

## **MINUTES – November 13, 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 13th day of November 2024.

Members Present: Richard H. Zinn, Vice Chair  
Marcia J. Yohe, Treasurer  
Cena M. Kneubehl, Secretary  
Joseph F. Tompkins

Members Absent: Sonya D. Logan, Chair

Also Present: Vanessa L. Rockovich, Executive Director  
Jon M. Ketcham, Deputy Executive Director  
Tommi Jo Davenport, Property Manager  
Daniel R. Harris, Section 8 Inspector  
Kyle M. Lynch, Assistant Maintenance Supervisor  
Ronald E. Smith, Maintenance Supervisor  
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  
Maryland Hicks, Jr., Holland Towers Resident  
Christine A. Pelc, Holland Towers Resident  
Sherry L. Brown, Holland Towers Resident  
Karen L. Till, William Gill Commons Resident  
Gretchen Myers, City of Meadville  
Autumn Vogle, City of Meadville  
Mike Crowley, Meadville Tribune

A motion to approve the minutes of October 9, 2024, meeting as amended was made by Ms. Yohe, seconded by Mr. Zinn, and unanimously approved.

### **PUBLIC COMMENT**

Ms. Commins made a comment about the parking lot. Ms. Vogle discussed Mr. Tompkins' appointment with the board. Ms. Till made a comment about infestations.

### **SOLICITORS REPORT**

Mr. Ferry stated that Mr. Tompkins appointment to the board of directors is now official. He indicated that he participated in a conference call with the Pittsburgh HUD Field Office. Mr. Ferry explained that HUD's review stated that there is a conflict of interest. He informed the board that HUD requested a plan to resolve the conflict of interest.

## **CAPITAL FUND GRANT PROGRAM**

Ms. Rockovich reported on the Holland Towers Apartment Renovation Project. She listed the progress which included installation of condensing units on the balconies, the installation of showers started, holes are being cut in the concrete floors for the air handler duct work, and the main water lines are being replaced. Ms. Rockovich stated that the contractors were concerned that some of the piping that was being replaced was covered in asbestos. The consultant conducted testing which resulted in negative results for asbestos. Ms. Rockovich explained that due to the delay in the asbestos abatement and several unforeseen issues, a firm projection of completion could not yet be determined.

Ms. Rockovich reported on the progress of the Housing-Related Hazards and Lead Based Paint Capital Fund Program. Approximately 360 electric ranges were purchased. The company ships by truckloads and drops at each site. Vacant apartments will be utilized to store the ranges until the electrical upgrades are completed and the ranges can be installed. Ms. Rockovich briefly discussed this project with the family resident councils and stated when their project is scheduled by the contractor, she will schedule a tenant meeting to outline the process.

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

Ms. Davenport reported that there were five vacancies, with five new leases signed in October 2024. There were nine annual and one interim recertifications conducted. There were no evictions served. There was one housekeeping inspection conducted. Tenants Accounts Receivable totaled \$42,244.14.

## **GILL VILLAGE**

Ms. Davenport reported that there were 12 vacancies and 4 new leases in October 2024. There were eight annual and six interim recertifications conducted. There were not any eviction notices served, and she received two notices to vacate. One housekeeping inspection was conducted. Tenants' Accounts Receivable totaled \$51,153.43.

Mr. Tompkins inquired about vacancies and the waiting lists. He also asked about housekeeping inspections. Ms. Rockovich explained the process.

## **FAMILY SITE WAITING LIST**

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 4; Two-Bedroom - 4; Three-Bedroom - 1; Four-Bedroom - 0; and Five-Bedroom - 2.

## **HOLLAND TOWERS**

Ms. Rockovich reported there were 47 vacancies and 52 people on the waiting list in October 2024. There were no annual recertifications and no interim recertifications conducted. She also stated there were not any eviction notices served and there were two notices to vacate received. No housekeeping inspections were conducted. Tenant accounts receivable totaled \$19,404.12.

## **MAINTENANCE REPORT**

Mr. Smith reported 288 work orders were generated during October 2024 with 116 outstanding, including 22 tenant work orders, 28 management work orders, 52 inspection work orders and 14 for vacancy fixups. Total vacant units totaled 12, with 1 completed. There were 11 inspections completed with 7 move-outs and 4 move-ins.

## **EXTERMINATION REPORT**

Mr. Lynch reported that during the month of October 2024, Holland Towers had 9 units being treated for infestations, with none on a 45-day clear. William Gill Commons had no units being treated.

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

Ms. Rockovich reported 189 units under contract of which there were five port-outs and no port-ins. There were 22 VASH vouchers for October 2024. There were no outstanding vouchers. She stated that there are 461 families on the waiting list. The Housing Assistance Payment expenses for October 2024 were \$76,539.95.

## **SECTION 8 INSPECTION REPORT**

Mr. Harris reported that there were 21 inspections completed in October 2024, of which one failed.

## **APPLICATIONS**

Ms. Mitchell reported ten applications were received and need to be processed.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that over 170 toys have been ordered from Toys for Tots for children aged 0-16.

The William Gill Resident Council will have their Christmas Party on Monday, December 30, 2024, from 2:00 p.m. - 4:00 p.m. in the Gill Community Center. The Meadville Housing Resident Council will have their Christmas Party on December 28, 2024, from 1:00 p.m. -5:00 p.m. at the Morgan Village Community Room.

Christmas Arts Classes will be held at William Gill on Monday, December 23, 2024, from 2:00 p.m. - 3:00 p.m. The President of the Resident Council will teach the class.

The Meadville Housing Authority has scheduled a meeting on Thursday, December 19, 2024, from 1:00 p.m. - 2:00 p.m. The new MOU will be presented for approval.

## **RESOLUTIONS**

A motion to adopt Resolution No. 10 of 2025 to approve the MOU for William Gill Commons was made by Ms. Yohe, seconded by Ms. Kneubehl, and was unanimously approved.

## **TREASURER'S REPORT**

Mr. Ketcham presented the Treasurer's Report. After a brief discussion, a motion to accept 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.

## **NEW BUSINESS**

Ms. Rockovich reported that the City of Meadville scheduled 50 inspections over a 3-day period, of which 35 for one day. She asked to have some rescheduled in the future as the staff needs to accompany the inspector.

## **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 3:25 PM.

Submitted,

Cena Kneubehl, Secretary