

MINUTES – January 10, 2024

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:05 p.m., the 10th day of January 2024.

Members Present: Sonya D. Logan, Vice Chair
Marcia J. Yohe, Treasurer
Cena M. Kneubehl, Secretary

Members Absent: Thomas G. Youngblood, Chair
Richard H. Zinn, Assistant Secretary/Treasurer

Also Present: Vanessa L. Rockovich, Executive Director
Tammy L. Brown, Administrative Assistant/Property Manager
Tommi Jo Davenport, Property Manager
Susan Y. King, Section 8 Coordinator
Daniel R. Harris, Section 8 Inspector
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
Wayne P. Shannon, Holland Towers Resident
Marion Sherwood

A motion to approve the minutes of the December 13, 2023, meeting was made by Ms. Yohe, seconded by Ms. Logan, and unanimously approved.

PUBLIC COMMENT

Ms. Commins stated that her comments were addressed in a letter to the board that was emailed to Ms. Houserman.

SOLICITORS REPORT

Mr. Ferry stated he will cover matters as they come up on the agenda.

CAPITAL FUND GRANT PROGRAM

Ms. Rockovich reported that the architects had an estimator review the revised plans and they are within the budget of funds available to complete half of the building. The project will be advertised for bid within the next couple of weeks.

Ms. Rockovich reported that the architect is preparing the plans and specifications to replace the gas ranges with electric ranges including the required electrical upgrades. This project will be out for bid in the early spring of 2024.

ELM, MORGAN, SCATTERED SITES & GILL COMMONS

Ms. Davenport reported that there were 12 vacancies, with one new lease signed in December 2023. There were six annual and six interim recertifications conducted. She did not serve any eviction notices and did not receive any notices to vacate. There were no housekeeping inspections conducted. Tenants Accounts Receivable totaled \$78,291.08.

GILL VILLAGE

Ms. Davenport reported that there were 10 vacancies with 3 new leases in December 2023. There were two annual and two interim recertifications conducted. There were no eviction notices served and she received no notices to vacate. There were not any housekeeping inspections conducted. Tenants' Accounts Receivable totaled \$45,566.56.

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 - 6; Four-Bedroom - 1; and Five-Bedroom - 4.

HOLLAND TOWERS

Ms. Brown reported there were 35 vacancies and 52 people on the waiting list in December 2023. There were nine annual recertifications and no interim recertifications conducted. She also stated there were not any eviction notices served and there was one notice to vacate received. There were not any housekeeping inspections conducted. Tenant accounts receivable totaled \$17,348.03.

Ms. Rockovich contacted the elevator company, and the chute cleaning project began December 22, 2023. Unfortunately, the project was not completed on the scheduled day. She is working with the company to schedule another date to finish the project.

SNODGRASS REPORT

Ms. Brown reported that Snodgrass is at full capacity, with two people on the waiting list. She stated that there was one new lease in December 2023. There were no annual recertifications or interim recertifications conducted in December 2023. There were not any eviction notices served, nor notices to vacate received. There was one housekeeping inspection conducted. The total accounts receivable amount for December 2023 totaled \$3,100.54.

Ms. Rockovich stated that a PHFA Compliance Inspection is scheduled for Friday, January 19, 2024. She feels that the only compliance issue will be the lift and is hopeful that the transfer of management service could still occur as this matter has been known for over a year and direction has not been provided to the housing authority. Ms. Rockovich requested an update on the insurance claim check so the final payment could be made to the contractor.

MAINTENANCE REPORT

Mr. Smith reported 168 work orders were generated during December 2023 with 175 outstanding, including 21 tenant work orders, 28 management work orders, 0 inspection work orders and 24 for vacancy fixups. Five of the 22 vacant units were completed. There were 8 inspections completed with 4 being move-outs and 4 being move-ins.

EXTERMINATION REPORT

Mr. Lynch reported that during the month of December 2023, Holland Towers had 19 units being treated for infestations, with none on a 45-day clear. The sixth and seventh floors received quarterly treatments. William Gill Commons had seven units being treated, with none on a 45-day clear. The quarterly treatments included the 4th, 6th, and 7th lots.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. King reported 172 units under contract of which there were 3 port-outs and 18 VASH vouchers for December 2023. There were 24 outstanding vouchers. She stated that there are 408 families on the waiting list. The Housing Assistance Payment expenses for December 2023 were \$63,084.92.

SECTION 8 INSPECTION REPORT

Mr. Harris reported that there were 31 inspections completed in December 2023, of which 13 were new and 2 failed.

APPLICATIONS

Ms. Mitchell reported 11 applications were received. There are none in process and none waiting for documents.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported children ages 5-13 will be swimming at the MARC on Mondays, from February 12 through June 3 from 4:30 p.m. - 5:30p.m.

Ms. Houserman reported that on Monday, January 22, 2024, children ages 5-15 will be taking a field trip to the Round 1 Bowling Arcade in Erie, PA. They feature Spark Bowling, Asphalt 9 and 4D racing, a kids play zone, ping pong, darts, an arcade and more.

Ms. Houserman stated that Summer Lunch Food applications have been received by NW Tri-County. They are due by February 15, 2024. The Summer Lunch Food Program will start on Monday, June 10, 2024, at all Housing Authority communities.

Ms. Houserman reported an after-school program for children ages 5 and up will take place at the Kilted Kiln, a pottery studio located on Park Avenue in Meadville. The days and times have not been determined. The children taking classes will have three to five visits depending on their pottery piece.

Ms. Kneubehl requested information with regard to Resident Council meetings and when the last election was conducted.

RESOLUTIONS

A motion to adopt Resolution No. 14 of 2024 to amend the mileage rate for travel reimbursement for the employees and the Board of Directors was made by Ms. Yohe, seconded by Ms. Kneubehl, and was unanimously approved.

A motion to adopt Resolution No. 15 of 2024 to approve the architectural contract for the Housing-Related Hazards Capital Fund Grant in the amount of \$61,040.00, was made by Ms. Logan, seconded by Ms. Kneubehl, and unanimously approved.

TREASURER'S REPORT

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

REPORT OF COMMITTEES

There were not any committees to report.

UNFINISHED BUSINESS

Ms. Rockovich stated that she and Ms. Brown will be serving eviction notices following the meeting for lease violations that include tenants not paying their rent, tenant that are not prepared for the extermination procedures, constant infestations, congregating in public areas when infested, and housekeeping problems.

Ms. Yohe addressed several issues outlined in a letter received by Holland Towers Resident Council. One concern was the status of the furniture that was removed from the lobbies due to the bedbug infestation. The housing authority removed the furniture at the suggestion of the exterminator, and it will be returned when the bedbug issues have been eradicated.

Ms. Yohe discussed the library at Holland Towers. Since it was reported that the books had bedbugs, they disposed of them promptly. A new library was created on the fifth floor with books and bookshelves from another property that did not have a bedbug problem. The new library is set up with a FOB so only tenants that are not infested will be permitted access. She explained we are working on procedures to treat the books returned to the library before they are put back on the shelves.

Ms. Yohe stated that there was a lot of time and energy put into the renovation project at Holland Towers. There is a specific purpose for the installation of the wall in the efficiency apartments as it houses all mechanical lines for the split units, additional receptacles, telephone jacks, and cable jacks. This project will include one "hot" receptacle in each unit. Ms. Yohe stated that the offices needed to be included in this phase as access is needed to replace and upgrade the plumbing and electric lines. The exhaust from the generator is also part of this project. She stated that it is more cost-effective to encompass as many items as possible in one project as opposed to splitting it into small ones.

NEW BUSINESS

Ms. Rockovich requested approval to replace the door operators on four doors at the Learning Center. After a brief discussion, a motion to approve the quote from Stanley in the amount of \$9,900 was made by Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved.

Ms. Rockovich requested approval to replace the two sets of doors at the rear entrance of Holland Towers. After a brief discussion, a motion to approve the quote from Meadville Plate Glass in the amount of \$22,900 to replace the two sets of doors and operators was made by Ms. Logan, seconded by Ms. Kneubehl, and unanimously approved.

COMMUNICATIONS

There were no communications to report.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Yohe, seconded by Ms. Kneubehl, and unanimously approved. The meeting was adjourned at 2:52 p.m.

Submitted,

Cena Kneubehl, Secretary