

MINUTES – December 13, 2023

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 13th day of December 2023.

Members Present: Thomas G. Youngblood, Vice Chair
Marcia J. Yohe, Treasurer
James D. Rozakis, Secretary
Sonya D. Logan, Assistant Secretary/Treasurer

Members Absent: Richard H. Zinn, Chair

Also Present: Vanessa L. Rockovich, Executive Director
Tammy L. Brown, Administrative Assistant/Property Manager
Tommi Jo Davenport, Property Manager
Susan Y. King, Section 8 Coordinator
Daniel R. Harris, Section 8 Inspector
Charlotte M. Mitchell, Management Aide
Barbara L. Houserman, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Cena M. Kneubehl, Morgan Village 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
Christine A. Pelc, Holland Towers Resident
Cheryl M. Petergal, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Diann Bolharsky, Family Services
Mark McGinty
Marion Sherwood, Allegheny College
Gwen Smith, Active Aging
Joe Tompkins, Allegheny College
Mike Crowley, Meadville Tribune

A motion to approve the minutes of the November 8, 2023, meeting was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved.

PUBLIC COMMENT

Ms. Sherry Brown expressed concerns that tenants with bedbugs continue to congregate in the lobby.

SOLICITORS REPORT

Mr. Ferry briefly discussed the status of the pending eviction appeals. He stated that the housing authority is working on a Pest Management Plan and the MOU agreement for the Holland Towers Resident Council. Mr. Ferry will cover other matters as they come up on the agenda.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich stated that the architect has an estimator reviewing the plan and specifications to assure they will fall within the designated budget. She reported that once the evaluation is complete, the project is going out for bid process shortly after the first of the year.

Ms. Rockovich reported that she received an email stating that the housing authority did not receive the Emergency Safety and Security Grant.

ELM, MORGAN, SCATTERED SITES

Ms. Davenport reported that there were 12 vacancies, with three new leases signed in November 2023. There were 6 annual and 6 interim recertifications conducted. She did not serve any eviction notices and did not receive any notices to vacate. There were no housekeeping inspections conducted. Tenants Accounts Receivable totaled \$75,368.50.

GILL VILLAGE

Ms. Davenport reported that there were 10 vacancies with 3 new leases in November 2023. There were two annual and two interim recertifications conducted. There were no eviction notices served and she received two notices to vacate. There were not any housekeeping inspections conducted. Tenants' Accounts Receivable totaled \$39,920.11.

Mr. Ferry reported that he filed a request for release of funds for rents at the courthouse. A couple of tenants are in default because people have not been sending in their rent payments to the Prothonotary's Office which will be sent back to magisterial court and the housing authority can file for possession. He will be litigating the balance of the cases.

FAMILY SITE WAITING LIST

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 4; Two-Bedroom - 3; Three-Bedroom - 4; Four-Bedroom - 1; and Five-Bedroom - 4.

HOLLAND TOWERS

Ms. Brown reported there were 34 vacancies and 53 people on the waiting list in November 2023. There were 6 annual recertifications and no interim recertifications conducted. She also stated there were not any eviction notices served and no notices to vacate were received. There were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$15,598.79.

Ms. Rockovich stated she spoke with the current elevator company providing service and they have submitted a quote to have chutes cleaned for \$7,860.92. She expressed with the current company that the board is very dissatisfied with the service and is considering alternative options. After a brief discussion, a motion to approve TK Elevator's quote to clean the elevator chutes at a cost of \$7,860.92 was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

Ms. Rockovich reported on the new Holland Towers Library stating that a tenant is cleaning and getting it set up. She stated that the housing authority has control of who can enter and who cannot enter due to infestation. The final step is developing a procedure for treating the books when they are returned.

SNODGRASS REPORT

Ms. Brown reported that Snodgrass is at full capacity, with two people on the waiting list. She stated that there were two new leases in November 2023. There were no annual recertifications or interim recertifications conducted in November 2023. There were not any eviction notices served, nor notices to vacate received. There were not any housekeeping inspections conducted. The total accounts receivable amount for November 2023 totaled \$3,100.54.

Ms. Rockovich reported that the contractor finished the repairs caused by the broken waterline and received a certificate of completion. She stated the Housing Authority is in compliance except for repairing/replacing the lift. Ms. Rockovich asked Mr. Ferry if the property could be turned back to the Coalition with the matter of the lift still not being repaired/replaced.

MAINTENANCE REPORT

Ms. Rockovich reported 273 work orders were generated during November 2023 with 59 outstanding, including 11 tenant work orders, 26 management work orders, 92 inspection work orders and 22 for vacancy fixups. Two of the 25 vacant units were completed. There were seven inspections completed with one being a move-out and six being move-ins.

EXTERMINATION REPORT

In addition, Ms. Rockovich reported that during the month of November 2023, Holland Towers had 23 units being treated for infestations, with none on a 45-day clear. The fourth and fifth floors received quarterly treatments. William Gill Commons had seven units, with none on a 45-day clear. The quarterly treatments included the second and third lots.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported 167 units under contract of which there were 3 port-outs and 20 VASH vouchers for November 2023. There were 26 outstanding vouchers. She stated that there are 500 families on the waiting list. The Housing Assistance Payment expenses for November 2023 were \$60,957.92. There was a Section 8 briefing on November 14, 2023, with 12 applicants invited.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 21 inspections completed in November 2023, of which six were new and zero failed.

APPLICATIONS

Ms. Mitchell reported 14 applications were received. Since there were 30 applications received in October 2023, she is still working on those applications.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that on Friday, December 22, 2023, children ages 4-10 will take a field trip to Krainaks in Hermitage to visit with Santa Claus, check out the toy center, and candy lane. Parents will accompany their children.

Ms. Houserman reported that on Wednesday, December 27, 2023, children ages 5-14 will be attending the Marc for ice skating from 1:15 p.m. to 3:30 p.m.

Ms. Houserman stated that Christmas parties will take place at William Gill Commons and Morgan Village on December 28, 2023, from 2:00 p.m. to 4:00 p.m. The Christmas party at Elm will be held on December 29, 2023, from 2:00 p.m. to 4:00 p.m.

Ms. Houserman reported over 216 toys have been ordered from Toys for Tots for children ages 8-18. The toys will be picked up on December 14, 2023.

RESOLUTIONS

A motion to adopt Resolution No. 9 of 2024 to set the meeting dates for calendar year 2024 was made by Mr. Youngblood, seconded by Mr. Rozakis, and was unanimously approved.

A motion to adopt Resolution No. 10 of 2024 to approve the Public Housing Operating Budget for the fiscal year ending March 31, 2025, was made by Ms. Yohe, seconded by Mr. Rozakis, and unanimously approved.

A motion to adopt Resolution No. 11 of 2024 to approve the Section 8 Operating Budget for the fiscal year ending March 31, 2025, was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved.

Following the Executive Session, a motion to adopt Resolution No. 12 of 2024 to approve Pay Increases for the Administrative Staff for the Fiscal Year Beginning April 1, 2024, was made by Mr. Rozakis, seconded by Ms. Yohe, and unanimously approved.

Following the Executive Session, a motion to adopt Resolution No. 13 of 2024 to approve the Labor Union Contract for Maintenance Staff for the period April 1, 2024, to March 31, 2027, was made by Ms. Logan, seconded by Mr. Rozakis, and unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

Ms. Yohe asked about the status of the Holland Towers MOU. Mr. Ferry stated that he has a draft to present to Mr. Burke and Ms. Commins and is trying to schedule a meeting to review it.

NEW BUSINESS

Ms. Yohe addressed a concern presented regarding the recent discovery of a deceased tenant. She stated that it is not the responsibility of the housing authority to check on tenants and that staff is not permitted to enter apartments without notification. Ms. Yohe suggested that setting up a system to check on tenants is the responsibility of the Holland Towers Resident Council not the housing authority.

Ms. Yohe expressed appreciation to Mr. Rozakis for his 15 years of service on the Board.

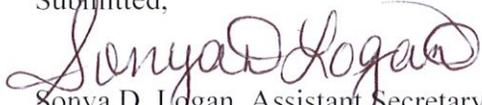
COMMUNICATIONS

There were no communications to report.

The meeting recessed into Executive Session at 2:58 PM to discuss personnel matters. The meeting reconvened at 3:29 p.m. with action taken on Resolution No. 12 and No 13.

A motion to adjourn the meeting was made by Mr. Rozakis, seconded by Ms. Logan, and unanimously approved. The meeting adjourned at 3:30 p.m.

Submitted,


Sonya D. Logan, Assistant Secretary/Treasurer

SIGN-IN SHEET
REGULAR BOARD MEETINGS - DECEMBER 13, 2023

ATTENDEE	ADDRESS	EMAIL ADDRESS CELL OR TELEPHONE NUMBER
Diann Bolharsky	476 Randolph Lane	d.bolharsky@ctrforfamilyservices.org
Sheryl Brown	1120 MARKET ST APT, 711 MDVL.	
Bud Hicks	Hollins Towers Apt 501	814-350-1458
Carla	Hollins Towers 603	
Mike Crowley	Tribune	

SIGN-IN SHEET
REGULAR BOARD MEETINGS - DECEMBER 13, 2023

ATTENDEE	ADDRESS	EMAIL ADDRESS CELL OR TELEPHONE NUMBER
Jackie Commins	apt 307	443 756 2838
Ewen Smith	Active Aging	
Cena M Kneubehl	777 Whittier Ave	ck05713@gmail.com
MARK MCCOY	Meadeville	M3BBALLPA@gmail.com
Kathleen Dunlap	H 317 Holland Towers	
MARIAN STEWART	14724 N Main St Ext.	msherwoo@allegheny.edu
The Tanglin	649 Lords	jettanglin@gmail.com
Wayne P Shum	APT 106	814 853 1726
Cheryl Petergal	1150 Market St Apt 306	814 282-5853
	Meadeville PA 16835	