

MINUTES – November 12, 2025

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:01 p.m., the 12th day of November 2025.

Members Present: Joseph F. Tompkins, Chairman
Marcia J. Yohe, Treasurer
Richard H. Zinn
Jane A. Osborne

Members Absent: Cena Kneubehl, Secretary

Also Present: Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Charlotte Mitchell, Property Manager
Barbara Houserman, Resident Initiatives 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
Sherry Brown, Holland Towers Resident
Stacey Cottrell, Aide
Sandy Farkas, CHAPS
Lisbet Searle-White, Green Building Alliance
Gretchen Myres, City Council
Lynn Thomas, Holland Towers Resident

READING OF MINUTES OF BOARD MEETING October 8, 2025

Ms. Osborne moved to approve the October 8 meeting minutes, was seconded by Mr. Zinn. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor. There were no questions or comments regarding the minutes.

READING OF MINUTES OF SPECIAL BOARD MEETING October 29, 2025

Ms. Yohe made a motion to accept the October 29 meeting, seconded by Ms. Osborne. There were no questions or comments regarding the minutes. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

PUBLIC COMMENT

There were no public comments.

RESIDENT COUNCIL REPORTS

MEADVILLE HOUSING RESIDENT COUNCIL /WILLIAM GILL COMMONS RESIDENT COUNCIL

Ms. Houserman reported that since recruiting a Resident Council Coordinator William Gill had 3 residents at their last council meeting, and Meadville Housing Resident Council had 2 new residents at their last council meeting.

HOLLAND TOWERS RESIDENT COUNCIL

No reports read at meeting.

REPORT OF ACTING EXECUTIVE DIRECTOR

Mr. Ketcham reported on items that would be actionable items later in the meeting, giving the board time to think about them.

- There has been a need to replace one of the two RTU units on the Learning Center's roof, and a new Zonex Damper System was installed. There have been ongoing issues with the new Zonex system, leaving the building with no heat over the last few weeks on multiple occasions. Scobell Company Inc. replaced the RTU unit on the office side, which was \$23,674, falling under \$25,000, which the procurement policy states does not need approval. McCarl's is still working out the kinks in the new Zonex system.
- The Holland Towers Call Alarm system is outdated and HUD guidelines state if any part of an emergency call system is in place, it must work. The current pull cord system does not work and is outdated. Options include fixing it, with a quote of around \$39,000, which moving forward the contractor reported would be harder and more costly to fix as the parts will be not be readily available. The contractor recommended removing the old system and putting in HALO units as reasonable accommodations.
-The Ehrlich quote was discussed as a case-by-case agreement, coming in to treat the current cases which would provide a good head start in assisting maintenance in dealing with the current infestations. Mr. Ketcham reported there are 17 units with Cockroaches at \$250/unit, 9 units with bedbugs at \$450/unit and 4 which have both, totaling \$10,500. The treatment cost includes 2 visits and a 30-day warranty. Mr. Zinn voiced his concerns over certain residents having a high recurrence of infestations. Mr. Ketcham stated the Housing Authority still has an on-staff exterminator, and Mr. Tompkins summarized conversations he has had with Mr. Lynch and Mr. Craft where they reported they could use the help on active infestations and can handle preventative sprays independently. Mr. Tompkins also spoke on the potential Resident Service Coordinator position which would work with those tenants and the importance of bringing tenants in to help stop the infestations, which will be discussed further after the upcoming budget is addressed. Mr. Tompkins voiced his support of working with Erlich to help maintenance get a jump on the current infestation. Mr. Ketcham acknowledged there will still be issues with non-compliance and while it isn't going to be a perfect fix, it will help get a handle on the current situation. Mr. Zinn responded stating there have been

contractors in the past, and the fact of the matter is non-compliance and a dense population with no attempt at compliance. He added the likely hood of correcting the problem is unlikely. Mr. Tompkins agreed the non-compliance needs to be addressed, however in the meantime the infestations still need to be treated. Mr. Zinn stated he is not opposed to treating them; however the non-compliance needs to be addressed to fix the problem. Mr. Ketcham and Mr. Tompkins agreed. There was discussion with Mr. Lynch about handling the Cockroaches independently and the cost breakdown was discussed.

- Hagan- Mr. Ketcham had the quote from Hagan retooled without monitors, as the current ones are in good shape and one tablet for Mr. Tucker. The new quote is \$490/month, down from around \$1,000/ month which includes storage and service.
- The 957 B Plan, the current retirement plan paperwork needs to be updated. Previously the money could not be touched until the age of 65, however it is now age 59 ½. Employees can now contribute into a Roth account through Empower as well.
- Update on the Dan Harris memorial plaque was given. It is being put together and consists of a metal plaque which is being mounted onto a wooden post that will be placed near the bus stop outside of Holland Towers.

Capital Fund Grant Program

Renovations are now on the opposite side of the hall at Holland Towers and the estimated completion date for phase one is April of 2026.

New stoves are in all of the renovated units which are being lived in.

ELM, MORGAN, SCATTERED SITES AND GILL VILLAGE

Ms. Davenport reported the following for Elm, Morgan and Scattered Sites:

Vacant Units Offline Due to Renovations:	September 4	October 4
Vacant Units not offline:	September 4	October 6
Annual Recertifications:	September 7	October 11
Interim Recertifications:	September 5	October 4
Eviction Notices:	September 1	October 0
Notices to Vacate:	September 0	October 1
New Leases:	September 0	October 0
Housekeeping Inspections:	September 0	October 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	September 7	October 7
Vacant Units not offline:	September 13	October 14
Annual Recertifications:	September 9	October 11
Interim Recertifications:	September 3	October 0
Eviction Notices:	September 1	October 1
Notices to Vacate:	September 2	October 0

New Leases: September 0 October 2

Housekeeping Inspections: All of Gill's have been completed.

Ms. Davenport reported on the Family Waiting list:

1-Bedroom: September 1 October 1

2-Bedroom: September 9 October 6

3-Bedroom: September 1 October 1

4-Bedroom: September 0 October 0

5-Bedroom: September 0 October 1

Mr. Tompkins asked for clarification on the difference between vacant units and offline units. Mr. Ketcham stated that vacant units were just empty. Ms. Yohe asked if they were empty due to a lack of applicants on the waiting list. Ms. Davenport reported some units were offline due to the previous director taking them offline to use to store the new stoves. She also reported that when HUD opens those units will go back online, and the other units are ready to rent. Ms. Davenport stated there is a lack of applications on the waiting list, as well as some of the units needing maintenance. Mr. Ketcham reported that the units taken offline to use to store stoves do not have stoves in them and will be going back online. He followed up by reporting he recently learned none of those units ever stored stoves. Mr. Tompkins stated it is a good thing that there are units available due to the housing situation in Meadville. Ms. Chapin spoke on the applications she has been processing, the time involved and the lack of having all the applicants documents which slows down the application process to be placed on a waiting list. Ms. Mitchell added there had been previous conversations about getting Horizon to add a DocuSign feature and the ability for applicants to upload their documents with their online applications. Mr. Tompkins requested a list of all available units and their bedroom sizes, Ms. Davenport reported she has three 3 bedroom units available, but no one on the waitlist. Ms. Davenport clarified that while the report shows there are 6 units available online, they still require attention from maintenance. When Mr. Tompkins asked how long it takes maintenance to get the apartments ready, Mr. Lynch reported it depends on what other work orders and projects come in. Mr. Lynch reported to Mr. Tompkins to get a recently vacated unit ready for the next tenant depends on what condition it was left, and that recently they have had units left in very poor condition with items, including food in the refrigerators, left in them and damages. He stated a unit left in good condition takes 3-4 days to get ready. Mr. Tompkins acknowledged maintenance has their hands full, however requested getting the units ready be a priority. Mr. Ketcham will get the number of available units with bedroom sizes to Mr. Tompkins. Ms. Yohe added that applicants need to know that they need to provide all their documentation as well.

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations: September 50 October 49
 Vacant Units not offline: September October 9
 Annual Recertifications: September 6 October 6
 Interim Recertifications: September 0 October 0
 Eviction Notices: September 6 October 0
 Notices to Vacate: September 0 October 0
 New Leases: September 0 October 2
 There were 7 transfers reported as well.

MAINTENANCE REPORT

Number of Work Orders Generated: September 174 October 140
 Outstanding Work Orders: September 20 October 2
 Tenant Work Orders: September 145 October 113
 Management Generated: September 23 October 18
 Vacancy Fix Up Work Orders: September 6 October 9

EXTERMINATION REPORT

Mr. Lynch reported that after the Inspection with Ehrlich there are 30 units in Holland Towers that need treated and 5 in Gill Village.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract: September 171 October 173
 Number of Port Ins: September 0 October 0
 Number of Port Outs: September 0 October 0
 VASH: September 23 October 23
 Home Ownership: September 1 October 1
 Waiting List: September 271 October 318
 Number of Outstanding Vouchers: September 4 October 4 (3 will expire if not leased up by
 the end of November)
 New Contracts: September 1 October 2
 Annual Recertifications: September 9 October 9
 Interim Recertifications: September 5 October 5

Ms. Winner reported she has been looking into the VASH and FYI vouchers and while she is at a standstill until HUD reopens, she has learned that they were not applied for correctly, and the

funds are coming out of the regular budget and not through the special funding. Once HUD opens, she will work on setting up the correct funding, which will open more Section 8 vouchers.

SECTION 8 INSPECTION REPORT

Mr. Tucker reported the following for October's Section 8 inspections:

Total Inspections: 47

Units Passed: 35

Units Failed: 11

Inconclusive: 1

Mr. Tucker provided Mr. Tompkins with landlord responsibilities, reporting landlords have 20 days to make needed repairs. He stated if it is not done in 30 days, the landlord then has 15 more days to comply before the landlord is moved into abatement. When the landlord is moved into abatement, HUD does not pay their portion of the rent. Once the landlord makes the repairs they will get moved back into the section 8 program and paid, however not for the months they were not compliant. There was discussion around landlords being unable to evict tenants for the missed payments and how the Section 8 employees can and are working with tenants and landlords for success.

Mr. Zinn inquired about the projected monthly amount for section 8, Ms. Winner stated she was unsure of the formula but will look into it.

Solicitor Ferry suggested referring any tenants having issues with their Section 8 landlords to NW Legal Services and Mr. Tompkins suggested having a printout to provide tenants with guidelines as well.

APPLICATIONS

Ms. Chapin reported the following for applications in October:

16 total applications received

1 bedroom: Online 1 Paper 0

2 bedroom: Online 4 Paper 4

3 bedroom: Online 1 Paper 1

4 bedroom: Online 0 Paper 1

5 bedroom: Online 0 Paper 2

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that the Fire Safety Posters have been e-mailed to the HAI group and ages 6-13 participated. Winners will be announced soon, first place will receive \$50, second place \$30 and third place \$20.

Ms. Houserman also reported that the Kilted Kiln will be at William Gill Commons on Thursday, November 20 from 4-6 pm where children and their parents can make Thanksgiving plates. Twenty people will be attending. The Kilted Kiln will also hold a class in December where participants can make cups for Christmas.

Ms. Houserman reported she is working on ordering Christmas toys from Toy's for Tots for children 0-18, which includes William Gill, Elm, Morgan and scattered sites.

The Kilted Kiln will also be holding Thanksgiving Plate classes at the VFW on November 25 from 4-6pm and a cup class in December which will be announced. Fliers will be mailed to all residents.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

Resolution No. 7 of 2026 – Annual Housekeeping Inspection Policy- The 30 day comment period has passed with no public comment. A motion was made to pass the Annual Housekeeping Inspection Policy by Ms. Yohe, seconded by Ms. Osborne. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

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

There was a special meeting October 29, 2025, to make amendments to the Integrated Pest Management Policy. Mr. Ketcham completed the amendments to the policy and highlighted them in blue. A motion to post the amended version of the Integrated Pest Management Plan Policy for public comment was made by Ms. Osborne, seconded by Ms. Yohe. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor. Mr. Zinn stated his main concern is that policies can get so long no one reads them, and they need to be a part of the lease as well, making the lease that much longer. Mr. Tompkins went back to the long-term goal of having a resident coordinator on staff to help tenants with compliance and education. Mr. Tompkins reminded everyone that Holland Towers resident committee and their lawyer requested a pest management policy put in place and HUD required one as well. Mr. Tompkins stated if we are going to put a policy in place we need to do it right and voiced his appreciation to everyone who put the time and input into making the policy. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

Resolution No. 12 of 2026 – Amend 957b Plan

Mr. Ketcham brought to everyone's attention the information which needs to be updated and reported it needs to be brought into compliance. A motion to amend the 957b plan was made by Mr. Zinn and seconded by Ms. Osborne. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

Hagan Business Proposal- Computer upgrades

Mr. Ketcham reviewed the contract and reported that the cost had gone from \$1,025/ month to \$490/ month. A motion to amend the contract with Hagan was made by Ms. Osborne and seconded by Mr. Zinn. Mr. Tompkins asked for questions or comments and thanked Mr. Ketcham for his work on the contract. Mr. Lynch reported they have tablets in maintenance that are still in good shape that can also be used. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

Christmas dinner for staff and Fire Watch- Mr. Ketcham reported in the past nonfederal money has been used to fund a staff and board Christmas dinner. Mr. Ketcham asked to include the Firewatch people this year as they have kept everyone safe since June. A motion was made by Mr. Zinn to fund a Christmas dinner for staff, the board and fire watch, seconded by Ms. Osborne. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

Emergency Call System at Holland Towers- Mr. Tompkins and Mr. Ketcham reviewed the Emergency call system and quote to replace the outdated call system for about \$40,000. HUD states that you do not need a call system, however if any part of it is present, it must work.

Discussion on the HALO units was held. Currently the HALO units are only installed in half of the building, are \$1,000 per unit not including installation and currently when triggered send an email to the Housing Authority. There are subscription services that will monitor the HALO's; however the cost is unknown at this point. Lynn Thomas, a Holland Towers resident commented on residents being able to get personal call buttons, such as life alert, to wear through their insurance companies at no cost. She also stated cell phones are more efficient in getting 9-1-1's help. Mr. Tompkins asked for the public's general sense of what the tenants may be most comfortable with and other options were discussed. Ms. Yohe brought to attention the liability the current pull cords create. Ms. Mitchell will be in charge of letting residents know the old system is no longer working and putting up notifications for the Life Allert option. Ehlich contract- A motion was made to proceed with the Ehlich contract by Ms. Yohe, seconded by Ms. Osborne. After conversation it was decided to proceed with both Cockroaches and Bedbugs. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

TREASURER'S REPORT – Lists of Bills October 2025

Lists of September and October bills were presented in board packets. Mr. Zinn made a motion to approve the Check Register, seconded by Ms. Osborne. Board Members Yohe, Zinn and Osborne voted in favor, with Board Member Tompkins abstaining.

NEW-Financial Statements- Mr. Ketcham provided the board with financial statements and explained why some of the numbers didn't look right, such as all the insurance coming out in April, Auditors moving money around, etc.. He explained the summary gives a ballpark figure of the financial situation. Mr. Zinn asked if there were any extraordinary expenses other than the insurances that should be addressed. Mr. Ketcham went on to explain that it was recently discovered that for the last two years the Housing Authority has been running at a deficit and that it will take a couple of years to correct. Mr. Zinn inquired where the money is coming from that we are not bringing in, Mr. Ketcham reported on expenses that can easily be stopped, including paying for outside contractors to paint, mow, maintenance uniforms which were bought and a contract reworked through Cintas. Mr. Ketcham also stated with the units offline it is a goal to get them back on line and rented to generate more revenue. Mr. Ketcham also reported that CD's have been cashed in and savings depleted, causing our cash position to be reduced significantly. Mr. Zinn stated he has been on the board 25 years and they have always been able to maintain their cash position, until now. Mr. Ketcham stated this is all just coming to light as he has not had access to many of the accounts and he wants to be transparent about his findings. Mr. Tompkins stated this is not Mr. Ketcham's fault, which Mr. Zinn understood. Mr. Zinn requested a report on the CD's for the next meeting and the financials were discussed further. Mr. Ketcham finished by stating his number one priority is getting units online and being leased up. Mr. Ketcham reported he does not have access to all the accounts, and Solicitor Ferry will continue to help to gain access to them.

Sandy Farkas asked about the available units and her questions were answered.

A motion to approve the Financial Statement was made by Mr. Zinn, seconded by Ms. Osborne. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor.

REPORT OF COMMITTEES

There were not any committees to report

NEW BUSINESS

There was no new business

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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

A handwritten signature in blue ink, appearing to be 'J. Yohe', is located on the right side of the page.

MINUTES – November 19, 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 2:05 p.m., the 19th day of November 2025.

Members Present: Joseph F. Tompkins, Chairman
Marcia J. Yohe, Treasurer
Richard Zinn
Jane A. Osborne

Absent Members: Cena Kneubehl, Secretary

Also Present: Jon Ketcham, Acting Executive Director
Art Martinucci, HACM Attorney
Jill Chapin, Administrative Assistant
Jacqueline A. Commins, Concerned Citizen
Mike Crowley, Meadville Tribune
Wayne Shannon, Holland Towers Resident

2. Executive Session to Discuss Legal and Personnel Matters

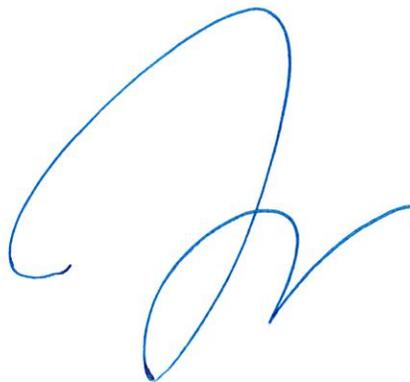
All parties not involved with the board were asked to wait in the lobby of Holland Towers.

3. Items for Potential Deliberation and Action

1. Approval of Severance Agreement- The Special Board Meeting resumed at 2:37 pm. A motion to approve the severance agreement was made by Mr. Zinn and seconded by Ms. Yohe. Board members Yohe, Zinn, Tompkins and Osborne were all in favor.

4. Adjournment

A motion was made to adjourn the meeting by Mr. Zinn and seconded by Ms. Osbourne. Board members Yohe, Zinn, Tompkins and Osborne were all in favor. The Special Meeting was adjourned at 2:39 pm.

A handwritten signature in blue ink, appearing to be 'R. Zinn', is located in the lower right quadrant of the page.