the asbestos abatement project. Ms. Rockovich was presenting a company for the asbestos abatement project. The first 30 apartments are almost ready to be turned over to the contractors. There are two remaining tenants that need to be relocated which will occur within the next week.

Ms. Rockovich reported that she is presenting a company to complete 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.

Ms. Rockovich stated there has been no word on the Emergency Security Capital Fund grant yet.

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

Ms. Rockovich reported that there were 10 vacancies, with 2 new leases signed in May 2024. There were 4 annual and 5 interim recertifications conducted. There were not any evictions served nor any notices to vacate received. There was one housekeeping inspection conducted. Tenants Accounts Receivable totaled \$26,687.52.

## **GILL VILLAGE**

Ms. Rockovich reported that there were 12 vacancies with 1 new lease in May 2024. There were three annual and three 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 \$21,261.20.

## **FAMILY SITE WAITING LIST**

Ms. Rockovich detailed the waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites as One-Bedroom - 4; Two-Bedroom - 7; Three-Bedroom - 3; Four-Bedroom - 0; and Five-Bedroom - 3.

## **HOLLAND TOWERS**

Ms. Rockovich reported there were 37 vacancies and 52 people on the waiting list in May 2024. There were 11 annual recertifications and no interim recertifications conducted. She also stated there were no eviction notices served and two notices to vacate received. There were four housekeeping inspections conducted. Tenant accounts receivable totaled \$13,072.80.

## **SNODGRASS REPORT**

Mr. Ferry stated that he had spoken with Mr. Guy McCumber and feels that we are making progress, although the Housing Authority remains under the management agreement. He said that there is a company coming to look at the lift who feels it can be repaired. Mr. Ferry added that he is trying to work it out where the lift would not be a contingency. Ms. Yohe requested that the housing authority responsibility be relieved of the management by July 1, 2024. Mr. Ferry stated he would make this request known.

Ms. Rockovich reported that Snodgrass is still at full capacity, with four people on the waiting list. She stated that there were not any new leases signed in May 2024. There was one annual recertification and no 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 May 2024 totaled \$1,801.54.

## **MAINTENANCE REPORT**

Ms. Rockovich state that Mr. Smith and Mr. Lynch are attending Procurement training. She reported that 239 work orders were generated during May 2024 with 35 outstanding, including no tenant work orders, 22 management work orders, 11 inspection work orders and two for vacancy fixups. There were 3 vacant units completed. There were 3 inspections completed with 3 being move-outs and no move-ins.

## **EXTERMINATION REPORT**

Ms. Rockovich reported that during the month of May 2024, Holland Towers had 10 units being treated for infestations, with none on a 45-day clear, and William Gill Commons had 3 units being treated, with none on a 45-day clear.

## **SECTION 8 HOUSING CHOICE HER REPORT**

Ms. King reported 192 units under contract which included no port-ins, five port-outs, 20 VASH vouchers, and 2 Homeownerships for May 2024. There are 7 outstanding vouchers. She stated that there are 386 families on the waiting list. The Housing Assistance Payment expenses for May 2024 were \$77,363.95.

## **SECTION 8 INSPECTION REPORT**

Mr. Harris reported that there were 12 inspections completed in May 2024, of which 3 were for new units and 2 which failed.

## **APPLICATIONS**

Ms. Mitchell reported 13 applications were received in May 2024, with 2 in process, 2 waiting on documentation and 11 to be processed.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Open Floor Nominations were held on June 10, 2024, at the VFW for at Morgan Village from 1:00-2:00pm. The Nominating Committee contacted potential candidates and recommended three (3) residents to fill the open positions for Vice-President, Secretary and Alternate. Notices of the nominations will be mailed to Morgan, Elm and Scattered Sites residents.

Open Floor Nominations were held on June 11, 2024, at the William Gill Community Center from 1:00pm-2:00pm. The Nominating Committee contacted potential candidates and recommended three (3) residents to fill the open positions for Vice-President, Secretary and Alternate. Notices of the nominations will be mailed to all William Gill residents.

The Summer Lunch Food Program started at both William Gill and the VFW @ Morgan Village on Monday, June 10, 2024. Lunches are served from 11:00am-12:00pm. Over 50 lunches were served. The program will end on Friday, August 16, 2024.

Flyers will be mailed to all public housing residents, as well as Scattered Sites to attend Sunview Golf in Edinboro, PA on Wednesday, June 26, 2024. A Parent must accompany their child/children. A limit of 30 people can attend. This is on a first come, first serve basis. For those who want to attend, they will contact Barb Houserman at 814-336-3177 ext. 105. After 30 people are acquired, reservations will be made at Sunview Golf.

## **RESOLUTIONS**

A motion to adopt Resolution No. 6 of 2025 to amend the 5-year budget for the Capital Fund Program for the period of 2024 to 2028. Revising the five-year plan would be \$1,057,217.00.

Ms. Yohe made the motion not accept and Mr. Zinn seconded the motion. It was unanimously approved.

## **TREASURER'S REPORT**

Mr. Ketcham submitted the treasurer's report. Ms. Yohe had a question re: an expense for the tenant library. Ms. Rockovich explained that it was necessary to adjust the sensitivity of the library door. She further reported that the mowing has been paid for, and that she would like to continue with the subcontractor for this service. She will put out another RFQ this fall.

Ms. Rockovich presented the Treasurer's Report. A motion to accept the Treasurer's report was made by Ms. Yohe, seconded by Mr. Zinn, and was unanimously approved.

## **REPORT OF COMMITTEES**

There were not any committees to present.

### **UNFINISHED BUSINESS**

There was not any unfinished business presented.

### **NEW BUSINESS**

Ms. Rockovich reported that we were notified by HUD that they are coming to do an Inspire inspection of Elmwood Village, Morgan Village, Scattered Sites and William Gill Commons. Ms. Rockovich is setting a schedule to do a preliminary inspection using Inspire's standards. Maintenance issues being taken care of during inspections. Elmwood Village will be first. In each unit, filters will be replaced, smoke detectors will be replaced with detectors CO detectors with an additional detector being installed in each bedroom which was a \$20,000 investment. The new CO detectors are tamperproof, dated, and date stamped photos are being taken for documentation and timing.

Mr. Zinn suggested to honor deceased board member Tom Youngblood with a \$500.00 donation in his name to the Make-A-Wish Foundation. Ms. Yohe agreed. Mr. Zinn made a motion to accept, and Ms. Logan seconded the motion. It was unanimously approved.

### **COMMUNICATIONS**

There were not any communications to be presented.

Ms. Yohe brought up the police incident, stated that there was a police report filed, and that we are waiting for a copy of that report.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Zinn, and unanimously approved. The meeting was adjourned at 2:46 P.M.

Submitted,

Richard H. Zinn, Assistant Secretary/Treasurer