

## **MINUTES – April 9, 2025**

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:03 p.m., the 9th day of April 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  
TommiJo Davenport, Property Manager  
Jacqueline A. Commins, Holland Towers Resident  
Iris Cole, Holland Towers Resident  
Lynn McUmbert, Executive Director, CHAPS  
Sandra Farkas, Supervisor, CHAPS  
Diann Bolharsky, Center for Family Services  
James Campbell, Housing Services Director, Common Roots  
Rebecca Frantz  
Becky Wilkinson, Active Aging  
Mike Crowley, Meadville Tribune

A motion to approve the minutes of March 12, 2025. Mr. Tompkins proposed the following amendments to the March meeting minutes, (1) that Resident Council Reports include the details of the Holland Towers Resident Report, namely, that Resident Council President Ms. Jackie Commins asked the board to consider instituting bi-annual housekeeping inspections with a checklist and a written report to tenants after each inspection to notify if they pass or fail; (2) that the inspection report include the fact that Mr. Tompkins requested a copy of pest management plan and Ms. Rockovich indicated that she was waiting on the MOU from Holland Towers Resident Council, (3) corrections to the discussion of the Section 8 program; (4) corrections to the discussion under New Business.

### **PUBLIC COMMENT**

Ms. Commins read her report regarding Resident Council. Ms. Commins requested that board resolutions contain more details. Ms. Commins questioned why board member Tompkins is not listed on the Housing Authority website.

Ms. Commins also reported issues with tenant write-offs.

James Campbell, Director of Housing Services of Common Roots spoke in regard to the Resolutions regarding the conflict of interest. Mr. Campbell reported that he was attending the meeting on behalf of two of his Section 8 tenants because they could not attend the meeting. Mr. Campbell then read a second statement on behalf of another Section 8 tenant, Jason Burrows. Mr. Burrows' statement noted that he grew up in his current home and does not want to move. Mr.

Campbell asked the board that they please let his tenants stay in their current homes.

Rebecca Franz, a sister of David Franz, reported that she came to speak for him. Her brother has been calling the housing authority for a couple of months now to get his annual recertification completed and has gotten no response. Ms. Franz also reported stated that her brother does not want to move from the house in which he lives. She asked the board to consider things from the perspective of the tenants.

Colleen Anthony stood and reported she had previously been in touch with Sue King regarding her application to Section 8. Since Sue retired, Ms. Anthony has been unable to get hold of anyone in Section 8. Ms. Anthony would like to know where she is on the waiting list.

Iris Cole, current tenant at Holland Towers, stood and reported that she has called the office about issues with the building and was told by Ms. Mitchell that she would talk with Ms. Rockovich about the issues. Issues involve windows being open on certain floors in the lobbies. Board reported they would have staff check on issues.

### **Invited Guests:**

#### **Bed Bug Issues**

Active Aging spoke regarding bedbug issues someone had requested help with. Becky Wilkinson reported they will coordinate with the housing authority, but they have not heard from anyone since 2023. No one has asked them to come to housing authority. She stated she did hear from someone in 2024 regarding a tenant and others.

Diann Bolharsky, Center for Family Services spoke and reported their agency does not have bedbug services.

Sandra Farkas, CHAPS reported that CHAPS offers a variety of supports for people with mental illness. The level of assistance varies based on the individual. CHAPS does not provide housekeeping as a service, but they can teach residents how to do it or encourage them to use their money to pay for a cleaning person. Ms. Farkas noted that early identification of those cases is crucial, and she encouraged HACM staff to work with CHAPS on referrals. Ms. Farkas also recommended Clarion County Housing Authority as an example because they employ a resident service coordinator whose job it is to visit people's homes and help them stay on top of housekeeping issues, Ms. Farkas stated that it's important to do regular checkups, and she offered to connect HACM staff and the board with the Clarion Resident Services Coordinator.

Lynn McUmbert, Executive Director of CHAPS, reported supports are there, but they must work hand in hand. HACM managed the Snodgrass building for over 25 years. Now Crawford County Coalition on Housing is managing after the Housing Authority decided to end contract. An assessment was made after contract was ended, building was in bad shape, dirty, five units had bedbugs, entire building had cockroaches, building needed repairs, fire alarms not working, out of compliance – fast forward to today, it is all clean, good repair, they are cleaning all areas, it took extensive cleaning, they have a property manager that works five hours per week and checks tenants each week. Ms. McUmbert discussed exterminating experience, stating that they had to regularly clean all common areas, hallways, stairs community room, basement. They started with extensive deep cleaning, and they now lean on a weekly basis. Their property manager also conducts weekly apartment checks. They educated each tenant on how to prepare for effective extermination: no food left out, counters clean, dishes done daily, etc. They also offer support for people who need help with housekeeping. CHAPS then contracted an

exterminator to do the entire property; they've done this three times, once each month, for three months. Each time, they go into each unit in advance to make sure it's ready. All tenants have accepted this treatment now and into the future. It will not be in compliance Ms. McUmbler also recommended heat treatment as an extermination method.

Mr. Tompkins asked each guest if the relationship between the Housing Authority and their agencies have changed over time. Ms. Wilkinson from Active Aging said that the agency used to receive weekly calls from the HACM office manager, prompting visits to residents. Now, Ms. Wilkonson stated, the only calls Active Aging receives are from tenants who feel that they are being treated poorly by HACM staff.

Mr. Tompkins asked HACM staff about the process for making referrals. Ms. Rockovich and Ms. Davenport stated that tenants refuse agency help. Ms. Farkas suggested that HACM staff reach out to these agencies so that they can approach the tenant together in a way that might be able to make clear the services that are offered Ms. McUmbler reiterated the importance of early detection, and under previous management CHAPS would receive those calls. Ms. McUmbler also stated that it's important to establish trust between residents and HACM staff.

Mr. Tompkins thanked Ms. Wilkinson, Ms. Farkas, Ms. McUmbler, and Ms. Bolharsky for attending the meeting and offering their feedback and recommendations. Mr. Tompkins stated that HACM needs to do a better job as property managers, and that it's not sufficient to simply blame tenants for recurring housekeeping issues. Mr. Tompkins stated that HACM might begin to address housekeeping issues through a new housekeeping policy as well as by hiring a Resident Services Coordinator. Mr. Tompkins made a motion for a written plan that explains the HACM process for contacting and collaborating with local agencies, for providing referrals, and for helping tenants to meet compliance. The motion was seconded by Ms. Kneubehl. The motion passed 3-2.

Mr. Zinn thanked agency representatives for their time.

### **RESIDENT COUNCIL REPORTS**

Holland Towers Resident Council (HTRC) President Jackie Commins noted that at the previous meeting Ms. Rockovich had stated that HACM was waiting on HTRC's comments regarding the MOY. Ms. Commins stated that this was incorrect, and she reminded the board that HTRC's attorney had sent their comments regarding the MOU in January and Mr. Ferry had confirmed receipt. Mr. Ferry stated that he is working on it.

Mr. Tompkins stated that the MOU came up in the context of the pest control plan. He reminded the board that Ms. Rockovich stated in the March meeting that she was waiting on an MOU before producing a pest control plan.

Mr. Tompkins made a motion to see a pest control plan at the May meeting.

Ms. Rockovich responded, "no." She stated the staff needs more time.

Mr. Tompkins reminded Ms. Rockovich of her statement at the February board meeting that the pest control plan was nearly "ready to go." Ms. Rockovich said it's almost ready.

Mr. Tompkins reiterated his motion to see a pest control plan at the May board meeting. The motion was seconded by Ms. Kneubehl.

Mr. Zinn and Ms. Yohe stated that staff needs more time.

Mr. Tompkins reminded the board that HUD directed HACM to draft an MOU for the Holland Towers Resident Council as well as a pest control plan in the fall of 2023.

The motion passed 3-2.

### **SOLICITOR'S REPORT**

Attorney Ferry reported at beginning of meeting he would report on subjects as they arise in the meeting.

### **EXECUTIVE DIRECTOR REPORTS**

Ms., Rockovich reported per the Capital Fund, defective fittings have been replaced and tested, contractor has finished dry wall, three apartments that were vacated have been prepared for transfers back. There is a focus on stack 17 as the sewage lines are a concern because sewage lines possibly not lasting much longer. Electrical concerns at William Gill Commons have been completed and contractors will now move to Elm, Morgan and Scattered Sites.

Extermination quarterly schedules for May for Holland Towers will be submitted by Kyle Lynch. Jeff is exterminating every week and does do halls and stairways.

Jon Ketcham has been working with CATA and Holland Towers since we found the building is in a flood plain.

As for staffing, Charlotte Mitchell has been promoted to property manager at Holland Towers. Organizational chart for Section 8 coordinator is ongoing. Crawford County Co-Op is working with us for an intern position description and that is nearly ready to go,

Mr. Tompkins questioned the units offline, and Ms. Rockovich assured him we are still getting subsidies for those units.

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

Ms. Rockovich reported on all sites for March. There were eight annual recertifications and no interim recertifications conducted. There was not any eviction notices served. There was not any housekeeping inspections conducted, and no evictions served. In addition, there were no new leases signed. She reports accounts receivable are going down,

### **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. There was one notice to vacate received due to a death. Tenant accounts receivable have been written off.

### **MAINTENANCE REPORT**

Ms. Rockovich stated that there were 261 work orders generated during March 2025 with 28 outstanding.

### **EXTERMINATION REPORT**

Ms. Rockovich reported that during the month of March 2025, Holland Towers had 14 units being treated for infestations. William Gill Commons had 8 units being treated.

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

Ms. Rockovich reported 189 units under contract of which there were five port-outs, 23 VASH vouchers. There were no outstanding vouchers and no new contracts. She stated that there are 461 families on the waiting list with 18 interims and four annuals.

### **SECTION 8 INSPECTION REPORT**

Ms. Rockovich reported that there were eight inspections completed in March 2025 and four failed.

### **APPLICATIONS**

Ms. Rockovich reported 17 applications were received in March 2025, with no one bedrooms available.

### **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Rockovich reported that Ms. Houserman is working with resident councils summer lunch program.

Easter parties will be held in April at the VFW.

23 people went to MARC to ice skate and William Gill held class art projects for adults.

Mr. Tompkins asked Ms. Rockovich if she could find out where Ms. Anthony , who spoke during public comment, is on the wait list. Ms. Rockovich said she would look into it and get back to Ms. Anthony.

Mr. Tompkins stated that he, Ms. Knuebehl, and Ms. Rockovich had recently met with HUD, and during that meeting HUD asked Ms. Rockovich about the HACM policy for purging the waiting list. Mr. Tompkins stated that we do not currently have a policy for purging the Section 8 wait list, according to the Section 8 administrative plan. Ms. Rockovich stated that she is planning to purge the Section 8 waiting list in the future.

### **RESOLUTIONS**

A motion to adopt Resolution No, 1 of 2025 to Amend Administrative Personnel Policy & Organizational Chart was made by Ms. Yohe, seconded by Mr. Tompkins, and was unanimously approved.

Mr. Ferry suggested that the board discuss both Resolution No. 2 and Resolution No. 3 before calling a motion since both resolutions address the same conflict of interest and the board can only pass one of those resolutions.

Ms. Kneubehl stated that Resolution No. 2 would result in the current tenants losing their housing and Resolution No. 3 entails the board requesting a waiver from HUD.

Mr. Ferry stated that HUD has requested that the board propose a solution to the conflict of interest.

Ms. Kneubehl stated that the board had previously given Mr. Ferry a consensus in November 2024 to request a waiver from HUD, and that Mr. Ferry had submitted that request, but the problem was that HUD wanted the request to come directly from the board and the Executive Director.

Ms. Yohe made a motion to approve Resolution No. 2, Mr. Zinn seconded. Mr. Tompkins recused himself. The resolution was defeated on a tie vote 2-2.

Ms. Kneubehl made a motion to approve Resolution No. 3. Ms. Osbourne seconded. Mr. Tompkins recused himself. The resolution was defeated on a tie vote 2-2.

### **TREASURER'S REPORT**

There were no questions on report. Ms. Yohe made a motion to approve the report. Mr. Zinn seconded. Mr. Tompkins abstained, stating that he did not feel the board was given an adequate amount of time to review it. Ms. Kneubehl and Ms. Osbourne also abstained. Mr. Zinn stated the board would revisit the report at the next meeting.

### **REPORT OF COMMITTEES**

There were not any committees to report.

### **UNFINISHED BUSINESS**

#### **Election of Chairperson**

Mr. Tompkins volunteered to be chair and made a motion. Mr. Zinn seconded. The motion passed on a unanimous vote.

Mr. Tompkins immediately assumed the position of chair.

#### **Annual Housekeeping Inspections**

Mr. Tompkins reminded the board that he requested a draft of the annual housekeeping policy at the March 2025 meeting. However, there was no draft presented to the board for consideration. Mr. Tompkins asked Ms. Rockovich why there was not a draft. Ms. Rockovich said that there were other priorities that took precedent. Mr. Tompkins clarified that the consensus of the board was to have Mr. Rockovich produce a draft housekeeping policy. Ms. Rockovich stated that she did not have it. Mr. Tompkins reiterated his motion for an annual housekeeping policy. The motion was seconded by Ms. Kneubehl.

#### **Bus Stop**

Ms. Rockovich stated that the bus stop at Holland Towers would take several months.

### **January 29 meeting minutes**

Mr. Ferry suggested that those minutes be recirculated to give the board time to review. Mr. Tompkins said they would be on the agenda at the next meeting.

### **Social Media Policy**

Mr. Tompkins reminded the board that a motion was passed at the February meeting in favor of recording public board meetings and posting them to social media.

Mr. Ferry suggested the recordings are done on HACM equipment or an appointed agent.

Mr. Tompkins expressed his frustration about the time that it takes the board to pass a social media policy.

Ms. Kneubehl made the motion to record public board meetings and to adopt similar guidelines as those utilized by the City of Meadville. Mr. Tompkins seconded.

Ms. Yohe stated that she would like to see a written version of the policy being discussed.

Mr. Tompkins made a motion to table the issue and to put a social media policy in writing for consideration at the May meeting. Ms. Kneubehl seconded. The vote was unanimous.

### **Bylaws Amendments**

Ms. Kneubehl requested a special work session to review the board bylaws.

### **Interagency Agreements**

Mr. Ferry stated that he has received communication from Clarion County Housing Authority that they were unable to enter into an agreement at this time. Mr. Ferry stated that he would also reach out to HUD. Ms. Rockovich stated that she was familiar with the procedure and would reach out to HUD herself. Ms. Kneubehl made the motion to have Ms. Rockovich pursue an interagency agreement to help with Section 8 staffing issues and to produce a report in writing. Mr. Tompkins seconded and proposed a friendly amendment for the report to include email correspondence with other agencies. The motion was defeated on a 2-2 vote.

### **NEW BUSINESS**

No report.

### **COMMUNICATIONS**

There was not any communications presented.

### **ADJOURNMENT**

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

Submitted,

Cena Kneubehl, Secretary