

## **MINUTES – March 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 March 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  
Karen Green- Tenant

### **READING OF MINUTES OF REGULAR BOARD MEETING February 11, 2026**

Ms. Martin made a motion to approve the February 11, 2026 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**

There were no public comments.

### **RESIDENT COUNCIL REPORTS & RESIDENT INITIATIVES PLANNING AND ACTIVITIES**

#### **Meadville Housing Resident Council**

#### **Holland Towers Resident Council**

#### **William Gill Commons Resident Council**

Ms. Houserman reported that everything is going well with the Resident Councils. Due to having to leave the meeting early Ms. Houserman also reported on the Resident Initiatives Planning and Activities. She announced that Restore Church has reached out to William Gill residents regarding a family picnic and Easter Egg Hunt on March 29, 2026. They are e-mailing her a flyer and will provide a bus to pick everyone up. Kilted Kiln will be at the VFW on March 14, 2026 from 10:00am-12:00pm. Parents & their children will be painting coffee cups. Flyers will be sent to all sites. Both William Gill & the VFW will hold Easter Parties on Saturday April 4th from 2:00pm-4:00pm.

Flyers will be sent to all sites. Due to the weather being so nice the Meadville Housing Resident Council held an Easter party on Saturday and will have another one on April 4<sup>th</sup> as well. Ashley Langry, a resident at William Gill will be holding wellness stretch classes twice a month in the community room on Tuesdays at 10:00am free of charge. Ms. Martin inquired about the distribution of fliers to tenants and Ms. Houserman stated that at Morgan they are passed out due to it being a smaller site, however Elm and scattered sites are mailed out.

### **REPORT OF EXECUTIVE DIRECTOR**

Mr. Ketcham addressed concerns that have been brought to his attention including access to his phone number. He announced that his phone number is on the website and it is the same phone number he has had since he has been employed here. He also stated that reasonable accommodations are taken on a case-by-case basis, following HUD guidelines and staff cannot discuss individual circumstances to anyone outside of the individuals themselves.

Executive Directors Orientation in Pittsburgh February 27, 2026- Mr. Ketcham reported that he attended a training for new Executive Directors at the Pittsburgh HUD office where he was the only attendee. This opportunity allowed for one on one problem solving and guidance. One of the main issues which was addressed was the PIC report as it has had deficiencies since November of 2024. They referred Mr. Ketcham to Holly Nogay, the Executive Director of the Mercer County Housing Authority for assistance. Ms. Nogay advised the first step should be to pull the Unit Status reports, which when completed showed a high number of discrepancies in tenant's units. A majority of Holland Towers units were not updated as tenants were moved into other units. HUD gave a deadline of April 1, 2026 to have the corrections made to the PIC report, however Mr. Ketcham requested an extension due to the amount of corrections that need to be made. Tammy Brown has agreed to work with Lee Assad from HUD to help get the PIC reports corrected, and once they are Ms. Winner and Ms. Chapin will be trained in how to run them so they can be done in house on a regular basis.

Ms. Mitchell offered to send out an updated staff list to tenants; however, Mr. Ketcham stated the staff and board member information is on the website and is kept current.

### **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 he has been in communication with the architect and Solicitor to fine tune the bid for the electrical upgrades.

### **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:	January 5	February 5
Vacant Units not offline:	January 2	February
Annual Recertifications:	January 6	February 6

Interim Recertifications: January 5    February 2  
Eviction Notices: January 1            February 0  
Notices to Vacate: January 0           February 0  
New Leases: January 0                  February 2  
Housekeeping Inspections: January 0   February 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations: January 6 February 6  
Vacant Units not offline: January 2    February 2  
Annual Recertifications: January 5    February 5  
Interim Recertifications: January 1    February 1  
Eviction Notices: January 0            February 0  
Notices to Vacate: January 0           February 0  
New Leases: January 0                  February 4  
Housekeeping Inspections: January 0   February 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom: January 0                  February 0  
2-Bedroom: January 8                  February 9  
3-Bedroom: January 4                  February 2  
4-Bedroom: January 1                  February 1  
5-Bedroom: January 3                  February 3

Karen Green asked if the units offline for renovations were still off for the same reasons that were given at previous meetings, which Ms. Davenport confirmed. Mr. Tompkins asked about the number of vacant units offline as there was no number listed in the report. Mr. Ketcham reported that number has not changed, and followed up that until the PIC report is corrected we will not be able to put any units online. There was also a discussion about the 6 units which were lost during the Holland Towers renovation due to combining of units for the larger handicapped units. Ms. Davenport addressed Mr. Tompkins' question regarding the vacant units which have not been filled, reporting she has had individuals turn down units at Gill which are then placed back on the list per HUD guidelines. There was discussion on the five-bedroom waitlist as on the report it shows no applicants on the waiting list, which is not accurate. Mr. Ketcham reported that the one bedroom which is offline due to Fentanyl being present is being addressed through the insurance company and further testing is scheduled to proceed so it can be fully remediated and put back online.

## **HOLLAND TOWERS**

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations: January 47    February 47

Vacant Units not offline: January        February

Annual Recertifications: January 5    February 5

Interim Recertifications: January 0    February 0

Eviction Notices: January 0            February 0

Notices to Vacate: January 1            February 0

New Leases: January 0                    February 0

Housekeeping Inspections: January 0    February 1

Holland Towers Wait List:    January 40    February 40

Karen Green asked when the new units would be moved into. Ms. Mitchell reported that once the PIC report is corrected and the units are cleaned up and suitable, individuals will be moved into them. Mr. Ketcham spoke briefly about individuals being relocated temporarily for the electrical upgrades and addressed another concern about being unable to keep promises made by the previous executive director but doing what we can to work with tenants for the best possible outcomes.

## **MAINTENANCE REPORT**

Mr. Ketcham reported the following for the Maintenance Report:

Number of Work Orders Generated: Jan.72        February 92

Outstanding Work Orders: Jan. 4                    February 7

Tenant Work Orders: Jan. 62                        February 70

Management Generated: Jan. 6                    February 7

Vacancy Fix Up Work Orders: Jan. 4                February 6

Total Number Vacant Units Completed: Jan. 4    February 6

There were no questions or comments.

## **EXTERMINATION REPORT**

Mr. Lynch reported the following for the Extermination Report:

Holland Towers: January 2    February 3

Gill Commons: January 2    February 1

Mr. Lynch and Mr. Tompkins commented on the progress that has been made with the exterminations.

## **SECTION 8 HOUSING CHOICE VOUCHER REPORT**

Ms. Winner reported the following for Section 8:

Total Units in Contract: Jan. 168        February 166

Number of Port Ins: Jan. 0	February 0
Number of Port Outs: Jan. 1	February 0
VASH: Jan. 22	February 22
Home Ownership: Jan. 1	February 1
Waiting List: December: Jan. 339	February 333
Number of Outstanding Vouchers: Jan. 2	February 3
New Contracts: Jan. 1	February 2
Annual Recertifications: Jan. 15	February 16
Interim Recertifications: Jan. 7	February 7

Mr. Tompkins asked about project-based section 8 in the area. Ms. Winner clarified that Fairview/Fairmont and Forest Green work directly with HUD and that HACM does not have anything to do with them, nor do those tenants have Section 8 vouchers that can be ported out.

### **SECTION 8 INSPECTION REPORT**

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

Total Inspections: 30

Units Passed: 13

Units Failed: 13

Inconclusive: 4

There were no questions or comments.

### **APPLICATIONS**

Ms. Chapin was unable to provide a full report as the numbers did not update in the report. She stated there were around 17 applications, which were mostly paper and that the numbers would be accurate in the minutes. (Below is accurate)

15 total applications received

1 bedroom-: Online 0 Paper 3

2 bedroom: Online 2 Paper3

3 bedroom: Online 0 Paper 3

4 bedroom: Online 0 Paper 3

5 bedroom: Online 0 Paper 1

6 There were no questions or comments.

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

-Resolution No. 21 of 2026 -Write Off Collection Losses – 33-1

-Resolution No. 22 of 2026 -Write Off Collection Losses – 33-2

-Resolution No. 23 of 2026 – Write Off Collection Losses – 33-3

Mr. Ketcham explained the resolutions as being bad debts against the properties. Mr. Tompkins asked for a motion for all three resolutions after ensuring it was ok to do so through Solicitor Ferry. A motion to pass all three resolutions was made by Ms. Martin, seconded by Ms. Osborne. Mr. Tompkins and Mr. Ketcham discussed the Collection losses as amounts owed to HACM, which are not sent to collections due to the cost associated with collections, however individuals are not able to obtain subsidized housing nationwide until the debt is paid. The motion passed with Directors

Osborne, Tompkins and Martin voting in favor. Mr. Ferry clarified that filing for collections is not cost effective and individuals are difficult to locate. Mr. Ketcham added that many individuals leave everything behind, including a motorcycle recently, reiterating many individuals have limited assets.

### **TREASURER'S REPORT – List of Bills February 2026**

The list of February's bills were presented in the board packets. Mr. Ketcham highlighted any atypical charges in different colors, such as the fee to have a tree removed from a house and flood insurance. A motion to approve the register was made by Ms. Martin, seconded by Ms. Osborne. 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- February 2026- Mr. Ketcham read the February 2026 Financial Statement. He reported the Income statement shows a loss, however the insurance will go onto the next fiscal year. 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 was discussion regarding community resources and the eviction for non-payment process.

### **ADJOURNMENT**

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