

## **MINUTES – June 11, 2025**

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:08 p.m., the 11th day of June 2025.

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

Also Present: Jon Ketcham, Acting Executive Director  
Christopher Ferry, Solicitor  
Ms. Tommijo Davenport, Manager  
Ms. Charlotte Mitchell, Manager  
Ms. Barbara Houseman, Resident Initiative Coordinator  
Ms. Vanessa Winner, Section 8 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  
Dolores Mattis, Holland Towers Resident  
Deborah Artice, Gill Commons Resident  
AnneMarie Neal, Gill Commons Resident  
Melody Bush, Elm/Morgan Resident  
Leann Squire, Elm/Morgan Resident  
Gretchen Myers, City of Meadville  
Diann Bolharsky, Center for Family Services

### **READING OF MINUTES OF BOARD MEETING HELD MAY 14, 2025**

A motion to amend the minutes of May 14, 2025, to rephrase certain points made at the meeting was made by Mr. Tompkins and seconded by Ms. Kneubehl.

### **EXECUTIVE SESSION**

It was reported that there was an executive session held on June 11, at 1:00 PM before the regular meeting was held regarding personnel matters.

### **PUBLIC COMMENT**

Holland Towers Resident Council President, Jackie Commons reported there will be a meeting on Friday, June 13, 2025, to discuss any tenants concerns and/or questions. Board members Marcia Yohe and Cena Kneubehl will be attending the meeting along with Acting Executive

Director Jon Ketcham to assist with any of these matters. AnneMarie Neal and Melody Bush, Resident Council Presidents of Gill Commons and Elm/Morgan/SS Resident Councils, respectively were in attendance introducing themselves to the Board members. The members welcomed them and had no questions for them at the time of the meeting.

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

Mr. Ketcham reported the maintenance department has two new hires, and he will be conducting another hire interview next week. Also reported was information regarding the HOTMA (Housing Opportunity Through Modernization Act). Several employees were signed up for online training support on this program required by HUD. An independent agency has been contracted by HUD regarding inspections of housing properties. They contacted Mr. Ketcham to tell him when they would be coming. However, due to HACM's passing NSPIRE score last September, they were not due to come for another year. Mr. Ketcham contacted HUD to tell them, and the pending inspection was cancelled.

Mr. Ketcham continued with information that he will be meeting with HUD on June 18, 2025, regarding duties for his acting executive position. He will also be speaking to housing authority software personnel, Horizon, regarding PIC (the computer system used by HUD to review and monitor information submitted by public housing authorities (PHAs) regarding participants in subsidized housing programs). He may be delegating with Horizon to have them do the housing authority submissions to HUD for PIC.

Lastly, Mr. Ketcham discussed the Juneteenth holiday (June 19, 2025) letting the board know that the prior executive director planned on giving employees this day off even though it is not a regular holiday for them. Even though it is not, he will be giving the day off to the employees as was promised to them. Attorney Ferry stated that Mr. Ketcham has the authority to grant the holiday to employees.

### **SOLICITOR'S REPORT**

Mr. Ferry began his report assuring the board that he is prioritizing work that is needed by the housing authority to be completed, beginning with letting them know he has cleared two cases at the higher court for evictions in the last month that were in appeal status, and is assisting Mr. Ketcham with the Right to Know policy for the housing authority.

As for the renovation at Holland Towers, other than contract issues, he is not involved with that project. He did state that the board will need to approve a change order for the installation of kitchen cabinets, needing a resolution for that particular item. He let the board know the housing authority funding stream is fine, and the next issue will be the asbestos abatement.

Mr. Ferry advised the board he would be in touch with HUD regarding a waiver for Mr. Tompkins's position on the board as he has obtained more knowledge on this issue.

Holland Towers Resident Council MOU (Memorandum of Understanding) – Mr. Ferry has spoken to Attorney Quiesenbury regarding this issue and will be working on this regarding revisions, which he feels won't be many.

Lastly, regarding approval of a contract to retain conflict counsel Arthur D. Martinucci, Mr. Ferry feels he will be an asset. Mr. Tompkins asked about obtaining a grievance hearing officer since Mr. Ketcham is no longer able to take care of it since becoming acting executive director. Mr. Ferry suggested Attorney Jeff Nicholson from Northwest Legal Services as a possible

choice. Ms. Yohe feels the housing authority should get someone for oversight of the renovation project at Holland Towers, and Mr. Ferry feels the architects will be able to help with making sure the project is properly taken care of.

### **CAPITAL FUND GRANT PROGRAM**

#### **Holland Towers Apartment Renovations:**

Mr. Ketcham discussed kitchen cabinet installations and a change order so there is no stoppage of work. He was advised by architects; a change order is needed. A motion to approve a change order was made by Cena Kneubehl and seconded by Jane Osborne – Motion passed.

Stove installations in apartments were updated, and Mr. Ketcham advised the board they are almost complete other than a couple units.

#### **Housing Related Hazards & Lead Based Paint:**

Mr. Ketcham reported there have been no bedbug issues at Gill Commons in the last two months. Another maintenance employee will be taking the test to get his Pest Application License next week. That will give HACM two licensed sprayers again.

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

Ms. Davenport reported no new leases, five interim recertifications, five annual recertifications, 12 eviction notices, no notices to vacate and no housekeeping inspections with six vacant units offline due to renovations. Ms. Davenport reported the high number of evictions were due to non-payment of rents.

### **GILL VILLAGE**

Ms. Davenport reported 13 units offline due to renovations, no new leases, six annual recertifications, four interim recertifications, nine eviction notices and no notices to vacate. There were 56 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 - 7; Three-Bedroom - 2; Four-Bedroom - 0; and Five-Bedroom - 1.

### **HOLLAND TOWERS**

Ms. Mitchell reported 53 units vacant units offline for renovations, 52 on the waiting list and no housekeeping inspections completed.

### **MAINTENANCE REPORT**

Mr. Ketcham provided information as Mr. Smith retired in May. Mr. Lynch is on vacation; actual data will continue next month.

### **EXTERMINATION REPORT**

Mr. Ketcham provided information due to Mr. Lynch being on vacation. No live bedbugs have been found for the last 2 months. The actual data will continue next month.

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

Ms. King reported 175 units under contract of which there were three port-outs, no VASH vouchers and one homeownership for May 2025 along with no new contracts, no port-ins, and two interim recertifications. There were five outstanding vouchers. She stated that there are 885 families on the waiting list. Mr. Tompkins asked about the feasibility of cleaning up the wait list before the end of the year and Ms. King stated that we can move in that direction.

### **SECTION 8 INSPECTION REPORT**

Ms. King reported that there were 14 inspections completed in May with six failures.

### **APPLICATIONS**

Ms. Mitchell reported eight applications were received in May 2025 and all were online applications.

### **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported the Summer Lunch Food program started on Monday, June 9 at both William Gill and the VFW @ Morgan Village. Elmwood will not be open this year. Both the Gill & the MHRC Councils will oversee the lunches. Lunches will be served from 11:00 AM-12:00 PM.

Summer arts classes at Willam Gill will begin on Tuesday, June 10. Classes will be held on Tuesday's and Thursday's from 2:30 PM-3:30 PM for children ages 5 and up.

Ms. Houserman contacted the MARC this year for swimming classes this summer. Presently she is looking to start in July, two days per week from 1:30 PM-3:00 PM, ending on Friday, July 25<sup>th</sup>. Children ages 5 and up can attend and adults. Flyers will be mailed to all sites.

Father's Day art classes will take place at Willam Gill & the VFW on Friday, June 13<sup>th</sup> and Saturday, June 14 from 2:00 PM-3:00 PM.

Ms. Houserman would like the board to consider giving more money than the current guidelines from HUD state for trips wanted by the tenants to go to Carnegie Museum in Pittsburgh. Mr. Ketcham explained that in the last couple of years more money has been given without following HUD structured guidelines. After discussion with the board it was decided, Ms. Houserman will come to the July meeting with an informational proposal to present to the board regarding the Carnegie issue so a decision can be made regarding the funds.

### **RESOLUTIONS:**

Resolution No. 6 of 2026 – Commercial Lease Agreement with Family and Community Christian Association

Motion was made by Marcia Yohe to approve the lease agreement and seconded by Cena Kneubehl. Motion passed.

### **TREASURERS REPORT**

Mr. Ketcham presented the Treasurer's Report. A motion was made by Cena Kneubehl and seconded by Jane Osborne to accept the Treasurer's Report for an audit, Mr. Tompkins recused himself, and the vote was 4-0 to approve the report.

### **UNFINISHED BUSINESS**

Regarding approval of the contract to retain conflict counsel Arthur D. Martinucci, motion was made by Mr. Zinn and seconded by Ms. Yohe and passed.

Proposed Housekeeping Policy – Comment period is still in place.

Proposed Independent Pest Management Plan (IPMP) – Comment period is still in place.

### **NEW BUSINESS**

None

### **COMMUNICATIONS**

None

### **ADJOURNMENT**

The meeting was adjourned at 3:12 PM with a motion from Mr. Zinn and seconded by Ms. Osborne. Motion passed.

Submitted,