

MINUTES – October 29, 2025- Special Meeting of the HACM Board

The Housing Authority of the City of Meadville Board of Directors met at Holland Towers in the Community Room at 1:01 p.m., the 29th day of October 2025.

Members Present: Joseph F. Tompkins, Chairman
Marcia J. Yohe, Treasurer
Cena Kneubehl, Secretary
Jane A. Osbourne

Absent Members: Richard Zinn

Also Present: Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Charlotte Mitchell, Property Manager
Jill Chapin, Administrative Assistant
Kyle Lynch, Assistant Maintenance Inspector
Dylan Craft- M3
Jacqueline A. Commins, Concerned Citizen
Wayne Shannon, Holland Towers Resident
Alice Sjolander, Shade Tree Commission

2. PUBLIC COMMENT

Alice Sjolander from the Shade Tree Commission submitted a letter to the board addressing the budgeting constraints. The letter stated Ms. Sjolander and her husband, Scott Sjolander, would voluntarily care for the trees for 5 years in Elm and Morgan Villages should the planting of the trees pass.

3. ITEMS FOR POTENTIAL DELIBERATION AND ACTION

1. **MOU with Shade Tree Commission-** The City of Meadville submitted an MOU template; however, they were unable to commit any support for the trees care. Discussion was held about the Sjolander's volunteering their time to care for the trees and the inability to enter an MOU for volunteering. Mr. Ferry inquired about agreements between private owners and the city regarding trees which was followed by discussion about right of ways, and examples, however there were no definitive answers.

Ms. Sjolander addressed the ongoing concerns over the crabapple trees and reiterated they are a highbred which produces crabapples that are under ½ inch. Mr. Lynch did not have any further questions, however stood by his previous concerns regarding weed eating and mowing around the trees and what would happen after the 5 years has passed. Ms. Kneubehl reported that as part of the Shade Tree Commission her goal is to become more active in the care of the trees as her health allows and tenants more involved through the various resident councils. Ms.

Sjolander spoke on the benefits of educating individuals and increasing their involvement as well.

Ms. Yohe voiced concern over liability from HUD 15-20 years down the road as the trees age.

Ms. Kneubehl suggested having the residents take on the responsibility of mowing as they had in the past, which Mr. Ketcham reported was likely to happen.

Mr. Tompkins respectfully acknowledged both sides and moved on to the vote.

A motion to plant the trees from the Shade Tree Commission in Elm and Morgan Villages was made by Mr. Tompkins, seconded by Ms. Osbourne. Board Members Tompkins and Osbourne voted in favor, Board Member Yohe voted Nay and Ms. Kneubehl recused herself due to a conflict of interest.

2. **Resolution No. 8 of 2026** – Integrated Pest Management Plan Policy- Mr. Lynch reported he has received quotes from Ehrlich and Orkin and spoke with Maximum Exterminating with whom a quote was not acquired. Ehrlich's quote was more cost effective, with Orkin's quote coming in significantly higher.

Ehrlich completed a K-9 search around Holland Towers to get an idea of where the problem areas are, which Mr. Lynch reported on. Mr. Lynch followed up with the breakdown of Ehrlich's quote: Bedbugs- \$450 (includes 2 services), Cockroaches- \$250 and to treat for both \$550. Solicitor Ferry spoke on the legal aspects of what the board can approve.

Mr. Craft, the acting exterminator on staff, reviewed the process that is currently being utilized for bedbug treatment. Current treatment procedure includes providing the residents with a prep sheet, helping prepare on an as needed basis, scheduling the treatment within a week, spraying the bed, perimeter, vacuuming, spraying other furniture such as couches and using a broadcasting spray in more severe cases. Mr. Craft then reported that the process of treating cockroaches is instructing residents to make sure all food is cleaned up and setting out baits. He stated spray can be a deterrent, however then the cockroaches tend to flee into other units.

Mr. Craft reported that additional help from an outside exterminator would be helpful, and that he can continue to treat cockroaches and perform preventative treatments.

Solicitor Ferry advised on contracts versus utilizing the services on an as needed basis. Mr. Ketcham requested Mr. Lynch obtain a formal quote from Ehrlich with the individual costs separated out.

The Integrated Pest Management Plan Policy was then reviewed. Mr. Ketcham reported while preparing the policy he spoke with the Philadelphia and Pittsburgh Housing Authorities and read multiple studies.

While addressing Attorney Quisenberry's recommended changes to be in compliance with HUD Notice PIH-2011-2022 each section was addressed as follows:

Section A- Recommended Changes to Comply with HUD Notice PIH-2011-22

- 1- The proposed IPM policy must be provided in various formats and languages for accessibility. Ms. Yohe proposed it read "If necessary, alternate formats will be

provided” , she also advised that when the need arises to reach out to a professional translator and not rely on AI due to the uncertainty of the translation being correct.

- 2- The proposed IPM policy should identify more conditions that lead to pests. Mr. Ketcham questioned whether this belongs in the IPM policy or if would be better suited for the housekeeping policy. Ms. Kneubehl mentioned the post treatment list and acknowledged that it also falls under the housekeeping policy. Solicitor Ferry suggested a video for new tenants to better support those who struggle with literacy, which would also count as education.
- 3- The proposed IPM policy should establish a record keeping system for residents and staff. It was stated that this is already in practice through maintenance records and that residents receive a notice that maintenance was in their unit. Regarding the specific records, they can be found in the work order database along with dates and times. The records are made available to residents upon request regarding their unit.
- 4- The proposed IPM policy should outline a tolerated pest population level, with the help of residents. Mr. Craft stated treatments are currently started at one bug being reported. Therefore, the threshold for any pest is one, when brought to HACM’s attention, it will be treated.
- 5- The proposed IPM policy should describe a detailed waste management system. It was discussed that garbage is addressed in the housekeeping policy and extermination prep sheet. Mr. Tompkins suggested the policy alludes to the fact that we are working on education.
- 6- The proposed IPM policy should include more information on how the types and brands of pesticides will be chosen for pest infestation treatment. Ms. Yohe suggested it state “Should a tenant alert a sensitivity; we will work with them to address that”. It will also state that we are and will continue to keep residents’ sensitivities in the forefront.
- 7- The proposed IPM policy should include a discussion on efforts to monitor, maintain and fix structures and physical barriers. It was agreed to state Staff and residents can lessen the chances of a pest infestation by monitoring physical entry points.
- 8- The proposed IPM policy should develop an education program for residents that describes the responsibilities of the residents to prevent and treat pest infestations. It was decided this is covered under the housekeeping policy.
- 9- The proposed IPM policy should include a plan to post signs and/or warnings when pesticides are being used during a pest infestation. This is already in practice through the placement of tags inside of the residence due to privacy. Public areas will be posted 48 hours prior to and during a spray with a Pesticide Usage notification.
- 10- The proposed IPM policy should include more warnings of health concerns for pest infestations. Mr. Ketcham reported his concerns that this might increase anxiety and is inappropriate. Ms. Kneubehl stated that if they have concerns,

they should ask their doctor, as this is outside of the housing authorities scope of practice.

Section B: Recommended Changes to Comply with HUD Notice H-2012-5

- 1- The proposed IPM policy should include a section discussing the importance of checking luggage and clothing after returning from a trip. Changes will include a line stating “Residents should be aware of the importance of checking their luggage and clothing after a trip...”
- 2- The proposed IPM policy should include a plan to physically remove bed bugs to treat the infestation. It was noted that this is being implemented.
- 3- The proposed IPM policy should include the creation of a new tenant and staff orientations and workshops for pest prevention and management. This was discussed as something that could be addressed under the new tenant coordinator position, which Mr. Tompkins and Mr. Ketcham will continue to work towards.

Mr. Ketcham will make and highlight the changes to the policy before it goes up for public comment.

The Special Meeting was completed, followed by an executive board meeting.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Osbourne and seconded by Ms. Kneubehl. Board Members Yohe, Zinn, Tompkins, Osbourne and Kneubehl voted in favor.