

MINUTES – December 30, 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 2:10 p.m., the 30th day of December 2025.

Members Present: Joseph F. Tompkins, Chairman
Cena Kneubehl, Secretary- via phone
Jane A. Osborne

Absent Member: Marcia J. Yohe, Treasurer

Also Present: Jon Ketcham, Acting Executive Director
Jill Chapin, Administrative Assistant
Christopher Ferry, Solicitor

Public Comment

There were no public comments.

Items for deliberation and potential action:

Resolution – Appointment of Jon Ketcham to Executive Director A motion was made to appoint Jon Ketcham to Executive Director by Ms. Kneubehl, seconded by Ms. Osborne. Mr. Tompkins spoke on behalf of the board reporting it has been the consensus that they are pleased with the job Mr. Ketcham has been doing. There were no other questions or comments. The motion passed with Directors Kneubehl, Osborne and Tompkins voting in favor.

Resolution – Approve Jon Ketcham as check signer A motion was made to approve Jon Ketcham as a check signer by Ms. Osborne, seconded by Ms. Kneubehl. There were no questions or comments. The motion passed with Directors Kneubehl, Osborne and Tompkins voting in favor.

Public Housing Operating Budget – Fiscal Year Ending March 31, 2027 Mr. Ketcham presented 3 different scenarios to reduce the deficit through the budget.

Scenario A- Removing the Deputy Executive Director position

Scenario B- Removing the Deputy Executive Director position and raising the occupancy to 93 %

Scenario C- Removing the Deputy Executive Director position, raising the occupancy to 93% and promoting Mr. Lynch to Maintenance Superintendent.

Other cost saving measures were discussed including working with Hagen to eliminate one of the two large copiers and purging a couple of vehicles.

There were no additional questions or concerns regarding the public housing budget.

The Housing Choice Voucher budget was discussed and Mr. Ketcham reported HACM must really watch their budget this year as in 2024 they over leased. Ms. Winner is looking into other funding for VASH and youth vouchers, which could potentially free up more money.

Discussion was held on the importance of revisiting the budget quarterly and having it added to the meeting agendas.

A motion was made to approve the Scenario C budget by Ms. Kneubehl, seconded by Ms. Osborne. Mr. Tompkins inquired where the money will come from to make up the difference, which Mr. Ketcham reported the investments or borrowing from the 2027 capital funds. Ms. Kneubehl reiterated the importance of showing employees their hard work is appreciated and that she is glad Mr. Lynch is getting promoted. The motion passed with Directors Kneubehl, Osborne and Tompkins voting in favor.

Adjournment A motion was made to adjourn the meeting by Ms. Osborne, seconded by Ms. Kneubehl. The motion passed with Directors Kneubehl, Osborne and Tompkins voting in favor.

A handwritten signature in blue ink that reads "Marcia J. Gohr". The signature is written in a cursive style with a large, looped 'G'.