

## **MINUTES – February 11, 2026**

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:03 p.m., the 11th day of February 2026.

Members Present: Joe Tompkins, Chair  
Jane A. Osborne, Secretary  
Stephanie Martin  
Absent Member: Cena M. Kneubehl, Vice Chair

Also Present: Jon Ketcham, Executive Director  
Christopher Ferry, Solicitor  
Barbara Houserman, Resident Initiatives Coordinator  
Kyle Lynch, Assistant Maintenance Inspector  
TommiJo Davenport, Property Manager  
Charlotte M. Mitchell, Property Manager  
Richard Tucker, Section 8 Housing Inspector  
Vanessa Winner- Section 8 Coordinator  
Jill Chapin, Administrative Assistant  
Jackie Cummings- Community Member

### **READING OF MINUTES OF ANNUAL BOARD MEETING JANUARY 14, 2026**

Ms. Osborne moved to approve the January 14 Annual Board meeting minutes, seconded by Ms. Martin. There were no questions or comments regarding the minutes. The motion passed with Directors Osborne, Martin and Tompkins voting in favor.

### **READING OF MINUTES OF REGULAR BOARD MEETING JANUARY 14, 2026**

Ms. Martin made a motion to approve the January 14 meeting minutes, seconded by Ms. Osborne. There were no questions or comments regarding the minutes. The motion passed with Directors Osborne, Martin and Tompkins voting in favor.

### **PUBLIC COMMENT**

Jackie Cummings commented on the recent Water Main break which resulted in all of Meadville to be without water for several hours. She voiced her concern that the Holland Towers residents were not alerted to the water being shut off by the Housing Authority or about the city-wide boil water advisory that followed. Her comment was acknowledged and it was stated that HACM was dealing with the Emergency just as the rest of the City was.

### **RESIDENT COUNCIL REPORTS**

## **MEADVILLE HOUSING RESIDENT COUNCIL /WILLIAM GILL COMMONS RESIDENT COUNCIL**

Ms. Houserman reported that meetings are still going well.

### **REPORT OF EXECUTIVE DIRECTOR**

- Conflict of Interest waiver has been submitted to HUD for review – Mr. Ketcham reported himself and Solicitor Ferry are in the final stages of submitting the public interest waiver, as one of the tenants has lived in the same apartment for 29 years. He reported HUD was on the verge of approving it, however no new Section 8 vouchers with Common Roots as Landlord would be approved moving forward.
- Hagan computer upgrade at Learning Center & Hagan Copier Lease renewal- The computers are up and working in the Learning Center, they are still working on the ability to remote in due to security. There has been a new lease signed for the copier, which includes downsizing one copier, saving over \$3,000 annually.
- Gary Svetz- Mr. Ketcham reported he has been working with Mr. Svetz on utility savings; he has already found \$9,798 in sales and usage from National Fuel that should not have been collected which will be reimbursed to the Housing Authority. The cost of Mr. Svetz’s services is \$3, 875.
- Family and Community Christian Association Day Care Lease Renewal changes- Mr. Ketcham proposed a 12.5% reduction in their rent in their new lease as they provide a service to the tenants, in turn providing a service to the Housing Authority.
- HUD Payment Standards- HUD published their annual payment standards, which we have been charging 110%. Mr. Ketcham explained HUD’s payment standards and proposed charging 100% this year, so that there will not be an increase for the tenants. HUD allows us to charge between 90-110% of the Fair Market Rents.

### **Capital Fund Grant Program**

-Holland Towers Apartment Renovations-Housing-Related Hazards & Lead-based Paint Capital Fund Program Update- Holland Towers Electrical Upgrade- Mr. Ketcham reported on working with Canzian/Johnson & Associates to take the electrical upgrades up to bid. This would utilize the rest of the grant money to update the electrical service in the unfinished portion of the building. If the monies aren’t used, they would need to be returned. It will go to bid once the agreement is approved by the board.

### **Elm/ Morgan and Scattered Sites and Gill Village**

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

Vacant Units Offline Due to Renovations:	December 5	January 5
Vacant Units not offline:	December 7	January 2
Annual Recertifications:	December 7	January 6
Interim Recertifications:	December 4	January 5
Eviction Notices:	December 0	January 1
Notices to Vacate:	December 0	January 0

New Leases: December 0                      January 0  
Housekeeping Inspections: December 0      January 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	December 6	January 6
Vacant Units not offline:	December 6	January
Annual Recertifications:	December 3	January 5
Interim Recertifications:	December 2	January 1
Eviction Notices:	December 0	January 0
Notices to Vacate:	December 0	January 0
New Leases:	December 1	January 0
Housekeeping Inspections:	December 0	January 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom:	December 0	January 0
2-Bedroom:	December 6	January 8
3-Bedroom:	December 1	January 4
4-Bedroom:	December 1	January 1
5-Bedroom:	December 1	January 3

Ms. Davenport explained the lack of available 5-bedroom units, and how she assesses the applications to see if families could go into a 4-bedroom unit, however it depends on the family composition and number of individuals that make up the family. Ms. Martin inquired about any policies in place, which Ms. Davenport and Mr. Tompkins clarified based on age and what is specified in the ACOP book of policies. Discussion about the turnover of units and the process of getting units back online was held, which has been held up due to HUD shutdowns and needed paperwork that has not come through for Dave Gallucci, who was helping with our PIC reports.

### **HOLLAND TOWERS**

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	December 47	January 47
Vacant Units not offline:	December 7	January
Annual Recertifications:	December 4	January 5
Interim Recertifications:	December 0	January 0
Eviction Notices:	December 1	January 0
Notices to Vacate:	December 2	January 1
New Leases:	December 0	January 0



extensive, and there is a regulation preventing renters from purchasing the homes they currently live in. Ms. Martin asked if the long waiting list was due to funding or lack of landlords willing to work with the Section 8 program. Ms. Winner and Mr. Tompkins gave insight into funding being the main component. Mr. Ketcham also gave an explanation on funding.

### **SECTION 8 INSPECTION REPORT**

Mr. Tucker reported the following for January's Section 8 Inspections:

Total Inspections: 32

Units Passed: 15

Units Failed: 12

Inconclusive: 5

Mr. Tompkins gave Ms. Martin a brief explanation of Mr. Tucker's role and Mr. Tucker gave a brief explanation of what the inconclusive inspections mean. There was a discussion on the guidelines which are followed with the failed and inconclusive inspections.

### **APPLICATIONS**

Ms. Chapin reported the following for applications in January:

15 total applications received

1 bedroom-: Online 0 Paper 1

2 bedroom: Online 5 Paper3

3 bedroom: Online 3 Paper 2

4 bedroom: Online 0 Paper 0

5 bedroom: Online 1 Paper 0

### **RESIDENT INITIATIVE PROJECTS REPORTS**

Ms. Houserman reported that on February 16 the children and their parents will be going to the MARC for public skating, and on Monday April 6 they will have the opportunity to go to Plaza Lanes to bowl, fliers will be sent out to residents.

NW Tri County has reached out to Ms. Houserman regarding their summer lunch program, and will be sending her an email, which will be contingent on what their lunch will be. Last year's was not lunch, but more of a snack.

Valentine's Day Art classes will take place both at William Gill and the VFW on February 12 & 13.

Ms. Houserman reported today's Senior Food boxes included 2 pounds of ground beef and she is looking forward to meeting with Ms. Martin regarding the summer lunch food at the Y.

### **ITEMS FOR POTENTIAL DELIBERATION AND ACTION**

-Resolution No. 19 of 2026 – Family and Community Christian Association Day Care Lease Renewal- Mr. Ketcham reported he modified the lease from charging \$400 a month in rent to \$350. Also, the lease states they paid a security deposit; however, Mr. Ketcham cannot find where it was paid. He is moving forward under the assumption it was paid as the lease states. Ms. Martin made a motion to approve Resolution No. 19 of 2026, seconded by Ms. Osborne. There were no questions or

comments regarding the minutes. The motion passed with Directors Osborne, Martin and Tompkins voting in favor.

-Resolution No. 20 of 2026 – Amend Payment Standards – Section 8- Mr. Ketcham reiterated he would like to decrease the payment standard from 110% to 100% so that tenants would not see an increase in their rent this year. Ms. Martin made a motion to approve Resolution No. 20 of 2026, seconded by Ms. Osborne. Mr. Tompkins summarized his understanding of the payment standards to ensure he had a good understanding of it, Mr. Ketcham and Ms. Winner clarified through continued discussion, which also touched on landlords raising rents. The motion passed with Directors Osborne and Martin voting in favor. Director Tompkins abstained from the vote.

-CJA – Owner-Architect Agreement- Mr. Ketcham reiterated that it must be taken out to bid, and we can use the grant money to upgrade the electrical service, or it will be lost, and the upgrades will still need to be completed. Ms. Osborne made a motion to accept the Owner-Architect Agreement, seconded by Ms. Martin. There were no questions or comments. The motion passed with Directors Osborne, Tompkins and Martin voting in favor.

#### **TREASURER’S REPORT – List of Bills January 2026**

The list of January’s bills were presented in board packets. Mr. Ketcham explained the AMPS and other sections of the check register to Ms. Martin, along with the Financial Statements. A motion to approve the register was made by Ms. Osborne, seconded by Ms. Martin. There were no questions or comments. The motion passed with Directors Osborne and Martin voting in favor. Director Tompkins abstained from the vote.

-Financial Statements- January 2026- Mr. Ketcham read the January 2026 Financial Statement, there were no questions or comments. A motion was made to approve the Financial Statement by Ms. Martin, seconded by Ms. Osborne. The motion passed with Directors Osborne, Tompkins and Martin voting in favor.

#### **REPORT OF COMMITTEES**

There were no reports from the committees.

#### **NEW BUSINESS**

There was no new business.

#### **COMMUNICATIONS**

There were no communications.

#### **ADJOURNMENT**

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