

MINUTES – September 19, 2025, Special Meeting of the HACM Board

The Housing Authority of the City of Meadville met in the Regular Meeting in the Community Room at Holland Towers at 10:00 a.m., the 19th day of September 2025.

Members Present:

Joseph Tompkins, Chair
Marcia J. Yohe, Treasurer
Cena M. Kneubehl, Secretary- Via phone
Jane A. Osborne

Also Present:

Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Kyle Lynch, Assistant Maintenance Inspector
Charlotte Mitchell, Property Manager
TommiJo Davenport, Property Manager
Jacqueline A. Commins, Concerned Citizen
Wayne Shannon, Holland Towers Resident
Karen Fitzsimmons, Holland Towers Resident
Karen Green, Holland Towers Resident

1. Roll Call

2. Public Comment

Jacqueline Commins stated she is very pleased with how things are going and enjoys the board having the tenant's best interest in mind.

3. Items for Potential Deliberation and Action

1. April 9 meeting minutes

A motion to approve the April 9 meeting minutes was made by Ms. Osborne and seconded by Ms. Yohe. The motion passed 4-0.

2. April 17 special meeting minutes

Ms. Kneubehl recommended changing the wording to reflect in more detail what Ms. Yohe stated in the original discussion of the decision to place the Executive Director on temporary leave of absence. There was also a technical correction about who had made the motion and who had seconded it. Mr. Tompkins will make the amendments and forward them to the board. A motion to approve the April 17 meeting minutes with amendments was made by Ms. Kneubehl and seconded by Ms. Osborne. The motion passed 4-0. Ms. Kneubehl also noted that bylaws state that votes are to be recorded on an individual basis.

3. May 1 special meeting minutes

A motion to approve the May 1 meeting minutes was made by Ms. Yohe and seconded by Ms. Osborne. The motion passed 4-0.

4-6. March, July and August Treasurer's Reports

Ms. Osborne stated she has concerns that the new board may not have a good explanation of the Treasurers Report, Ms. Kneubehl reported she is not comfortable with what they are approving. Mr. Tompkins asked if she had a specific question, to which she asked about opening and closing

accounts. Clarification was given about the report and how anything other than reviewing the check register needs to be approved by the board. A motion was made by Ms. Yohe and seconded by Ms. Osborne to approve the March, July and August Treasurer's Reports. The motion passed 3-0 with Mr. Tompkins abstaining. Ms. Kneubehl will meet with Mr. Ketcham and Mr. Tompkins for further clarification on the treasurer's reports.

7. Change order-TIP Construction

A motion was made by Ms. Kneubehl and seconded by Ms. Osborne to approve the change order. The motion passed 4-0

8. New hires and employment contracts-Vanessa Winner Section 8 Coordinator, Richard Tucker Housing Inspector, Jill Chapin Administrative Assistant

A motion was made to approve the employment contracts by Mr. Tompkins and seconded by Ms. Osborne. The motion passed 4-0.

9. Local 964 Memorandum of Agreement- Sick Leave

Mr. Ketcham reported that the employee guidelines do not state when sick time begins for new hires. Mr. Ketcham stated he had spoken to the Union about sick time starting when employees receive their insurance benefits. Conversation was held, answering questions regarding the Union's approval and it was clarified by Solicitor Ferry that the Union's Solicitor had approved it. A motion was made to approve sick leave, beginning with the start of insurance benefits by Mr. Tompkins and seconded by Ms. Kneubehl. The motion passed 4-0.

10. Resolution No. 9 of 2026- Daniel Harris retirement

Mr. Ketcham reviewed the resolution, which would place a plaque honoring the late Mr. Harris outside of Holland Towers. A motion was made to approve the resolution by Ms. Yohe and seconded by Ms. Osborne. The motion passed 4-0 after Mr. Tompkins answered Ms. Kneubehl's questions as she was having difficulty hearing.

11. Resolution No. 7 of 2026- Annual Housekeeping Inspection Policy.

Mr. Tompkins began the conversation by providing a recap of the last meeting's conversation which included clarifying residents' expectations, and the checklist itself. A lengthy discussion was held with the following concerns/ suggestions being shared:

Mr. Tompkins- Proposed eliminating items on the checklist that do not contribute to bed bugs, including numbers 1,3,4,5 & 6.

Mr. Lynch- Provided examples of poor housekeeping preventing maintenance staff from being able to perform crucial maintenance, which has caused further damage to other units.

Ms. Yohe- Discussed the importance of the checklist wording not being too detailed as tenants may take it literally, as well as the importance of reinspection's after the tenants were made aware of areas that needed improvement.

Ms. Davenport- Provided examples on the importance of refrigerators being on the housekeeping inspection as numerous refrigerators have had to be replaced, at the expense of the Housing Authority, due to rotten food being left in them, attracting bugs along with freezers that are designed to self-defrost unable to function properly if over filled.

Ms. Kneubehl and Ms. Osborne reported in the past they failed inspections with no checklist and/or no clarification on what expectations were. They both stated that detailed checklists before the inspection would help identify what inspectors look for.

Solicitor Ferry- Provided insight into what Judges look at in evictions regarding the health and safety of others in the building. He also reported that in his conversations with Attorney Quisenberry the list itself is only a small part, and that the policy is what carries more weight. He added the list could be used as a trigger to alert staff when a tenant may be in need of support to help address the issues, referencing Clarion, who has a resident service coordinator in place to help tenants avoid evictions. Suggested rather than pass/fail column on the list, a large comment section would be helpful to address specific concerns for the tenants to address.

Mr. Tompkins followed up on Mr. Ferry's suggestion to suggest that the policy strike the language about "failure" and instead focus on the grounds for re-inspection.

Ms. Kneubehl voiced a concern about inspections based on her past experience as a resident. She stated that in the past it wasn't always clear when inspections were to take place and what the standards are. As a result, Ms. Kneubehl in her experience as a resident sometimes felt that inspections were used in a punitive way that felt arbitrary.

Ms. Davenport left the meeting after an exchange with Ms. Kneubehl regarding a conflict over a past inspection.

Mr. Tompkins stated that housekeeping inspections are not meant to be punitive. He also stated that the overall purpose of the housing authority is to serve tenants, and the point of the housekeeping policy is to work with tenants by providing an opportunity to become aware of housekeeping issues before they get out of control. Mr. Tompkins further noted that he is displeased with staff who do not have the patience to listen to residents, and he stated that it is highly inappropriate for staff to treat residents with disrespect and condescension. Mr. Tompkins stated that the board and the staff need to be vigilant in the future to make sure that housekeeping inspections are not used in an arbitrary and punitive way.

Revisions to the list will be made, including eliminating the pass/fail column and replacing it with a comments section. Mr. Ketcham will make the amendments and post it. When a tenant fails an inspection, they will be notified within 5 days and have a re-inspection scheduled within 30 days and the unit will then be inspected by another employee.

12.Resolution No.8 of 2026- Integrated Pest Management Plan Policy

Mr. Lynch Reported that there is an exterminator on staff that sprays units in need, however, to spray entire buildings on a schedule is not feasible due to time constraints. Discussion on getting quotes from extermination companies was held. Mr. Lynch will come back to the board with quotes after meeting with companies to be scheduled with himself, Mr. Tompkins and Mr. Ketcham.

Further discussion was continued and a special meeting will be scheduled as soon as Mr. Tompkins, Mr. Lynch and Mr. Ketcham are able to obtain quotes from exterminators.

4. Adjournment

Ms. Yohe made a motion to adjourn and Ms. Osborne seconded. The motion passed 4-0.

Ms. Fitzsimmons, who was not present for the scheduled Public Comment time asked to address the board with concerns regarding the library. She reported there has been a leak for years which has not been taken care of and she feels she has been ignored and given excuses. She is concerned about mold and stated there are books in the library she has requested to have moved for years which have not been moved to date. She also reported that it gets hot in the library and there are no electrical outlets. She bought an AC unit, however is unable to use it without extension cords, she has requested outlets be installed numerous times with no results.

Ms. Fitzsimmons also reported she had put in a work order for her toilet and heard nothing until she spoke with Ms. Mitchell. After their conversation it was fixed the same day. Lastly, Ms. Fitzsimmons disclosed she has lived at Holland Towers for over 11 years and has never had cockroaches, until recently when another tenant moved out.

The meeting was adjourned at 12:07 p.m.