

## **MINUTES – May 14, 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 14th day of May 2025.

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

Also Present: Jon Ketcham, Acting Executive Director  
Christopher Ferry, Solicitor  
Ronald Smith, Maintenance Supervisor  
Kyle Lynch, Assistant Maintenance Supervisor/Inspector  
Ms. Tommijo Davenport, Manager  
Ms. Charlotte Mitchell, Manager  
Ms. Barbara Houserman, Resident Initiative Coordinator  
Ms. Susan King – Temporary  
Ms. Tammy Brown – Temporary  
Jacqueline A. Commins, Holland Towers Resident  
Kathleen A. Dunlap, Holland Towers Resident  
Sherry L. Brown, Holland Towers Resident  
Karen Till, Gill Commons Resident  
Christine Pelc, Holland Towers Resident  
Maryland Hicks, Holland Towers Resident  
Karen Green, Holland Towers Resident  
John Kleffel, Section 8 Landlord  
Gwen Smith, Active Aging  
Sandy Farkas, CHAPS  
Diann Bolharsky, Center for Family Services  
Mike Crowley, Meadville Tribune

A motion to approve the minutes of April 17, 2025, was made by Ms. Kneubehl, seconded by Ms. Osborne, and unanimously approved.

### **PUBLIC COMMENT**

Ms. Brown thanked the maintenance department for the repairs made to Holland Towers parking lot and had questions regarding handicap apartments which were answered by board members. Ms. Green spoke of tenants possibly having mops and buckets supplied to them in the laundry rooms for spills non-emergency problems for cleaning up spills and other issues after hours when the maintenance department is not available for clean ups and are not considered emergency call ins for staff. Ms. Green also reported continuing problems with elevators. Mr. Smith reported the elevator company was at Holland Towers the previous day checking for issues with elevators.

### **RESIDENT COUNCIL REPORTS**

Holland Towers Resident Council President, Jackie Commons read report citing tenants feel their health has been threatened because of renovation work being conducted at Holland Towers, i.e. smells from products being used by construction crews, along with other concerns. Tenant

meetings by office staff is also being requested, along with questions tenants have regarding moving tenants who have been moved because of renovations and when they will be moved back to their own apartments. Mr. Thompkins iterated tenant meetings are a requirement for the housing authority to conduct and Attorney Ferry agreed.

Regarding Meadville Housing Resident Council and William Gill Commons Resident Councils, Ms. Houserman reported: The Gill Commons and Meadville Housing Resident Councils are planning and organizing events as well as social activities for all residents. This includes educational events, as well as community involvement, i.e. fundraising together with community businesses. This creates a vibrant community atmosphere that encourages social interaction among residents together with the Meadville community.

## **ACTING EXECUTIVE DIRECTOR REPORT AND PERSONNEL**

### Staffing Updates:

3<sup>rd</sup> Quarter 2024 – 18 employees with 10 administrative staff and 8 maintenance people. May of 2025 brings 5 or 6 administrative and 4 maintenance. Mr. Ketcham reported we are at a half staff department as of this reporting.

### New Hires:

Sue King – 4/22/25

Tammy Brown – 4/29/25

Vanessa Wmua – 5/19/25

New maintenance person – 5/27/25

Additionally, we will be sending existing maintenance personnel to take pest control test on 6/18/25.

### Renovation Projects:

CFP – 4/14/25 - \$284,062.50 – Guy’s Mechanical Systems, Inc. & PA28PO33501-22 and \$284,062.50 PA28PO33501-22 (2 payments in April).

William Spaeder – \$88,367.40

McCurley Houston Electric – \$104,095.80

Houston Star - \$67,200.20

Express Draw Down - \$24,399.30

### Pending Renovation Costs:

McCurley Houston - \$91,125.00

Guy’s Mechanical - \$54,002.70

Houston Star - \$17,500.00

Additionally, one board member with check signing authority has expressed reluctance to sign any contractor checks in the future during the conflict with previous administrator issues.

## **SOLICITOR'S REPORT**

Mr. Ferry went over issues with Grievance Procedure and explained that because Mr. Ketcham is now acting executive director he is no longer able to preside over grievance hearing for tenants. A new hearing officer will have to be named to complete any hearings needed and added that this is a high priority action to be completed.

The format for MOU information was mentioned, and Mr. Ferry explained this part of housing will not be an issue and he will meet with Mr. Ketcham next week regarding the issues. He also let board members know that Attorney Quisenberry will be working with him on MOU issues.

Also reported was the Conflict of Interest policy will be forward to board member, Joe Tompkins.

## **CAPITAL FUND GRANT PROGRAM**

Holland Tower Apartment Renovations Update: Ron Smith:

All flooring, drywall finished, electric company will meet with power company so driveway will not get torn up from vehicles, etc. Drains in units have been completed.

Housing Related Hazards & Lead Based Paint Update – Kyle Lynch:

Sub-contractor working on Elm & Chula sites.

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

Ms. Davenport reported no new leases, nine interim recertifications, six annual recertifications, one eviction notice, one notice to vacate and no housekeeping inspections with six vacant units off line due to renovations.

## **GILL VILLAGE**

Ms. Davenport reported 13 units offline due to renovations, no new leases, 10 annual recertifications, one interim recertification, no eviction notices and no notices to vacate. There were 31 housekeeping inspections completed.

## **FAMILY SITE WAITING LIST**

The waiting list for William Gill Commons, Elmwood, Morgan Village, and Scattered Sites is One-Bedroom - 3; Two-Bedroom - 4; Three-Bedroom - 1; Four-Bedroom - 0; and Five-Bedroom - 2.

## **HOLLAND TOWERS**

Ms. Mitchell reported 53 units offline due to renovations, no new leases, seven annual recertifications, no interim recertifications, no evictions, no notice to vacate, 52 on waiting list and no housekeeping inspections completed.

## **MAINTENANCE REPORT**

Mr. Smith stated that there were 297 work orders generated during April 2025 with 31 outstanding. There was 1 move out inspection conducted.

## **EXTERMINATION REPORT**

Mr. Lynch reported that during the month of April 2025, Holland Towers had 9 units being treated for infestations. William Gill Commons had 4 units being treated.

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

Ms. King reported 186 units under contract of which there were four port-outs, seven VASH vouchers for April 2025. There were three outstanding vouchers. She stated that there are 800 families on the waiting list. The Housing Assistance Payment expenses for April 2025 were \$74,579.95.

Ms. King reported that the waiting should be closed due to the amount of people on the current wait list for this program.

## **SECTION 8 INSPECTION REPORT**

Ms. King reported that there were 19 inspections completed in April with five failures.

## **APPLICATIONS**

Ms. Mitchell reported 19 applications were received in April 2025.

## **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported William Gill Commons hosted an Earth Day Event and over 30 adults and children attended the event to pick up trash. Those who brought three garbage bags to the center won a prize.

The William Gill Resident Council is fundraising for a new slide in their playground. The Home Depot, Kilted Kiln, Pizza Hut, Little Ceasars, Domino and Vocelli's are helping to raise money.

Easter parties held at Gill, the VFW and Chula got a surprise this year. Not only did children aged 2 and up receive candy. They won prizes for the Easter egg hunt and had pizza donated from several vendors.

Presently, we are looking into a field trip to the Pittsburgh Carnegie History Museum regarding the dinosaur exhibit. This educational trip is open to all residents and flyers will be mailed to all sites.

## **TREASURERS REPORT**

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

## **UNFINISHED BUSINESS**

Mr. Ketcham explained he will need signature cards completed for the banks used for Housing Authority.

## **NEW BUSINESS**

Proposed Housekeeping Policy – first draft

Mr. Tompkins went over issues concerning inspections and their importance to and for the tenants, along with timetables for inspections to be completed and items taken care of.

Proposed Independent Pest Management Plan (IPMP) - first draft

Mr. Tompkins went over several key issues of the plan, along with explanations, with input from all Board members, along with staff participation. When the policy is complete, there will be a 30-day comment period for all tenants and staff.

Proposed change order to Holland Towers renovation project

Mr. Ketchum provided information involving change orders needed for the renovation at Holland Towers. The two discussed were dates (06/30-10/03) for kitchen cabinets in kitchen and extension of completion date of renovation. Change order date change motion was made by Mr. Zinn and seconded by Ms. Kneubehl and approved.

Questions for all policies were asked and answered by staff and board members.

**COMMUNICATIONS**

Mr. Ketcham reported items on invoices and when sent to the satisfaction of the board.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Kneubehl, seconded by Ms. Osborne, and was unanimously approved. The meeting was adjourned at 4:05 PM.

Submitted,