

MINUTES – March 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 March 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
Christopher Ferry, Solicitor
Jacqueline A. Commins, Holland Towers Resident
Kathleen A. Dunlap, Holland Towers Resident
Sherry L. Brown, Holland Towers Resident
Iris Cole, Holland Towers Resident
John Kleffel, Section 8 Landlord
Gretchen Myers, City of Meadville
Jaime Kinder, City of Meadville
Autumn Vogel, City of Meadville
Mike Crowley, Meadville Tribune

A motion to approve the minutes of February 12, 2025, was made by Mr. Zinn, seconded by Ms. Kneubehl, and unanimously approved.

PUBLIC COMMENT

Ms. Commins made comments about Board member elections. Gretchen Myers expressed concerns from City Council including getting a bus stop from CATA. Ms. Vogel presented a letter to reaffirm City Council's desire to appoint Joe Tompkins to the Housing Authority Board. Ms. Cole expressed her concerns about the renovation project. Ms. Kinder expressed her concerns about the Housing Authority's mission. Ms. Dunlap discussed her recent relocation due to a plumbing problem in her apartment.

RESIDENT COUNCIL REPORTS

Meadville Housing Resident Council thanked Vanessa for the remodeling done at the old VFW stating that it provides a much nicer venue for meetings and parties.

William Gill Resident Council thanked Vanessa for meeting with them concerning the process the contractors will be taking to upgrade the electrical service for the installation of the new electric stoves. The Resident Council is assisting by handing out totes for tenants to move their personal belongings for the workers to have free access to the panel box and the stove area.

Holland Towers Resident Council updated their new coffee schedule and reported that the BINGO license needs to be renewed in April. Housekeeping inspections were also discussed. Holland Towers Resident Council President Jackie Commins asked the board to consider instituting bi-annual housekeeping inspections, or, short of that, a minimum of an annual housekeeping inspection. Ms. Commins also asked that a checklist be used and a written report be given to tenants after each inspection to notify them if they pass or fail. In the event of failure, tenants should be told exactly what improvements need to be made.

SOLICITOR'S REPORT

Mr. Ferry made clear the Joe Tompkins is a board member and has been a board member. The only ways for him to not be a board member are (1) if he decides he does not want to be a board member or (2) if City Council decides they do not want him to be a board member.

Mr. Ferry also discussed Agendas. He explained that anything can be deliberated at a meeting. However, any topics requiring official action to be taken must be clearly identified on the agenda as an action item so as to not violate the open meetings law.

EXECUTIVE DIRECTOR REPORT

Ms. Rockovich reported that the fiscal year is coming to a close on March 31, 2025. The staff are gathering data for the fee accountant to be able to prepare for the auditors in July.

Ms. Rockovich stated that she took a couple of staff members to the Western Pennsylvania Directors Association Meeting last week. The were round tables which provided good information from other housing authorities.

Ms. Rockovich reported that she hired a Co-Op Student from Crawford County Vo-tech to work with the maintenance department. She has started the process to secure a clerical position.

Ms. Rockovich informed the board that the maintenance department has been working on all the work orders generated from the inspections. The goal is to have them completed by the end of the month. She explained that a new chemical for bedbugs was started this month, but tenant hoarding and lack of proper preparation by tenants prior to being sprayed continues to be a problem.

Ms. Rockovich reported that Section 8 February and March HAP payments were issued to landlord on the first of the month.

Ms. Rockovich described the problems that occurred during the Holland Towers renovation project. The contractor started the finish drywall work including painting and installed some flooring. A manufacturer's defect was discovered in the fittings on the waterline risers. The wall needed to be opened, and all the fittings have to be replaced.

Ms. Rockovich stated that the electrical upgrades and replacement of the gas stoves with electric stoves at Gill commons is approximately 50 percent complete.

ELM, MORGAN, & SCATTERED SITES

Ms. Rockovich reported that all vacant units are offline due to renovations to allow for storage of stoves, contractor supplies and staging. There will not be any new leases until the renovations are completed. There were eight annual and no interim recertifications conducted. There was not any eviction notices served. There was not any housekeeping inspections conducted. Tenant accounts receivable totaled \$56,785.94

GILL VILLAGE

Ms. Rockovich reported that all vacant units are offline due to renovations to allow for storage of stoves, contractor supplies and staging. There will not be any new leases until the renovations are completed. There were seven annual and three interim recertifications conducted. There was

not any eviction notices served, and one notice to vacate was received. There was not any housekeeping inspections conducted. Tenant accounts receivable totaled \$66,892.49.

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 54 units offline due to renovations, and 52 people on the waiting list in February 2025. There were five annual recertifications and no interim recertifications conducted. She stated there were not any eviction notices served, and there was one notice to vacate received. There was not any housekeeping inspections conducted. Tenant accounts receivable totaled \$22,950.57.

MAINTENANCE REPORT

Ms. Rockovich stated that there were 302 work orders generated during February 2025 with 53 outstanding. There were not any inspections conducted.

EXTERMINATION REPORT

Ms. Rockovich reported that during the month of February 2025, Holland Towers had 13 units being treated for infestations. William Gill Commons had 10 units being treated. Mr. Tompkins asked about the status of the pest control plan and if there would be a draft for the board to consider at the April meeting. Ms. Rockovich stated we will get to that as soon as the Holland Towers MOU is done.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Rockovich reported 189 units under contract of which there were six port-outs 24 VASH vouchers for February 2025. There were no outstanding vouchers. She stated that there are 461 families on the waiting list. The Housing Assistance Payment expenses for February 2025 were \$74,630.95.

Mr. Tompkins stated that he was working with a person for the Section 8 Home Ownership Program. Ms. Rockovich replied that she is not familiar with the procedures and does not have the time to learn that program. Ms. Yohe stated that when she was employed by HUD, she was the trainer for the program. She clarified that there is a lot more steps in the procedures for the Section 8 Home Ownership Program.

SECTION 8 INSPECTION REPORT

Ms. Rockovich reported that there were seven inspections completed in February 2025 and two failed.

APPLICATIONS

Ms. Rockovich reported eight applications were received in February 2025. She described the breakdown of the paper applications and online applications which were newly reported.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Rockovich reported that the Chula Center will be open this summer for the Summer Lunch Food Program.

Ms. Rockovich stated that families were invited to the MARC on Friday, March 21, 2025, for ice skating.

Ms. Rockovich reported that the Kilted Kiln will be returning to the Gill Community Center later this month for adults only. The date and time have yet to be determined.

RESOLUTIONS

After a brief discussion, a motion to adopt Resolution No. 17 of 2025 to write-off vacated tenant accounts receivable at Elm, Morgan, and Scattered Sites was made by Ms. Yohe, seconded by Mr. Zinn. A motion was made by Mr. Tompkins, seconded by Ms. Yohe, to amend the resolution to remove Item No. 8. The vote was called receiving three ayes, one nay, and one abstained.

A motion to adopt Resolution No. 18 of 2025 to write-off vacated tenant accounts receivable at Holland Towers was made by Ms. Yohe, seconded by Mr. Zinn, and was unanimously approved.

A motion to adopt Resolution No. 19 of 2025 to write-off vacated tenant accounts receivable at William Gill Commons was made by Ms. Yohe, seconded by Mr. Zinn, and was unanimously approved.

Mr. Ferry discussed Resolutions 20 and 21 outlining options to provide a plan for the Conflict of Interest. He stated that the housing authority could apply for a waiver from HUD. Ms. Kneubehl asked for clarification about the nature of the conflict, and Ms. Yohe offered an example of Section 8 finances, which she believes HUD would consider a conflict of interest.

In response to Ms. Yohe's example, Mr. Tompkins proposed to have the solicitor draft a conflict of interest policy. The idea was seconded by Ms. Kneubehl. Ms. Yohe said board members should know when to recuse themselves but she didn't disagree with the idea. Mr. Ferry said he would put together a policy for the board to consider.

Mr. Ferry shared the HUD Office was willing to meet with the board virtually. After a brief discussion in the scheduling of the meeting with HUD, it was agreed that Mr. Tompkins and Ms. Kneubehl would be the board representatives along with Mr. Ferry and Ms. Rockovich. Ms. Rockovich will email HUD Office for their availability.

TREASURER'S REPORT

Ms. Rockovich presented the Treasurer's Report. A motion to accept the Treasurer's Report for audit was made by Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved.

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

There was not any unfinished business.

NEW BUSINESS

Mr. Tompkins presented several items for discussion. He commented on the election of officers. After a discussion about the frequency and notification for housekeeping inspection, Mr. Tompkins wanted a policy. Mr. Ferry stated before putting a policy on the agenda, it must be prepared. He also stated that the housing authority most likely has the said policy which is incorporated into the Administrative Plan and/or the Lease. Mr. Tompkins was interested in moving forward with a bus stop at Holland Towers. He discussed the minutes for the January Special Meeting. Mr. Tompkins requested board packets at least a week in advance. Ms. Rockovich stated she would do her best to have them emailed on Mondays the week of the meeting. Mr. Tompkins would like to have the video recording of the meetings, starting with this one, posted to YouTube and linked to our website. He would also like to have a Facebook page created for live streaming of the meetings. Mr. Ferry said the procedures regarding posting videos must be established and approved before the housing authority can move forward. He stated that the recordings cannot be recorded on personal equipment to be posted on the housing authority website. Mr. Ferry stated that it's a good idea to record public meetings on housing authority equipment in the event a Right to Know is filed. The recordings must be readily available. Mr. Tompkins wants to formally invite representatives from local social service agencies to the next board meeting to discuss their assistance to help tenants prepare for extermination. He specifically identified Active Aging, Center for Family Services and CHAPS. Mr. Ferry suggested putting them on the agenda early in the meeting. Mr. Tompkins wanted to let everyone know that the housing authority is not bound to only hiring through Civil Service. He advised the board that he spoke with another housing authority that is willing to enter into an interagency agreement to run the Section 8 Program. Ms. Rockovich questioned if that housing authority was willing to send a staff person to Meadville to run the program as the files are here. Mr. Tompkins asked Mr. Ferry to draft an inter-agency agreement to fill the vacant positions. Mr. Ferry responded that you have to know what you want to accomplish before preparing an agreement. During Mr. Tompkins' discussion about the number of vacant positions, Ms. Rockovich clarified that an internal person would be promoted, and a Co-Op Student will be hired to take over her responsibilities, so the Section 8 Coordinator is the only vacant position. Through Mr. Tompkins listed topics, he presented them by making a motion. Mr. Ferry advised that he could not make a motion for approval that was not on the agenda.

COMMUNICATIONS

There was not any communication presented.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Zinn, seconded by Ms. Yohe, and was unanimously approved. The meeting was adjourned at 4:10 PM.

Submitted,

Cena Kneubehl, Secretary