

MINUTES – September 10, 2025

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 2:04 p.m., the 10th day of September 2025.

Members Present: Joseph F. Tompkins, Chairman
Marcia J. Yohe, Treasurer

Members Absent: Cena Kneubehl, Secretary
Richard H. Zinn
Jane A. Osbourne

Present: Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Charlotte Mitchell, Manager
Barbara Houserman, Resident Initiatives Coordinator
Vanessa Winner, Section 8 Coordinator
Jill Chapin, Administrative Assistant
Tammy Brown, Temporary
Kyle Lynch, Maintenance Supervisor
Richard Tucker, Housing Inspector
Jacqueline A. Commins, Holland Towers Resident
Iris Cole, Holland Towers Resident
Sherry Brown, Holland Towers Resident
Stacey Cottrell, Aide
Wayne Shannon, Holland Towers Resident
Maryland Hicks, Holland Towers Resident
Christopher DuBose, Holland Towers Resident
Gwen Smith, Active Aging
Gretchen Myers, City of Meadville
Alice Sjolander, Shade Tree Commission
Scott Sjolander, Penn State Extension
Mike Crowley, Meadville Tribune

NOTE: As the Board did not have a quorum for meeting voting, no votes were taken.

READING OF MINUTES OF BOARD MEETING APRIL 9, 2025:

Ms. Yohe proposed the following amendments to the meeting minutes, (1) Two errors in typing need fixed; (2) there were questions pertaining to Treasurers report.

PUBLIC COMMENT

There were no public comments made at meeting.

RESIDENT COUNCIL REPORTS

No reports read at meeting.

EXECUTIVE DIRECTOR REPORTS

Mr. Ketcham reported the following:

CATA bus stop at Holland Towers – The bus stop has been completed at Holland Towers.

Cintas – new contract – A new contract for 36 months has been signed, replacing the previous contract which still had 47 months left on it. This new contract is for half the amount of previous one. The new contract is now \$50/per week. Contract includes size changes for uniforms and will include any repairs made by Cintas.

National Fuel Proposal – Morgan — Mr. Ketcham received letter alerting him that the Morgan Village meter has a couple of pin hole leaks in it which National Fuel had previously proposed replacing at no cost to the Authority. The prior Executive Director had asked National Fuel to submit a new proposal for separating the National Fuel gas delivery such that each of the 40 units at Morgan would be individually metered. National Fuel’s proposal states it will cost the Housing Authority \$45,000 to have separate meters installed at all 40 units. This change would also require that each unit be individually billed, at a slightly higher rate, with the tenants then becoming individually responsible for getting an account in their name. It was reported that some residents will be burdened with more money to pay if the Housing Authority goes this direction. Furthermore, any tenants who were unable to get a National Fuel account in their own name would be faced with eviction. Mr. Ketcham would like to go ahead with the original proposal where National Fuel just replaces the defective meter at no expense to the Authority and tenants are not further burdened. Mr. Tompkins agreed with Mr. Ketcham to go ahead with the original proposal.

MAWA leak and Leak ID – The Meadville Area Water Authority found a 17,000 gallon per minute leak at Morgan Village. Bob Harrington at MAWA put us in touch with LeakID out of Pittsburgh. They came up and helped locate the source.

David Weber tele-meeting 7/11 - Maryann Menanno put us in touch with David Weber who previously worked for the Housing Authority of the City of Pittsburgh. He now does some consulting work.

SB Thomas Associates tele-meeting 8/8 and contractor meeting 8/19 – David Weber put Mr. Ketcham in touch with SB Thomas. They do consulting work on large construction projects like we are currently involved in at Holland Towers. Mr. Ketcham had meeting with company. They put a proposal together for oversight for \$20,000 per month with far exceeded what both he and our architect deemed reasonable.

New hires and employment contracts – Housing Inspector, Administrative Assistant – Mr. Ketcham reported he has hired two new employees – Richard Tucker as Housing Inspector and Jill Chapin as Administrative Assistant. Ms. Yohe questioned the benefit package stating it is not clear regarding the new employees contracts. Mr. Ketcham explained the probationary period in the contract explains the sick days and vacation days are prorated, along with other beneficial

points. Mr. Ferry offered to have meeting with Mr. Ketcham regarding the possible amendments to the contract composition.

Local 964 Memorandum of Agreement – Sick Leave – Mr. Ketcham reported he has spoken with the union regarding the issue of sick leave procedures. Ms. Yohe emphasized that the board is to review any drafts whenever there are suggested changes to policies. Mr. Ketcham responded that, per the advice of the Housing Authority solicitor, he had done the correct thing in signing the contract amendment and asking to have it ratified after the fact at today's meeting.

TIP change order from 6/25/25 – Per the Housing Authority Procurement Policy, all change orders over \$25,000 must have approval from the Board. Mr. Ketcham explained he was not aware of the Housing Authority procurement policy procedure back in June and apologized for approving a change in the amount of \$85,323.07 without approval. The change will be voted on at next board meeting.

Banks – account access and credit card issues – Mr. Ketcham reported issues with banks and credit card companies not giving him access to information regarding accounts at the housing authority as he is not listed on certain paperwork for those accounts. Mr. Ferry reported that the housing authority will provide any documentation the banks or credit card companies require for Mr. Ketcham's access.

Smith Marion FYE 2025 Audit DRAFT and findings – Smith Marion directed Mr. Ketcham to create a corrective action plan for the housing authority.

Findings –

- (1) Investments – Auditors found reporting errors, and they are being fixed.
- (2) Employee files – In regard to people who no longer work for the housing authority, their files were not complete.
- (3) Capital Fund – All money drawdowns forms not signed.

Holland Towers Fire Alarm update – HUD Pre-Award Approval for Non-competitive Proposal Procurement – Mr. Ketcham reported that we will be receiving a non-competitive grant instead of the Non-Competitive Proposal Procurement. The grant will need approval from the board.

SOLICITOR'S REPORT

Attorney Ferry reported nothing new at this time. As stated at beginning of minutes, he would report on subjects as they arise in the meeting.

CAPITAL FUND GRANT PROGRAM

Holland Towers Apartment Renovations – deliberation of prior change order and Procurement Policy

As discussed per TIP changes in above executive directors report, this matter will be voted on at next meeting.

Housing Related Hazards & Lead Based Paint Capital Fund Program – Update

The housing authority has begun process of moving tenants into new updated units and have two more pending as of date of meeting. Architect Canzian will be coming to Holland Towers to do the punch lists and then moves will be finished.

ELM, MORGAN, & SCATTERED SITES

Mr. Ketcham reported 4 vacant units offline due to renovations. Annual recertifications for July and August, July – 10, August – 9. There were no interim recertifications conducted in either month, along with no eviction notices served. There was not any housekeeping inspections conducted in either month. In addition, there were no new leases signed, however there were 2 notices to vacate in July and 4 in August.

GILL VILLAGE

Mr. Ketcham reported 7 vacant units offline due to renovations. Annual recertifications for July and August, July – 7, August – 10. There were 4 interim recertifications conducted in July and 3 in August, along with no eviction notices served. There were not any housekeeping inspections conducted in either month. In addition, there were no new leases signed, and there were no notices to vacate in July and none in August. It was also noted that only seven units at Gill Commons are offline as of date of meeting.

FAMILY SITE WAITING LIST

Waiting list numbers were not available at this time.

Mr. Ketcham questioned Attorney Ferry on how to reopen wait list for Family Sites. Attorney Ferry advised that a resolution would need to be voted on to reopen.

Mr. Tompkins questioned when the wait list for public housing will be cleaned up. He would like clarification from managers at next monthly meeting. Ms. Yohe spoke regarding any mail regarding the wait list to potential tenants should be sent via certified mail only.

HOLLAND TOWERS

Mr. Ketcham reported that there are currently 50 units offline due to modernization.

Char reported annual recertifications for July -5 and August – 8. There were no interims or eviction notices served. There were no housekeeping inspections in either July or August. There was, however, one notice to vacate in July and one in August as well.

MAINTENANCE REPORT

Mr. Lynch stated that there were 102 work orders generated during July 2025 and 153 in August with 9 in July and 33 in August, still outstanding. Tenant work orders were 90 in July and 147 in August with 8 being management created in July and 5 in August. Vacancy fix up work orders came to 4 in July and 1 in August.

EXTERMINATION REPORT

Mr. Lynch continued his report with 15 exterminations reported during the month of July and 17 in August at Holland Towers, and 4 for July and 4 for August at William Gill Commons.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported 173 units under contract in July and 168 in August of which there were no port-ins or port-outs in either month. Twenty VASH vouchers were reported in July and 22 in August. There were 2 outstanding vouchers in July and 5 in August, with 1 new contract in July and 4 in August. She stated that there are 260 families on the waiting list in July and 276 in August with 4 interims in July and 6 in August. In conclusion there were 22 annual recertifications in July and 14 in August. Mr. Tompkins questioned Ms. Winner regarding vouchers and the number of people on the waiting list as of day of meeting. Ms. Winner answered by saying the list has gotten shorter as it has gone from 876 to only 276 as of date of meeting. Ms. Winner asked if it is possible to separate regular vouchers and VASH vouchers. After discussion it was decided to check the HUD website to see if this is possible.

SECTION 8 INSPECTION REPORT

Mr. Tucker reported that there were 3 inspections completed in July 2025 and 5 in August. In August there were 4 new inspections and 2 failed. No report on new/failed inspections in July given as Mr. Tucker is new employee. Mr. Tucker let the board know that at this time inspections are backlogged.

APPLICATIONS

Ms. Chapin reported 10 applications were received in July and 20 in August.

July - One bedroom – not listed for July or August

July – Two Bedroom – 4 --- 1 paper & 3 online ---- August – 7 --- 5 paper & 2 online

July – Three Bedroom – 3 --- 1 paper & 2 online ---- August – 7 --- 4 paper & 3 online

July – Four Bedroom – 2 --- 1 paper & 1 online ---- August - 3 --- no paper & 3 online

July – Five Bedroom – 3 --- 1 paper & none online ---- August no paper & 2 online

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported on August 25th, residents from all sites went to the Carnegie Natural History Museum in Pittsburgh, PA. Two CATA buses were needed. Forty people attended the event. Both adults and children were mesmerized by the dinosaur exhibit, learning about the different dinosaurs of that time.

The William Gill Resident Council will be starting a Go Fund Me Page for donations to get new playground equipment. Ms. Houserman spoke with Attorney Ferry about this, and he recommended they open a bank account at Northwest Bank. The bank account was opened on Thursday, September 4th.

In August, Victory Church held a back-to-school event at the church. Children ages 5 and up received backpacks, school supplies, and clothes.

Kelly Cochran, Executive Director of Pre-K Counts, contacted the housing authority regarding recruitment. Ms. Houserman contacted Ms. Cochran and emailed her parents addresses at Gill Commons with only children ages 3 and 4 for recruitment. Daycare classes started on August 27, 2025.

RESOLUTIONS

Resolution No. 7 of 2026 – Annual Housekeeping Inspection Policy

At a previous meeting Ms. Commins requested a policy be written regarding these inspections and has asked Attorney Kevin Quisenberry (attorney for resident council) regarding this issue. He thinks we need more clarity on obligations for tenants, i.e., What constitutes a failed inspection?

Mr. Tompkins also wants clarification as to what is an actual failed inspection, saying just needing to dust woodwork seems vague. As for Guideline F – Evictions for fails, Mr. Tompkins thinks this is extreme. He would like to remove this guideline all together. Ms. Yohe said it would depend on how bad the unit is. If we inspected the unit five separate times and all were fails, they would need evicted. Mr. Ferry interjected with lease contracts control when in a court process. The judge will look at the check list but also looks at pictures of the unit, not just the checklist. Evictions for housekeeping inspections are not really the norm. The housing authority does not usually use just this as an eviction but will pick other paragraphs to use with the housekeeping issues. Mr. Tompkins offered information to the board regarding what Clarion County has done in their county is to hire a Resident Service Coordinator to deal with some of these issues.

Resolution No. 8 of 2026 – Integrated Pest Management Plan Policy

Mr. Tompkins is working with Attorney Quisenberry regarding a special meeting with the next week to discuss at the next meeting. Mr. Ferry iterated with letting everyone know that the special meeting will be advertised.

Resolution No. 9 of 2028 – Daniel Harris retirement

Mr. Harris' last day of employment will be September 11, 2025. Mr. Ketcham would like to purchase a plaque for Mr. Harris to be put at the new bus stop at Holland Towers.

No resolutions were voted on because of quorum issues at this meeting. Will be dealt with at next meeting.

TREASURER'S REPORT – Lists of Bills July & August 2025

Lists of July and August bills were presented in board packets. There were few questions asked and answered by Mr. Ketcham. No vote will be taken until next month.

REPORT OF COMMITTEES

There were not any committees to report.

NEW BUSINESS – Shade Tree Commission – Alice Sjolander

Ms. Sjolander of the Shade Tree Commission spoke regarding a grant that has been received by the commission in the amount of \$11,000 for 43 trees. The commission would like permission to plant 29 of those trees at the Elm & Morgan sites. The trees will be planted on the lawn areas of units at those sites. Volunteers at the commission will take care of any maintenance issues. Ms. Sjolander reported the trees to be planted would be crab apples. There were questions by the board about any falling apples or other maintenance issues like weed whacking and mowing that would put extra work on our maintenance department. Ms. Sjolander reported to board she would check into having different trees other than crab apples planted and report at next meeting.

There were not any communications presented.

COMMUNICATIONS

None presented.

ADJOURNMENT

The meeting was adjourned at 3:45 PM with no vote.