

MINUTES – July 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 July 2024.

Members Present:

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

Members Absent:

Cena M. Kneubehl, Secretary

Also Present:

Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Deputy Executive Director
Tommi Jo Davenport, Property Manager
Daniel R. Harris, Section 8 Inspector
Charlotte M. Mitchell, Management Aide
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Barbara L. Houserman, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Jacqueline A. Commins, Holland Towers Resident
Christine A. Pelc, Holland Towers Resident
Sherry Brown, Holland Towers Resident
Tammy Corey, Holland Towers Resident
Maryland Hicks, Holland Towers Resident
Mike Crowley, Meadville Tribune
Joseph F. Tompkin, Meadville Resident
Marion Sherwood, Meadville Resident

A motion to approve the minutes of the June 12, 2024, meeting was made by Mr. Zinn, seconded by Ms. Yohe, and unanimously approved.

PUBLIC COMMENT

Ms. Commins presented concerns of incidents that occurred in Holland Towers.

SOLICITOR'S REPORT

Mr. Ferry stated that the Holland Towers Resident Council is planning to hold an election next week. The Resident Council must notify the housing authority of who the third-party is to oversee the election process. Ms. Rockovich stated the requested documents will be ready the day of the election.

Mr. Ferry stated he will provide Mr. Quisenberry with a response to the comments he presented regarding the Grievance Procedure Policy, and he will also provide his response to the board.

Mr. Ferry reported he worked with the staff on two new court cases which went through magistrate which were rent payment issues.

Mr. Ferry discussed the Snodgrass Management Agreement. Ms. Yohe asked about the housing authority's obligation in the management agreement and if the contract could be cancelled. She asked if this could be done with a 30-day notice. Mr. Ferry stated he would research that option.

CAPITAL FUND GRANT REPORT

Ms. Rockovich stated that demolition started on Monday, July 8, 2024, in preparation of the asbestos abatement. The closets need to be removed for the ease of abatement of the mastic under the carpet and floor tiles. The asbestos abatement will start Monday, July 15, 2024, upon approval of the contract documents by Mr. Ferry.

During the tenant meeting, the tenants expressed a concern about the identification of the contractors. Ms. Rockovich reported that the contractors will be wearing company shirts which will identify them as contractor employees. She stated that she asked the contractors to stage their materials at the freight elevator, load the items, and release them for tenant use. After the tenant meeting, the asbestos abatement contractor requested a change in their work schedule. Instead of five, eight-hour days, they will be working four, ten-hour days.

Ms. Yohe commended Ms. Rockovich for being pro-active in having the entire building tested prior to the construction. The building was tested and abated several years ago, yet asbestos remained in some areas. These extra steps will ensure a healthier environment for the workers and the tenants.

Ms. Rockovich reported that Mr. Ferry will be reviewing the contract documents 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.

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

ELM, MORGAN, & SCATTERED SITES

Ms. Davenport reported that there were seven vacant units, with four new leases signed in June 2024. There were nine annual and no interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$27,983.63.

GILL VILLAGE

Ms. Davenport also reported that there were 12 vacant units, with two new leases signed in June 2024. There were three annual and no interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$27,918.01.

FAMILY SITE WAITING LIST

The waiting lists are: One bedroom - 3, Two bedrooms – 2, Three bedrooms – 2, Four bedrooms – 0, and five bedrooms – 1.

HOLLAND TOWERS

Ms. Rockovich reported that there were 42 vacant units in June 2024. There were five annual and no interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$16,385.87.

Ms. Rockovich stated that the tenant meeting went well. She reported on the renovation project at Holland Towers as far as the timeline and what to expect. Ms. Yohe spoke during the meeting regarding Reasonable Accommodations and answered any questions. Ms. Rockovich and Ms. Yohe felt that there were very good questions and responses. Overall, they felt that it was a very positive meeting.

Ms. Rockovich wished to address Ms. Commins' public comment regarding the gas being shut off in the building during the holiday weekend. Ms. Rockovich stated that the tenant called the emergency line to report the gas smell. Rather than waiting for the housing authority to respond, the tenant called the fire department who then contacted the gas company. Had the tenant been patient and allowed the housing authority to resolve the problem, the gas would not have been shut off for 48 hours. After the gas company was notified, they chose to pressure test the entire building which required shutting off all gas valves in all apartments and throughout the building. This required additional maintenance employees to be called in as all 132 units needed to be entered twice to close the gas valve and reopen and test. Ms. Rockovich encouraged the tenants, once they call a problem in, to allow the housing authority to resolve the issue before contacting the fire department.

Ms. Yohe asked for an explanation of why this occurred. Ms. Rockovich responded by showing the deteriorated gas line that was caused by water leaks as well as other deteriorated copper pipes and fried electrical breakers. These are some of the situations that initiated the extensive renovations to Holland Towers.

SNODGRASS REPORT

Ms. Rockovich stated that the building is fully occupied, and she is hopeful that the housing authority can be relieved of the management responsibilities in the near future.

MAINTENANCE REPORT

Mr. Smith reported that there were 218 work orders generated in June 2024, with 39 outstanding work orders: 3 tenant work orders, 21 management-generated work orders, 11 inspection work orders, and four vacancy fix-up orders. Out of the four vacant units, one has been completed. There were seven inspections completed of which there was one move-out and six move-in inspections completed.

EXTERMINATION REPORT

Mr. Lynch reported eight units are being treated, with the quarterly inspections/treatments to be conducted at the end of June 2024, at Holland Towers. There are five units being treated at William Gill Commons.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich stated there were 191 vouchers under contract, which included no port-ins, five port-outs, 20 VASH vouchers, 2 Homeownership vouchers. There is one outstanding voucher. The housing authority has been contacted by HUD with concerns about the program being in shortfall. Conference calls will be scheduled in the near future. She stated that there are 450 families on the waiting list. The Housing Assistance Payment expenses for June 2024, were \$77,163.95

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 23 inspections performed in June 2024 with one new inspection and 2 failed inspections.

APPLICATIONS

Ms. Mitchell reported 25 applications were received of which 5 are in process, 4 are waiting on documents and 20 applications are waiting to be processed.

Ms. Mitchell participated in training this week regarding the Document Viewer process. This component will give applicants the opportunity to sign the required forms and upload the required documents to expedite the application process.

RESIDENT INITIATIVE PROJECTS REPORTS

The Meadville Housing Resident Council will hold their election of officers on Monday, July 22, 2024, at the VFW from 1:00 p.m. - 2:00 p.m. Residents who are unable to attend the election can contact a Nominating Committee member to deliver an Absentee Ballot to them and fill it out at that time.

The William Gill Commons Resident Council will hold their election of officers on Tuesday, July 23, 2024, at the Gill Community Center from 1:00 p.m. - 2:00 p.m. Residents who are unable to attend the election can contact a Nominating Committee member to deliver an Absentee Ballot to them and fill it out at that time.

Families from William Gill Commons and Morgan Village will be attending a field trip July 12, 2024, to Kennywood Park. Since this is not an eligible MOU expense, the families contributed a portion of the cost and the housing authority used other administrative funds to make up the difference.

RESOLUTIONS

A motion to adopt Resolution No. 6 of 2025 to amend the 5-year capital fund program for the period of 2024 to 2028 and accept the 2024 grant in the amount of \$1,057,217.00 was made by Ms. Yohe, seconded by Mr. Zinn, and was unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

There was not any unfinished business to report

NEW BUSINESS

The housing authority was notified that under the new HUD NSPIRE Inspection protocols, Elm, Morgan, Scattered Sites, and William Gill Commons are scheduled for September 3 and 4, 2024. One of the new criteria is that CO detectors are to be installed in bedrooms with vents from the forced air furnaces. The housing authority invested \$20,000 to replace all the smoke alarms with sealed, tamper-resistant, combination CO and smoke alarms. The record of the installation will be documented by dating and photography. This is being done so that the tenant(s) and/or visitor(s) can be disciplined if the alarms are tampered with or removed.

A motion to make a \$500 donation to the Make-A-Wish foundation in memory of Mr. Thomas G. Youngblood, Chair of the Board of Directors, was made by Mr. Zinn, seconded by Ms. Yohe, and unanimously approved.

COMMUNICATIONS

There were not any Communications to present.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Zinn, and unanimously approved. The meeting was adjourned at 2:45 PM.

Submitted,

Richard H. Zinn, Assistant Secretary/Treasurer