

MINUTES – February 12, 2025

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 12th day of February 2025.

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

Also Present: Vanessa L. Rockovich, Executive Director
Jon M. Ketcham, Deputy Executive Director
Kyle M. Lynch, Assistant Maintenance Supervisor
Ronald E. Smith, Maintenance Supervisor
Charlotte M. Mitchell, Management Aide
Jacqueline A. Commins, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Sherry L. Brown, Holland Towers Resident
Wayne P. Shannon, Holland Towers Resident
Gretchen Myers, City of Meadville
Mike Crowley, Meadville Tribune

A motion to approve the minutes of November 13, 2024, was made by Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved.

A motion to approve the minutes of January 8, 2025, meeting as amended was made by Mr. Tompkins, seconded by Ms. Kneubehl, and unanimously approved.

PUBLIC COMMENT

Ms. Commins made a comment about the exterior areas of the Holland Towers building and property, and about meeting postings.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported on the Holland Towers Apartment Renovation Project. She listed the progress which included drywall and ductwork for the air handler being installed. She stated that the job meetings are going well, and there have been no issues with the inspections that have been performed. She reported that she is planning to move more tenants in the next couple of months.

Ms. Rockovich reported on the progress of the Housing-Related Hazards and Lead Based Paint Capital Fund Grant Program. Work started at William Gill Commons. Removal of the old stoves and installation of the new stoves has been staged by designated apartments. Vacant units have been taken offline to be utilized for storage throughout the project.

EXECUTIVE DIRECTOR REPORT

Ms. Rockovich reported that she is working with Crawford County Vo-Tech to hire one maintenance and one clerical person to start in the next couple of months. The clerical position is a Civil Service position. Ms. Rockovich explained that she is in the process of writing the job descriptions. She is working with Civil Service and Crawford County Vo-Tech during this process.

Ms. Rockovich notified approximately 40 William Gill Commons tenants on February 3, 2025, scheduling the renovation. This was a follow-up after a tenant meeting. Ms. Kneubehl inquired what happens to the old stoves. Mr. Rockovich explained that the family unit stoves are recycled for money. The Holland Towers gas stoves are newer and will be sold later.

ELM, MORGAN, & SCATTERED SITES

Ms. Rockovich reported that there were six units offline due to renovations, with no new leases signed in January 2025. There were six annual and four interim recertifications conducted. There were no evictions served. There was no housekeeping inspections conducted. Tenants Accounts Receivable totaled \$49,415.94.

GILL VILLAGE

Ms. Rockovich reported that there were 13 units offline due to renovations, with no new leases signed in January 2025. There were seven annual and three interim recertifications conducted. There were no evictions served, and one notice to vacate received. There were two housekeeping inspections conducted. Tenants Accounts Receivable totaled \$58,653.19.

Ms. Rockovich explained the process as Mr. Tompkins asked questions regarding vacancies, the waiting lists, and housekeeping inspections.

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 53 units offline due to renovations, and 52 people on the waiting list in January 2025. There were five annual recertifications and no interim recertifications conducted. She also stated there were no eviction notices served, and there was one notice to vacate received. No housekeeping inspections were conducted. Tenant accounts receivable totaled \$21,576.57.

MAINTENANCE REPORT

Mr. Smith reported 323 work orders were generated during January 2025 with 120 outstanding. There were no inspections completed, with one move-out and no move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that during the month of January 2025, Holland Towers had 13 units being treated for infestations, with some being cleared. However, these apartments are being left on the list and checked due to frequent infestations. William Gill Commons had 9 units being treated. Mr. Tompkins expressed concern about the numbers. Ms. Rockovich explained that Holland Towers has cleared units, yet within approximately a month they became infested again. She stated that agencies have been contacted yet will not work in apartments with bedbugs. The housing authority was advised to evict tenants so agencies would step in and help, which did not occur. Mr. Tompkins suggested that we schedule a meeting with several local agencies to determine if they will provide assistance.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported 190 units under contract of which there were eight port-outs and no port-ins. There were 26 VASH vouchers for January 2025. There were no outstanding vouchers. She stated that there are 461 families on the waiting list. The Housing Assistance Payment expenses for January 2025 were \$74,190.95. She further reported that there were 21 annual recertifications and 2 interim recertifications. Mr. Tompkins asked for clarification of annual and interim recertification, which was explained by Ms. Rockovich. The process was explained regarding port-ins and port-outs after Ms. Kneubehl asked for interpretation.

SECTION 8 INSPECTION REPORT

Ms. Rockovich reported that there were three inspections completed in January 2025 and all three passed.

APPLICATIONS

Ms. Mitchell reported 14 applications were received in January 2025.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Rockovich reported that the Kilted Kiln conducted a pottery class for children and their parents at the Gill Community Center on Monday January 20, 2025. The children and some parents painted large cereal bowls. Nineteen people attended the class. Children ranged from ages 3-15.

Ms. Rockovich stated the William Gill Resident Council and MHRC plan to go to the Plaza Lanes for bowling on Monday, February 17, 2025, because the kids are out of school that day.

Ms. Rockovich reported that the Meadville Housing Resident Council met on January 20, 2025, and signed their MOU.

Ms. Rockovich stated that Ms. Houserman is starting to prepare for the Summer Lunch Food Program.

RESOLUTIONS

After a brief discussion, a motion to adopt Resolution No. 16 of 2025 to amend Payment Standards for the Housing Choice Voucher Program was made by Mr. Tompkins, seconded by Ms. Yohe, and was unanimously approved after a lengthy discussion. Mr. Tompkins asked if the Payment Standards could be lowered at a later date to be able to house more tenants.

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 Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved. Ms. Kneubehl requested a meeting with Mr. Ketcham to review the financial statements with the board members. Ms. Rockovich advised that not more than two people could meet with Mr. Ketcham at a given time.

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

There was not any unfinished business.

NEW BUSINESS

Ms. Yohe addressed Ms. Commins' concerns regarding the lines in the parking lot and the bus stop. She advised that CATA is in charge of the bus stop shelters and tenants are welcome to reach out to them.

Mr. Zinn asked Mr. Tompkins what items he would like included on the March 2025 agenda. Ms. Rockovich explained the reason it is being presented is because the board members need to speak in one voice; this gives all five members a direction to plan for the next month. Mr. Tompkins discussed the special meeting held January 29, 2025, for the purpose of board roles and responsibilities. He listed some items for discussion including updated By-Laws, recording board meetings, board's role and relationships with tenants, and resident council reports would be part of the agenda. Ms. Rockovich explained that the agenda was prepared in this fashion due to Mr. Ferry not being able to attend. After Mr. Tompkins was discussing the board setting the agenda, not the Executive Director, Ms. Yohe clarified that as a group the board sets the agenda. She stated that is what we are doing now. Ms. Yohe used the example of putting a report on the agenda from the Resident Councils, which is something she has encouraged for years. The board votes to add that item to the agenda. She stated the board does it as a group. Board members do not individually tell the Executive Director to put something on the agenda. A motion to have a Resident Council Report as part of the agenda was made by Ms. Yohe, seconded by Mr. Tompkins, and unanimously approved. Mr. Tompkins shared his thoughts on having the meeting recorded and posted. He offered to contact Armstrong. Mr. Zinn stated that it is appropriate for the staff to make contacts. A motion to begin including on our website recordings of these meetings was made by Mr. Tompkins, who stated that he was recording this meeting on his personal computer as is well within the Sunshine Law stating that you can record any public meeting and include a future feature of the website audio versions or Armstrong with a link to it. A motion that the board meetings be made publicly available starting with the recording that he made on his personal laptop was made by Mr. Tompkins. Ms. Yohe expressed a concern moving forward with this without Mr. Ferry being present as the audience was not informed at the beginning of the meeting that it was going to be recorded and posted for public access. Although Ms. Kneubehl stated you do not have to let people know that you are recording, Ms. Yohe felt that it is a courtesy to advise people that you are recording for the public to access. Mr. Tompkins amended his motion stating that starting with the March 2025 meeting it will be publicly recorded and posted on the website, seconded by Ms. Kneubehl. Mr. Zinn called for the vote with Mr. Tompkins, Ms. Kneubehl, Ms. Osborne voting yea and Ms. Yohe

and Mr. Zinn voting nay. Ms. Yohe stated her concerns without Mr. Ferry being present to ensure we are in compliance. Mr. Tompkins ask about revising the By-Laws. After Ms. Rockovich expressed the importance of taking care of the Holland Towers MOU and the Pest Management Plan, Mr. Tompkins agreed to hold off on revising the By-Laws.

COMMUNICATIONS

There was not any communication to be presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Kneubehl, seconded by Mr. Zinn, and was unanimously approved. The meeting was adjourned at 3:40 PM.

Submitted,

Cena Kneubehl, Secretary