

MINUTES – December 10, 2025

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

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

Also Present: Jon Ketcham, Acting Executive Director
Christopher Ferry, Solicitor
Barbara Houserman, Resident Initiatives Coordinator
Kyle Lynch, Assistant Maintenance Inspector
TommiJo Davenport, Property Manager
Richard Tucker, Section 8 Housing Inspector
Vanessa Winner- Section 8 Coordinator

READING OF MINUTES OF BOARD MEETING November 12, 2025

Ms. Yohe moved to approve the November 12 meeting minutes, was seconded by Ms. Osborne. The motion passed with Directors Yohe, Zinn, Kneubehl, Osborne and Tompkins voting in favor. There were no questions or comments regarding the minutes.

READING OF MINUTES OF SPECIAL BOARD MEETING November 19, 2025

Mr. Zinn made a motion to accept the November 19 meeting minutes, seconded by Ms. Kneubehl. There were no questions or comments regarding the minutes. The motion passed with Directors Yohe, Zinn, Osborne, Kneubehl 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 everyone is working on their Christmas parties.

HOLLAND TOWERS RESIDENT COUNCIL

No reports read at meeting.

REPORT OF ACTING EXECUTIVE DIRECTOR

- Ehrlich Update- Mr. Ketcham reported on the number of units that were sprayed for infestations and recognized the maintenance staff for their role in going into each unit to help them prepare for the exterminations along with turning over six units.
- 03312025 Investment Register- Mr. Ketcham read the balance of the Investment Register as of March 31, 2026. He reported the balance is reduced \$362,738 due to insurances and pay roll being due the week he took over as acting Executive Director and it being necessary to cash in CD's to cover those expenses.

Capital Fund Grant Program

-Holland Towers Apartment Renovations- Change Orders: Plumbing and Electrical
 Mr. Ketcham then gave an overview of actionable items for the board to consider throughout the meeting. Both were proposed change orders from the Architect, one for an electrical panel to match the one completed in phase one. The second change order is regarding fixing the plumbing issues, which would be less costly to fix now while everything is dug up and in the long run will save money on other repairs. However, there is not \$144,778 available in capital funds to complete the repairs. The funds would need to come out of investments or be borrowed against the 2027 Capital Fund money. Mr. Ketcham reported he spoke with the Architect about other change orders based on phase one, and there are only 3 others; the electrical panel and two others that will cost around \$30,000.

-Housing-Related Hazards & Lead-based Paint Capital Fund Program Update- HT Stoves-
 No update

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

Vacant Units Offline Due to Renovations: October 4 November 4
 Vacant Units not offline: October 6 November
 Annual Recertifications: October 11 November 13
 Interim Recertifications: October 2 November 2
 Eviction Notices: October 0 November 0
 Notices to Vacate: October 1 November 0
 New Leases: October 0 November 0
 Housekeeping Inspections: October 0 November 0

Ms. Davenport reported the following for Gill Village:

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

New Leases: October 0 November 4
Housekeeping Inspections: October 0 November 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom: October 1	November 1
2-Bedroom: October 6	November 7
3-Bedroom: October 1	November 2
4-Bedroom: October 11	November 1
5-Bedroom: October 7	November 0

Mr. Tompkins followed up with questions he had regarding the vacant units not offline category. Mr. Ketcham, Mr. Lynch and Ms. Davenport provided clarification with the units available and the progress being made. The wait list was also discussed and the caveats with the list, including some who are waiting for Handi-capped accessible units.

HOLLAND TOWERS

Mr. Ketcham reported the following for Holland Towers:

Vacant Units Offline Due to Renovations: October 49	November
Vacant Units not offline: October	November
Annual Recertifications: October 6	November
Interim Recertifications: October 0	November 7
Eviction Notices: October 0	November
Notices to Vacate: October 0	November
New Leases: October 2	November

MAINTENANCE REPORT

Number of Work Orders Generated: October 140	November 56
Outstanding Work Orders: October 2	November 9
Tenant Work Orders: October 113	November 34
Management Generated: October 18	November 15
Vacancy Fix Up Work Orders: October 9	November 7
Total Number Vacant Units Completed:	November: 6

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. Ehrlich completed several units with 2 treatments, however Mr. Lynch stated there were going to be some units requiring a third spray due to the

severity of the infestation. He will be receiving more details on those units within the next day or two. The 30-day guarantee was discussed, along with details on the dates the units were sprayed. Mr. Lynch reported at least half of the tenants did not complete the prep work for the initial spray, which prompted the maintenance crew to spend over a day preparing the units for the treatments.

A community member voiced her concerns for two individuals who have bed bugs, however, reportedly cannot reach out to maintenance independently. Mr. Lynch reported he got the message, however in the past maintenance was not permitted to follow up with third party reports. After discussion it was decided the tenants would be reached out to.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract:	October 173	November 169
Number of Port Ins:	October 0	November 0
Number of Port Outs:	October 0	November 1
VASH:	October 23	November 23
Home Ownership:	October 1	November 0
Waiting List:	October 319	November 330
Number of Outstanding Vouchers:	October 4	November 3
New Contracts:	October 2	November 0
Annual Recertifications:	October 9	November 9
Interim Recertifications:	October 5	November 11

SECTION 8 INSPECTION REPORT

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

Total Inspections: 35
Units Passed: 14
Units Failed: 17
Inconclusive: 4

APPLICATIONS

Mr. Ketcham reported the following for applications in November:

17 total applications received
1 bedroom-: Online 0 Paper 3
2 bedroom: Online 8 Paper 2
3 bedroom: Online 4 Paper 0
4 bedroom: Online 0 Paper 0
5 bedroom: Online 0 Paper 0

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that three children from William Gill won the Fire Safety Poster Contest. Layla Moyer, age 12 won first place/ \$50, Journi Laver, age 10 won second place/ \$30 and JaReese Owens , age 7 won 3rd place/\$20.

Over 208 Christmas Toys have been ordered from Toy's for Tots. William Gill will have their Christmas party on Monday, December 29, 2025 from 2-4 pm as will the MHRC.

The Kilted Kiln will return to William Gill Commons and the VFW for families to paint Christmas Cups, the date and time will be announced.

Second Harvest Food Bank delivered food boxes to Holland Towers today, December 10, 2025 and included 2 packages of ground beef per tenant.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

- Resolution No. 8 of 2026- Integrated Pest Management Plan Policy- 30 day comment period is over- A motion was made by Ms. Kneubehl and seconded by Ms. Osborne to approve the resolution. Ms. Yohe brought it to the board's attention that the 30 day public comment period had not yet passed as the amended version was approved to be posted at the November 12, 2025 meeting. There was discussion clarifying the dates and it was determined the public comment period was still active and it will be up for approval at the January 2026 meeting.

- Resolution No 13 of 2026 Amend Bank Signature Cards- Ms. Kneubehl made a motion to amend the signature cards, seconded by Ms. Osborne. There were no questions or comments. The motion passed with Directors Yohe, Zinn, Osborne, Kneubehl and Tompkins voting in favor.

- Resolution No. 14 of 2026 Amend Credit Cards- Ms. Yohe made a motion to Amend the Credit Cards, seconded by Mr. Zinn. There were no questions or comments. The motion passed with Directors Yohe, Zinn, Osborne, Kneubehl and Tompkins voting in favor.

- Change Orders- Plumbing and Electrical- A motion was made to approve the change order for the electrical by Ms. Kneubehl, seconded by Ms. Yohe. There were no additional comments. The motion passed with Directors Yohe, Zinn, Osborne, Kneubehl and Tompkins voting in favor.

A motion was made to approve the change order for the plumbing by Ms. Kneubehl, seconded by Ms. Osborne. Ms. Kneubehl inquired about what option would be best for payment between borrowing from Capital Funds or investments. Mr. Zinn, Ms. Yohe and Mr. Ketcham discussed the options, with keeping the investments and utilizing the 2027 Capital Funds being the popular opinion. Mr. Tompkins brought up potentially looking into emergency grant funding, however Mr. Ketcham reported that when he investigated it for the fire alarm he discovered they look at the 5-year plan and funds that are already available, even if they are earmarked for other areas. Mr. Ferry inquired about the completion date, which Mr. Ketcham reported was April 2026. Discussion followed regarding the opportunity for this project being now as the equipment is on site and the area is already in disrepair. Mr. Ketcham stated that the monetary short fall will come at the completion date as the contracts are finished up, and that will be when the money from the 2027 Capital Funds will need to be requested. Ms. Kneubehl inquired about the 5-year plan, and if there was an opportunity to revisit it when situations arise such as this. Mr. Ketcham clarified the 5-year plan is done every 5 years, however there is also a yearly plan that works in unison with it. He also reported he is going to be having a

meeting soon with HUD to address questions and concerns. Mr. Tompkins reported the 5-year plan was up for review in April 2024. Mr. Tompkins summarized the conversation, stating the consensus was borrowing against the 2027 Capital Funds, Mr. Zinn and Ms. Yohe agreed and a roll call vote was held. The motion passed with Directors Yohe, Osborne, Kneubehl and Tompkins voting in favor. Mr. Zinn abstained from the vote.

TREASURER'S REPORT – Lists of Bills November 2025

List of November bills were presented in board packets.

Ms. Yohe inquired about an entry to Oil City Housing which appears twice in the register. Ms. Winner reported that there are three units in Oil City and each is charged an administration fee. She will investigate the debt being listed twice in the register. A motion to approve the Financial Statement was made by Ms. Yohe, seconded by Mr. Zinn. The motion passed with Directors Yohe, Zinn and Osborne voting in favor. Directors Tompkins and Kneubehl abstained from the vote.

-Financial Statements- November 2025- Mr. Ketcham read the income statement and estimated deficit. There were no questions or comments. A motion was made to approve the Financial Statement by Mr. Zinn, seconded by Ms. Yohe. The motion passed with Directors Yohe, Zinn, Osborne and Tompkins voting in favor. Director Kneubehl abstained from the vote.

REPORT OF COMMITTEES

There were not any committees to report

NEW BUSINESS

Mr. Tompkins announced there would be a Special Board meeting in the upcoming weeks to address the budget.

COMMUNICATIONS

There were no communications.

ADJOURNMENT

The regular meeting ended and an executive session was held. A motion was made to adjourn the meeting by Ms. Kneubehl, seconded by Ms. Osborne. The motion passed with Directors Yohe, Osborne, Kneubehl and Tompkins voting in favor.

A handwritten signature in blue ink that reads "Marisa J. Yohe". The signature is written in a cursive style with a large initial "M".