

MINUTES – October 8, 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 8th day of October 2025.

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

Also Present: Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Charlotte Mitchell, Property Manager
Barbara Houserman, Resident Initiatives Coordinator
Vanessa Winner, Section 8 Coordinator
Jill Chapin, Administrative Assistant
Kyle Lynch, Assistant Maintenance Inspector
TommiJo Davenport, Property Manager
Richard Tucker, Section 8 Housing Inspector
Jacqueline A. Commins, Concerned Citizen
Iris Cole, Holland Towers Resident
Sherry Brown, Holland Towers Resident
Stacey Cottrell, Aide
Wayne Shannon, Holland Towers Resident
Bud Hicks, Holland Towers Resident
Christopher DuBose, Holland Towers Resident
Alice Sjolander, Shade Tree Commission
Karen Fitzsimmons, Holland Towers Resident
Donna Fluty, Holland Towers Resident
Ron Smith, Community Member
Judy Steele, Morgan Village Resident
Christine Pelc, Holland Towers Resident
Karen Green, Holland Towers Resident
Kathleen Dunlap, Holland Towers Resident
Denise Rice, Holland Towers Resident
Tabitha White, Morgan Village Resident

READING OF MINUTES OF BOARD MEETING SEPTEMBER 10, 2025

Ms. Yohe proposed the following amendments to the meeting minutes, (1) Amend wording under Elm, Morgan and Scattered Sites where it states there are no vacant units off line due to renovations as there are 4. (2) Correct the statement under Family Site Waiting List pertaining to

the reopening of the wait list, it should say Family Sites and not Holland Towers. Ms. Yohe moved to approve the September 10 meeting minutes with the amendments, was seconded by Mr. Zinn. The motion passed with Directors Yohe, Zinn, Osbourne, Kneubehl and Tompkins voting in favor.

READING OF MINUTES OF SPECIAL BOARD MEETING SEPTEMBER 19, 2025

Ms. Yohe proposed amending the meeting minutes under Resolution No.7 to state when a tenant fails an inspection, they will be notified within 5 days and have a re-inspection scheduled within 30 days. Ms. Yohe made a motion to accept the September 19 meeting minutes with the completed amendment, seconded by Ms. Kneubehl. The motion passed with Directors Yohe, Zinn, Osbourne, Kneubehl and Tompkins voting in favor.

PUBLIC COMMENT

Karen Green voiced her concerns in regard to the handicapped showers not having shower wands, and the shower heads not getting the water to the back of the shower to the shower benches. Mr. Ketcham responded to Ms. Green that tenants can talk to Char about a reasonable accommodation if a shower wand is needed without a letter from a doctor.

Ms. Green also voiced her concerns about the pantries not being as large as they should be, not providing individuals with enough storage space for their needs and lacking circulation. Mr. Lynch reported there is an air handling system in place and that they are waiting on the plumbing to be hooked up.

Ms. Green then inquired about the Housing Authority providing curtains to the tenants, Mr. Ketcham stated he would look in to providing curtains to individuals who don't have them and Mr. Lynch reported maintenance will install curtains for people who do have them at no cost due to the walls being cement.

Karen Fitzsimmons inquired about progress on the leaks, especially in the library. My Lynch reported maintenance looked at it, however it is leaking when it rains and is coming from an area they are unable to access which is high on the outside of the building, adding they will need to rent a lift or hire a company to come in to find and repair the source. Ms. Fitzsimmons asked Mr. Lynch for an update on the electric for the library, Mr. Lynch reported the parts have not come yet, but he will meet with her when they arrive for her input on where to place the outlets.

Iris Cole spoke to the board regarding her frustration with her cockroach infestation and not hearing from maintenance after reaching out with a work order request for extermination. She stated that her and her son bought spray and sprayed independently. Mr. Lynch stated he would follow up with the exterminator on staff.

Karen Green addressed the board in regard to the tags maintenance should be putting on tenants' doors when they have been in the unit. Mr. Lynch stated they should be completing the tags and he will address it by reminding the maintenance staff to utilize the tags.

RESIDENT COUNCIL REPORTS

MEADVILLE HOUSING RESIDENT COUNCIL /WILLIAM GILL COMMONS RESIDENT COUNCIL

Ms. Houserman reported that both Resident Councils are interested in recruiting a resident outreach coordinator to help build the capacity of the resident council and encourage tenants to be active in their councils.

HOLLAND TOWERS RESIDENT COUNCIL

No reports read at meeting.

REPORT OF ACTING EXECUTIVE DIRECTOR

-Mr. Ketcham followed up with information requested at last meeting regarding the HUD lawsuit money. He reported the funds are in the three CD's at Erie Bank and are not required to be listed in the audit.

-HUD approved the alarm system and Mr. Ketcham gave the Architect and McCurly Houston the go ahead to begin the work after speaking with the Solicitor. It was expedited due to the impending Government shutdown.

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 – The first side is completed, and they are now working on the other. There have been leak issues, including category 2 issues stemming from the pipes sitting dry for 9-12 months. Blue Sky came in and cleaned up after the leaks. The plumbing contractor cameraed the pipes, finding the underground pipes are not in good shape and may need to be replaced.

Housing Related Hazards & Lead Based Paint Capital Fund Program – Update-HT Stoves
The electrician has verified the new electrical system will handle the stoves and Maintenance will be installing them in the renovated units soon.

ELM, MORGAN, SCATTERED SITES AND GILL VILLAGE

Ms. Davenport reported 4 vacant units offline due to renovations. Annual recertifications for August and September, August-9, September 7. There were no interim recertifications conducted in either month, along with no housekeeping inspections. No eviction notices were served in August and 1 was served in September. In addition, there were no new leases signed, however there were 4 notices to vacate in August and zero in September. Mr. Tompkins requested clarification on the waitlist, which Ms. Davenport provided. A brief discussion was held regarding the family one-bedroom waitlist, which Ms. Yohe cautioned against opening as to inadvertently providing false hope to individuals as the list is extensive and there are very few units which don't turn over often.

HOLLAND TOWERS

Ms. Mitchell reported that there are currently 50 units offline due to modernization.

Ms. Mitchell reported annual recertifications for August-8 and September-6. There were no interims for either month, no evictions in August, however 6 evictions in September. There were no housekeeping inspections in either July or August. There was, however, one notice to vacate in August and one in September as well.

MAINTENANCE REPORT

Mr. Ketcham presented the maintenance report, stating that there were 153 work orders generated during August 2025 and 174 in September with 33 in August and 20 in September, still outstanding. Tenant work orders were 147 in August and 145 in September with 5 being management created in August and 23 in September. Vacancy fix up work orders came to 1 in August and 6 in September.

EXTERMINATION REPORT

Mr. Lynch reported 15 exterminations during the month of August and 23 in September at Holland Towers, and 4 for August and 5 for September at William Gill Commons. Thirteen of those exterminations were for cockroaches, 7 for bedbugs and 3 were preventive.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported 168 units under contract in August and 166 in September, of which there were no port-ins or port-outs in either month. Twenty-two VASH vouchers were reported in August and 23 in September. There were 5 outstanding vouchers in August and 4 in September, with 4 new contracts in August and 1 in September. She stated that there are 276 families on the waiting list in August and 271 in September with 6 interim recertifications in August and 5 in September. In conclusion there was 1 annual recertification in August and 9 in September. Ms. Winner reported all the outstanding vouchers are FYI vouchers, a program put in place to assist individuals who were part of the foster care system growing up. Ms. Winner answered questions involving funding, and stated there is still funding available which she is monitoring closely as to not overextend the program.

SECTION 8 INSPECTION REPORT

Mr. Tucker reported that there were 5 inspections completed in August and 18 in September. In September there were 7 new or transferred inspections and 7 failed, with 4 being inconclusive. Mr. Tucker explained the inconclusive findings were for properties he could not access or had to reschedule. Mr. Tompkins asked Mr. Tucker if individuals could reach out to him with concerns regarding the safety of their units at any time, to which Mr. Tucker responded yes.

APPLICATIONS

Ms. Mitchell reported 20 applications were received in August and 12 in September.

August - One bedroom –None reported for August----- 1 in September

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

August – Three Bedroom –7 --- 4 paper & 1 online ---- September – 5 --- 1 paper & 4 online

August – Four Bedroom – 3 --- 0 paper & 3 online ---- September - 0 --- no paper & no online

August – Five Bedroom – 2 --- no paper & 2 online ---- September no paper & 2 online

A brief discussion was held regarding the one-bedroom applications that have been received and Mr. Tompkins expressed the importance of communicating via letter to the applicants that their application had been received, however due to the number applicants on the list it has been shut down.

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that William Gill Commons will have their Halloween Party on Friday, October 24, 2025 from 4-6 pm and fliers will be mailed to all residents.

The MHRC will have their Halloween Party on Wednesday, October 29, 2025 from 4-6 pm and fliers will be mailed to them as well.

Halloween art classes will be held at William Gill Commons the week of October 13, 2025 from 4-5 pm and the MHRC's Halloween art classes at the VFW the week of October 20, 2025 from 4-5 pm.

Ms. Houserman was contacted by the HAI Group (Insurance for Public Housing) regarding their Fire Prevention Poster Contest. There are 3 age groups that can participate- ages 6-9, 10-14 and 15-18. First place will receive \$50, second place \$30 and third place \$20. Both William Gill and MHRC will participate and the deadline for posters is October 31, 2025.

In closing Ms. Houserman announced the Senior Food Box Program at Holland Towers now includes frozen meat and other food items that will be placed on top of the residents' boxes.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

Resolution No. 7 of 2026 – Annual Housekeeping Inspection Policy- 30 day comment period

Mr. Ketcham stated Resolution No 7 is in it's 30 day comment period. Mr. Tompkins addressed the various ways people can access it, including on the website, and the Housing Authorities Face Book page and comments can be emailed. Mr. Tompkins then reiterated that the bottom line of the resolution is for tenants and staff to work together to address issues and get ahead of them. Resolution No 7 will be voted on during the November board meeting.

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

Mr. Ketcham reported they have spoken with one extermination company, have a meeting scheduled with a second company and have a third company they are going to reach out to identified. Mr. Tompkins gave a summary of the pest control policy that is being considered once they have spoken with all three of the extermination companies.

Resolution No. 10 of 2026 – Fire Alarm Replacement

Ms. Kneubehl made a motion to approve the Fire Alarm replacement, seconded by Ms. Osbourne. The motion passed with Board Members Yohe, Zinn, Tompkins, Osbourne and Kneubehl all in favor.

Resolution No. 11 of 2026-Re-Open Family Sites One Bedroom Waiting List

Mr. Tompkins called for a motion to re-open the Family Sites one bedroom waitlist. Ms Kneubehl made a motion to re-open the one-bedroom waitlist, seconded by Ms. Osbourne. Board Members Yohe, Zinn, Tompkins, Osbourne and Kneubehl all voted Nay, keeping the one bedroom waitlist closed.

Hagan Business Proposal- Computer upgrades

Mr. Ketcham spoke about the state of the computers and operating system being utilized by staff, addressing the technical issues which are being caused by the lack of storage capacity, age of the equipment and the importance of eventually getting a new system. Mr. Ketcham reported the last meeting with Hagan Business Machine's, leasing computers which Hagan would maintain and eliminate storage issues was proposed. All staff would have a laptop which could be docked at their desk, and tablets would be utilized for maintenance and Mr. Tucker. Mr.

Ketcham answered questions presented by Mr. Zinn and Ms. Yohe acknowledged the need and stated the budget would need to be addressed first.

Shade Tree Proposal-

Ms. Sjolander from the Shade Tree Commission updated the board on the proposed trees, reporting the list is down to 23 trees, addressed the concerns over the crab apple trees and stated she left one crabapple tree on the list which has a small apple. She also stated they removed the trees from Chula Ct, due to Pin Oaks which are already established there. Ms. Sjolander proposed planting 23 trees, to which Ms. Yohe inquired if she was able to get an MOU. Ms. Sjolander reported she has talked to the city twice but has not received a response. Mr. Zinn voiced his concerns about being short staffed and bringing on more responsibility along with potential liability issues. Ms. Kneubehl voiced her support through the positive impact trees have on individuals' mental health, which Ms. Sjolander agreed with and discussed the tree care they have taught in the past and the positive outcomes it has had on people. Mr. Tompkins offered to also try to reach out to the city. Ms. Kneubehl suggested a special meeting due to the time frame and the tree's availability. A discussion was held with Solicitor Ferry regarding his assistance with an MOU and adding the Shade Tree proposal to the Integrated Pest control special meeting by the end of October.

TREASURER'S REPORT – Lists of Bills September 2025

Lists of August and September bills were presented in board packets. Ms. Yohe made a motion to approve the Treasurer's Report, seconded by Mr. Zinn. Board Members Yohe, Zinn, Osbourne and Kneubehl voted in favor, with Board Member Tompkins abstaining.

REPORT OF COMMITTEES

There were not any committees to report.

NEW BUSINESS

Ms. Kneubehl asked about changing the name of the "Nitty Gritty" section of the website to something which reflects the gravity of the information which is held there. Mr. Ketcham requested suggestions and agreed to change it.

COMMUNICATIONS

Ms. Yohe reported, for the sake of transparency, that she learned National Fuel does have meters at Morgan Village which are in the laundry rooms. Due to the safety concerns of the meters being in a livable space, eventually they will need to be addressed. National Fuel had not proposed moving the meters outside.

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.