

## **MINUTES – September 25, 2024**

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:06 p.m., the 25th day of September 2024.

### Members Present:

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

### Also Present:

Vanessa L. Rockovich, Executive Director  
Jon M. Ketcham, Deputy Executive Director  
Susan Y. King, Section 8 Coordinator  
Tommi Jo Davenport, Property Manager  
Tammy L. Brown, Property Manager  
Daniel R. Harris, Section 8 Inspector  
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  
Sherry Brown, Holland Towers Resident  
Randall Brannon, Holland Towers Resident  
Christine Pelc, Holland Towers Resident  
Kathleen Dunlap, Holland Towers Resident  
Wayne Shannon, Holland Towers Resident  
Maryland Hicks, Holland Towers Resident  
Florence Gerhard, Holland Towers Resident  
Mike Crowley, Meadville Tribune  
Joseph F. Tompkins, Meadville Resident  
Autumn Vogel, Meadville Resident  
Sean Scott, Meadville Resident  
Gretchen Myers, Meadville Resident

### **APPOINT CHAIR AND VICE-CHAIR**

A motion to appoint Sonya D. Logan as Chair and Richard H. Zinn as Vice-Chair was made by Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved.

### **MINUTES**

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

## **PUBLIC COMMENT**

Ms. Dunlap and Ms. Brown made public comments. Mr. Tompkins commented on his recent board appointment by Meadville City Council and that the concerns prompted an investigation into a possible conflict of interest.

## **SOLICITOR'S REPORT**

Mr. Ferry addressed Mr. Tompkins concerns regarding his seat on the Board. He acknowledged that Meadville City Council does appoint board members for the housing authority. The issue is not whether or not Mr. Tompkins can sit on the Board; it is that the housing authority may have to change their policy regarding a possible conflict of interest question. The housing authority is currently waiting for HUD's response on the impact of Mr. Tompkins being seated on the Board. Mr. Ferry stated that HUD has the option to issue a waiver, yet the first priority is to protect the Board from any unintended consequences. Mr. Ferry spoke to the City Solicitor with the intention to resolve this circumstance in a timely manner as the housing authority needs five voting members to move forward with adopting/approving policies.

Mr. Ferry reported on the court cases that are new, closed, and ongoing.

Mr. Ferry discussed the Snodgrass Management Agreement. He reviewed the upcoming resolution and will work with the housing authority regarding the required notifications.

## **CAPITAL FUND GRANT REPORT**

Ms. Rockovich reported on the progress of the Holland Towers Apartment Renovations. Demolition is moving slowly due to uncovering unforeseen items. Change orders are being negotiated to correct several items that were discovered once the walls were opened. Ms. Yohe stated that she attended the job meeting last week with two HUD engineers. They were quite impressed with the renovations, and they offered suggestions. She felt that their attendance was extremely helpful.

Ms. Rockovich reported on the progress of the Housing-Related Hazards & Lead Based Paint Capital Fund Program to replace gas ranges with electric ones. The housing authority must purchase the ranges for the units before the architect is able to approve the submittals for the panel boxes. The contractor must know the amps that are in the ranges before the panels can be ordered. Ranges are designed with two different amps 40 or 50. They cannot be interchangeable.

Ms. Rockovich stated the housing authority Emergency Security Capital Fund Application was not accepted. She stated that the housing authority will continue to apply for grants as they become available.

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

Ms. Davenport reported that there were six vacant units, with one new lease signed in July 2024. There were eight annual and seven interim recertifications conducted. There were not any

eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted.

Ms. Davenport reported that there was one vacant unit, with two new leases signed in August 2024. There were ten annual and nine 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 in July and \$25,684.87 in August.

### **GILL VILLAGE**

Ms. Davenport reported that there were nine vacant units, with three new leases signed in July 2024. There were seven annual and six interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were not any housekeeping inspections conducted.

Ms. Davenport reported that there were eight vacant units, with two new leases signed in August 2024. There were eleven annual and five interim recertifications conducted. There were twelve eviction notices served. There were not any notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$32,184.36 in July and \$27,524.03 in August.

### **FAMILY SITE WAITING LIST**

The waiting lists are July - One bedroom - 4, Two bedrooms – 4, Three bedrooms – 0, Four bedrooms – 0, and five bedrooms – 1. August - One bedroom - 0, Two bedrooms – 6, Three bedrooms – 3, Four - bedrooms – 0, and five bedrooms – 2.

### **HOLLAND TOWERS**

Ms. Brown reported that there were 43 vacant units, with no new leases signed in July 2024. There were five annual and zero interim recertifications conducted. There was one eviction notice served. There were not any notices to vacate received. There were not any housekeeping inspections conducted.

Ms. Davenport reported that there were eight vacant units, with two new leases signed in August 2024. There were eleven annual and five interim recertifications conducted. There was not any eviction notices served. There was one notice to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$17,450.81 in July and \$17,926.00 in August.

### **SNODGRASS REPORT**

Ms. Brown stated that the building was fully occupied, with no leases signed in in July 2024. There was one annual recertification and no interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were 12 applicants on the waiting list.

Ms. Brown stated that the building was fully occupied, with no leases signed in in August 2024. There was one annual recertification and no interim recertifications conducted. There were not any eviction notices served nor any notices to vacate received. There were 15 applicants on the waiting list.

### **MAINTENANCE REPORT**

Mr. Smith reported that there were 361 work orders generated in July 2024, with 72 outstanding work orders: 12 tenant work orders, 26 management-generated work orders, 31 inspection work orders, and 3 vacancy fix-up orders. Out of the three vacant units, none were completed. There were 38 inspections conducted of which there were 34 annuals, zero move-outs, and 4 move-ins.

Mr. Smith reported that there were 316 work orders generated in August 2024, with 152 outstanding work orders: 20 tenant work orders, 37 management-generated work orders, 89 inspection work orders, and 6 vacancy fix-up orders. Out of the seven vacant units, three were completed. There were 73 inspections conducted of which there 69 annuals, 4 move-outs, and zero move-ins.

### **EXTERMINATION REPORT**

Mr. Lynch reported 11 units are being treated in July 2024 at Holland Towers. There are two units being treated in July 2024 at William Gill Commons.

Mr. Lynch reported 11 units are being treated in August 2024 at Holland Towers. There are six units being treated in July 2024 at William Gill Commons.

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

Ms. King stated there were 195 vouchers under contract, which included 6 port-outs, 21 VASH vouchers, and 2 Homeownership vouchers. There were not any outstanding vouchers. She stated that there are 450 families on the waiting list. The Housing Assistance Payment expenses for July 2024, were \$77,193.95.

Ms. King stated there were 196 vouchers under contract, which included 6 port-outs, 22 VASH vouchers, and 2 Homeownership vouchers. There were not any outstanding vouchers. She stated that there are 460 families on the waiting list. The Housing Assistance Payment expenses for August 2024, were \$78,053.95.

Ms. Rockovich reported that HUD funded the housing authority approximately \$60,000 to cover the anticipated shortfall.

### **SECTION 8 INSPECTION REPORT**

Mr. Harris reported that there were 13 inspections performed in July 2024 with one new inspection and none that failed.

Mr. Harris reported that there were 13 inspections performed in July 2024 with no new inspections and none that failed.

## **APPLICATIONS**

Ms. Rockovich reported 15 applications were received in July 2024 of which 1 was in process, 1 is waiting on documents, and 13 applications are waiting to be processed.

Ms. Rockovich reported 16 applications were received in August 2024 of which 1 was in process, 1 is waiting on documents, and 15 applications are waiting to be processed.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that the Meadville Housing Resident Council held their election of officers on Monday, July 22, 2024, at the VFW from 1:00 p.m. - 2:00 p.m. Congratulations to Vice-President, Jerry Squire; Secretary, LeAnne Squire; and Alternate, Rodger Bromley.

Ms. Houserman reported that the William Gill Commons Resident Council held their election of officers on Tuesday, July 23, 2024, at the Gill Commons Community Center from 1:00 p.m. - 2:00 p.m. Congratulations to Vice-President, Desiree Moyer; Secretary, Tabitha Hunt; and Alternate, Carol Owens.

Ms. Houserman's stated Ms. Rockovich shared an email from the HAI Group for a fire safety poster contest. Registration is due by September 13, 2024, with entries submitted by November 1, 2024. There are three age groups 6-9, 10-14, and 15-18. Prize categories are \$50 first place, \$30 second place, \$20 third place. Information will be submitted to all residents regarding the poster contest.

## **RESOLUTIONS**

A motion to adopt Resolution No. 7 of 2025 to cancel the Snodgrass Management Agreement effective October 31, 2024, was made by Ms. Yohe, seconded by Mr. Zinn, and was unanimously approved.

A motion to adopt Resolution No. 8 of 2025 to amend the 5-year Capital Fund Budget 2024-2028 due to an increase funds added to the 2024 Capital Fund Grant was made by Mr. Zinn, seconded by Ms. Logan, and was approved unanimously.

## **TREASURER'S REPORT**

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

## **REPORT OF COMMITTEES**

There were not any committees to report.

## **UNFINISHED BUSINESS**

Ms. Rockovich reported on the deficiencies stated during the REAC inspection. The majority of the issues were with smoke alarms. Another deficiency is that the discharge lines on the hot water tanks must be within 2" of the floor.

Ms. Rockovich stated the draft MOU agreements were mailed to housing authority residents with a meeting with the officers of each resident council planned in October. She highlighted some changes that included a Code of Conduct provision for families that are disruptive during events and the requirement of budgets for specific events that must be approved by the tenants and the housing authority.

### **NEW BUSINESS**

Ms. Yohe discussed items in an email received by the Holland Towers Resident Council. She followed up with the finance office and assured the tenants that Tenant Participation Funds were not used for any functions organized by the housing authority. With the new MOU agreement, a budget will be required and approved for the usage of all Tenant Participation Funds. She advised that any unused funds become part of the housing authority's general funds.

Ms. Yohe stated that until the bedbug problem is eradicated, seating will not be provided on Holland Towers lobby floors.

Ms. Rockovich responded to a letter requesting air conditioning on the Third and Sixth Floors. The windows are not suitable for air conditioners, and this will be addressed in the next phase of the renovations.

### **COMMUNICATIONS**

There were not any Communications to present.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Mr. Zinn, seconded by Ms. Kneubehl, and unanimously approved. The meeting was adjourned at 3:13 PM.

Submitted,

Marcia J. Yohe, Treasurer