

MINUTES – January 14, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:16 p.m., the 14th day of January 2026.

Members Present: Joe Tompkins, Chair
Marcia J. Yohe, Treasurer
Cena M. Kneubehl, Vice Chair
Jane A. Osborne, Secretary- arrived at 2:34 pm

Also Present: Jon Ketcham, Executive Director
Christopher Ferry, Solicitor
Barbara Houserman, Resident Initiatives Coordinator
Kyle Lynch, Maintenance Superintendent
TommiJo Davenport, Property Manager
Charlotte M. Mitchell, Property Manager
Richard Tucker, Section 8 Housing Inspector
Vanessa Winner- Section 8 Coordinator
Jill Chapin, Administrative Assistant
Karen Green, Holland Towers Resident
Karen Fitzsimmons, Holland Tower Resident
Kathleen Dunlap, Holland Towers Resident

READING OF MINUTES OF BOARD MEETING December 10, 2025

Ms. Yohe moved to approve the December 10 meeting minutes, seconded by Ms. Kneubehl. There were no questions or comments regarding the minutes. The motion passed with Directors Yohe, Kneubehl and Tompkins voting in favor.

READING OF MINUTES OF SPECIAL BOARD MEETING December 18, 2025

Ms. Kneubehl made a motion to approve the December 18 meeting minutes, seconded by Ms. Yohe. There were no questions or comments regarding the minutes. The motion passed with Directors Yohe, Kneubehl and Tompkins voting in favor.

READING OF MINUTES OF SPECIAL BOARD MEETING December 30, 2025

Ms. Kneubehl made a motion to approve December 30 meeting minutes, seconded by Ms. Yohe. There were no questions or comments regarding the minutes. The motion passed with Directors Yohe, Kneubehl and Tompkins voting in favor.

PUBLIC COMMENT

Karen Green inquired if the wall for the new transformer and the new transformer are part of the Holland Towers phase one Renovation. Mr. Lynch reported the transformer and wall are

part of phase one, the transformer has been ordered and the wall will be built.

Ms. Green also asked with the old fire alarm system being removed, is the new fire alarm system part of phase one and is there money to complete it. Mr. Ketcham stated that yes there is progress being made and the funds are available to complete the system.

Karen Fitzsimmons inquired if there was a reason there aren't hoods over the new stoves. Mr. Ketcham responded that there has never been any ventilation in place for hoods, and that it was not part of the renovations, which had been approved years ago.

Ms. Green began a conversation to clarify the part the Halo units play in the fire alarm system.

Mr. Ketcham stated they are not part of the Fire Alarm system. Ms. Green asked if they hear everything or only certain things. Mr. Ketcham reported they are not currently being monitored and when they are it will not be invasive. Mr. Ketcham then answered Ms. Fitzsimmons

questions about what they monitor, which was originally to track smoke and if anyone needed emergency help. He explained currently they go to an email and that they are powered through

AI, which learns peoples habits to discern between potential emergencies and normal noises; using loud noises coming from a TV vs. someone calling for help as an example. Mr. Tompkins

recapped the discussion from a previous meeting regarding the Halo units and when it was discovered that the alerts went to email and Mr. Ketcham was getting around 200 emails daily.

Ms. Mitchell is looking into other resources for the tenants to utilize if they are interested and

will make the information available to them. Ms. Kneubehl asked if the Halo units could be

turned off, Mr. Ketcham stated he would look into it as it is not part of the Fire Alarm System.

Kathleen Dunlap praised Mr. Tompkins for the work he is doing and maintenance for assisting her in getting her garbage out with all the snow we have gotten as she is physically unable.

RESIDENT COUNCIL REPORTS

MEADVILLE HOUSING RESIDENT COUNCIL /WILLIAM GILL COMMONS RESIDENT COUNCIL

Ms. Houserman reported that meetings are still going well.

HOLLAND TOWERS RESIDENT COUNCIL

Karen Green reported that she has looked into it and there has not been much interest as individuals reported they can speak up for themselves, and she felt that given the

circumstances everyone may be feeling a little inadequate to fill the roll. She followed up by

stating that once there are more tenants hopefully they can get more interest and start the

Resident Council back up and getting younger individuals involved and utilize Resident Council

to full potential. Mr. Tompkins added that many tenants may not be aware of everything a

Resident Council can do and offered support in education and meeting with residents to answer

questions involving getting Resident Council set back up. Ms. Green suggested the board

arrange a meeting with the residents to discuss Resident Council, Mr. Tompkins encouraged the

tenants to arrange a meeting and invite board members if they wanted as it is their council and

they are in control. Ms. Kneubehl reiterated that it would be best for the tenants to come to

the Board for support as it is their council and spoke to concerns Ms. Green had about personal

differences that had been an issue in the past. Ms. Green stated she would be happy to arrange

a meeting and Mr. Tompkins directed her to reach out to Ms. Houserman and the board for

support.

REPORT OF ACTING EXECUTIVE DIRECTOR

- Hagan computer upgrade at Learning Center- Mr. Ketcham reported Hagan installed the new computers and they are up and running.

Mr. Ketcham spoke with Penny Campbell regarding the position for resident support coordinator and how it was funded through her agency. Ms. Campbell's agency funded the position through the PHARE Act, the application is open September- November and would not be able to be utilized this year.

Capital Fund Grant Program

- Holland Towers Apartment Renovations- Mr. Ketcham reported the fire alarm system is proceeding as planned and that they began re-lining the pipes earlier this week.
- Housing-Related Hazards & Lead-based Paint Capital Fund Program Update- No update

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:	November 4	December 5
Vacant Units not offline:	November	December 2
Annual Recertifications:	November 13	December 7
Interim Recertifications:	November 2	December 4
Eviction Notices:	November:	December 0
Notices to Vacate:	November 0	December 0
New Leases:	November 0	December 0
Housekeeping Inspections:	November 0	December 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	November 7	December 6
Vacant Units not offline:	November	December 6
Annual Recertifications:	November 9	December 3
Interim Recertifications:	November 3	December 2
Eviction Notices:	November 0	December 0
Notices to Vacate:	November 1	December 0
New Leases:	November 4	December 1
Housekeeping Inspections:	November 0	December 0

Ms. Davenport reported on the Family Waiting list:

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

Mr. Tompkins inquired about the vacant units, Mr. Ketcham reported that once they are ready, they will go online. Mr. Lynch reported maintenance completed two apartments, however stated they were short staffed over the holidays, spent a significant amount of time clearing snow and the units they are turning over have had all the previous tenant's items left behind. Mr. Tompkins asked if there was anything the board could do to assist and Mr. Ketcham reported HACM is currently looking to fill a maintenance position. Conversation about the eviction process followed with Ms. Davenport explaining the tenants get a total of 20 days and if they don't leave, they are taken to court, Ms. Davenport also reported many tenants leave without giving notice, in which case she must take them to court as well. Ms. Kneubehl inquired about reaching out to CHAPS to potentially donate abandoned furniture, Ms. Davenport was hesitant due to potential infestations. Ms. Kneubehl suggested reaching out to Community Council to potentially report abandoned apartments.

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	November 49	December 47
Vacant Units not offline:	November	December 7
Annual Recertifications:	November 5	December 4
Interim Recertifications:	November 7	December 0
Eviction Notices:	November 0	December 1
Notices to Vacate:	November 0	December 2
New Leases:	November	December 0
Housekeeping Inspections:	November 0	December 0

Ms. Mitchell reported she has reached out to six companies regarding alternative options for residents in place of the pull cord system and will provide the tenants with the information.

MAINTENANCE REPORT

Mr. Ketcham reported the following for the Maintenance Report:

Number of Work Orders Generated:	Nov. 56	December 79
Outstanding Work Orders:	November 9	December 7
Tenant Work Orders:	November 34	December 67
Management Generated:	November 15	December 8
Vacancy Fix Up Work Orders:	November 7	December 4
Total Number Vacant Units Completed:	Nov. 6	December 2

EXTERMINATION REPORT

Mr. Lynch reported the following for the Extermination Report:

Holland Towers: November: 30 December: 10

Gill Commons: November: 5 December: 2

Mr. Lynch reported there have been some issues with tenant prep and maintenance has gone in to assist those who couldn't physically complete the prep work. Mr. Lynch is tracking the treatments, working with Ehrlich to ensure the "30-day guarantee" is being utilized. Ms. Green asked if individuals who were not allowing the exterminations to occur or not reporting infestations could be held accountable through paying for their own exterminations could be fined. Mr. Ketcham responded that it was not a practical solution due to individuals limited incomes. The difficulty of the situation was addressed and the Resident Services Coordinator position to help with education was brought up and working alongside an attorney to address individual situations as needed. Ms. Green stated it's not only hurting the individuals with untreated infestations, but it is hurting all of the tenants as well.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract: Nov. 169 December 168

Number of Port Ins: November 0 December 1

Number of Port Outs: November 1 December 0

VASH: November 23 December 23

Home Ownership: November 0 December 1

Waiting List: November 330 December: 342

Number of Outstanding Vouchers: Nov. 3 December 2

New Contracts: November 0 December 0

Annual Recertifications: November 9 December 19

Interim Recertifications: November 11 December 3

SECTION 8 INSPECTION REPORT

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

Total Inspections: 38

Units Passed: 21

Units Failed: 13

Inconclusive: 4

Mr. Tucker reported that the ones that are not passing are being passed on from the following month due to scheduling.

APPLICATIONS

Ms. Chapin reported the following for applications in December:

16 total applications received

1 bedroom:- Online 0 Paper 2
2 bedroom: Online 6 Paper 1
3 bedroom: Online 3 Paper 3
4 bedroom: Online 0 Paper 1
5 bedroom: Online 0 Paper 0

RESIDENT INITIATIVE PROJECTS REPORTS

Ms. Houserman reported that the MHRC held their Christmas Party December 29, 2025. 42 children received presents, a raffle was held and kids received a toy of their choice. Pizza and refreshments were served; the pizza was donated from local pizza places. Gill will have their Christmas party on January 19th, 2026. Council was ill and had to reschedule the party, originally it was scheduled for December 29. Free pizza and refreshments will be served. In February children will be heading to the MARC for ice skating, all residents will receive Flyers. The Senior Food boxes which were delivered earlier in the day had butter on them. The kilted kiln will be returning to the VFW and Gill in the future.

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. Mr. Tompkins stated he is glad that it is finally happening and that we are doing what we can to establish standards we must meet. The motion passed with Directors Yohe, Kneubehl, Osborne and Tompkins voting in favor.

TREASURER'S REPORT – List of Bills December 2025

The list of Decembers bills were presented in board packets. A motion to approve the register was made by Ms. Yohe, seconded by Ms. Kneubehl. The motion passed with Directors Yohe, Kneubehl and Osborne voting in favor. Director Tompkins abstained from the vote.

-Financial Statements- December 2025- Mr. Ketcham read the December 2025 Financial Statement, there were no questions or comments. A motion was made to approve the Financial Statement by Ms. Osborne, seconded by Ms. Kneubehl. The motion passed with Directors Yohe, Osborne, Kneubehl and Tompkins voting in favor.

REPORT OF COMMITTEES

Ms. Kneubehl reported that she is working on the bi laws and plans to send them to Solicitor Ferry by next month to review.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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.