

MINUTES – October 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 October 2024.

Members Present:

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

Members Absent:

Cena M. Kneubehl, Secretary

Also Present:

Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Deputy Executive Director
Susan Y. King, Section 8 Coordinator
Tommi Jo Davenport, Property Manager
Daniel R. Harris, Section 8 Inspector
Ronald E. Smith, Maintenance Superintendent
Kyle M. Lynch, Assistant Maintenance Inspector
Charlotte M. Mitchell, Management Aide
Barbara L. Houserman, Resident Initiatives Coordinator
Christopher D. Ferry, Solicitor
Jacqueline A. Commins, Holland Towers Resident
Carl R. Oswald, Holland Towers Resident
Mike Crowley, Meadville Tribune
Joseph F. Tompkins, Meadville Resident
Autumn Vogel, Meadville City Council
Gretchen Myers, Meadville City Council

MINUTES

A motion to approve the minutes of the September 25, 2024, meeting was made by Mr. Zinn, seconded by Ms. Yohe, and unanimously approved.

PUBLIC COMMENT

Ms. Commins made comments regarding Holland Towers.

SOLICITOR'S REPORT

Mr. Ferry reported that the Department of Housing and Urban Development referred the information regarding Mr. Joe Tompkins' appointment to the board regarding a possible conflict of interest to their chief counsel. They made every attempt to provide answers prior to this meeting yet have stated it would take a few more weeks.

Mr. Ferry discussed the Snodgrass Management Agreement. He reported that CCCHN is seeking a management company. Mr. Ferry made CCCHN aware of the Housing Authority's plan to cancel the management contract effective October 31, 2024.

CAPITAL FUND GRANT REPORT

Ms. Rockovich reported on the progress of the Holland Towers Apartment Renovations, stating that things will ramp up over the next few weeks. The progress has been slow due to uncovering numerous items that needed to be addressed.

Ms. Rockovich reported on the progress of the Housing-Related Hazards & Lead Based Paint Capital Fund Program. She stated that Mr. Lynch, Mr. Smith and Mr. Ketcham, participated in training for the Costars program. Costars is a state bidding program to allow governmental agencies to secure services and products more quickly and efficiently. Mr. Lynch was making contact to secure quotes for the new electric ranges.

ELM, MORGAN, & SCATTERED SITES

Ms. Davenport reported that there was one vacant unit, with no new leases signed. There were seven annual and five interim recertifications conducted. There were two eviction notices served, and no notices to vacate received. There were two housekeeping inspections conducted. Tenants Accounts Receivable totaled \$28,442.32 in September.

GILL VILLAGE

Ms. Davenport reported that there were six vacant units, with three new leases signed in September 2024. There were five annual and two interim recertifications conducted. There were two eviction notices served and no notices to vacate received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$33,552.85 in September 2024.

FAMILY SITE WAITING LIST

The waiting lists for September 2024 are - One bedroom - 0, Two bedrooms – 5, Three bedrooms – 1, Four bedrooms – 0, and five bedrooms – 2.

HOLLAND TOWERS

Ms. Rockovich reported that there were 45 vacant units in September 2024. There were two annual and zero interim recertifications conducted. There was not any eviction notices served nor any notices to vacate were received. There were not any housekeeping inspections conducted. Tenants Accounts Receivable totaled \$18,890.00.

SNODGRASS REPORT

Ms. Rockovich stated that the building was fully occupied in September 2024. Tenant Accounts Receivable totaled \$1,801.54.

MAINTENANCE REPORT

Mr. Smith reported that there were 292 work orders generated in September 2024, with 143 outstanding work orders, 12 tenant work orders, 35 management-generated work orders, 78 inspection work orders, and 6 vacancy fix-up orders. Out of the eight vacant units, two were completed. There were 11 inspections conducted of which there were 10 annuals, 1 move-out, and no move-ins.

EXTERMINATION REPORT

Mr. Lynch reported 13 units are being treated at Holland Towers in September 2024. He stated that there are 10 units being treated at William Gill Commons in September 2024. Ms. Yohe asked if these are new or ongoing. Mr. Lynch responded the infestations at Holland Towers are ongoing issues. Ms. Rockovich made the board aware that the Snodgrass has been undergoing treatments.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King stated there were 196 vouchers under contract, which included 6 port-outs, 23 VASH vouchers, and 2 Homeownership vouchers. There were not any outstanding vouchers. She stated that there are 490 families on the waiting list. The Housing Assistance Payment expenses for September 2024 were \$56,916.12.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 18 inspections performed in September 2024 with one new inspection and none that failed.

APPLICATIONS

Ms. Mitchell reported 25 applications were received in September 2024 of which 9 are in process, 3 applications are waiting on documents as 6 of the 9 applications were withdrawn, and 10 applications are waiting to be processed.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that William Gill Commons will have their Trunk and Treat party on Friday, October 25, 2024, from 6:00 P.M. to 8:00 P.M. at the William Gill Commons Community Center. Flyers will be mailed to all residents.

Ms. Houserman stated that the Meadville Housing Resident Council will have their party at the VFW on Tuesday, October 29, 2024, from 4:00 P.M. to 5:00 P.M. will be mailed to all residents.

Ms. Houserman stated she will be attending a Renew Collaborative meeting hosted by Bethany Christian Services on Tuesday, October 15, 2024, from 11:30 A.M. to 1:00 P.M. to discuss mothers recovering from addiction who have newborns.

RESOLUTIONS

A motion to adopt Resolution No. 9 of 2025 to amend the bank signature cards was made by Mr. Zinn, seconded by Ms. Yohe, 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

Ms. Rockovich reported that all housing authority tenants were mailed a draft of the MOU agreement. She plans to with meet with the officers of the Meadville Housing Resident Council, the Holland Towers Resident Council, and the William Gill Commons Resident Council during the month of October 2024 to discuss the proposed agreement.

NEW BUSINESS

Ms. Yohe inquired about the heat at Holland Towers. Mr. Smith stated that a contractor is working on it.

COMMUNICATIONS

Ms. Rockovich stated that she received a letter from a Holland Towers resident stating how much she appreciated the efforts in cleaning up the landscape around the building.

Ms. Rockovich stated that a letter was received from Roswell Cancer Institute acknowledging the memorial gift made in memory of Richard Ketcham.

Ms. Rockovich stated that a letter was received from the Make-A-Wish Foundation acknowledging the memorial gift made in honor of Thomas Youngblood.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Mr. Zinn, and unanimously approved. The meeting was adjourned at 2:24 P.M.

Submitted,

Marcia J. Yohe, Treasurer