

MINUTES – April 8, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:05 p.m., the 8th day of April 2026.

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

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
Karen Green- Tenant
Alta Webber- Tenant
Mike Crowley- Meadville Tribune

READING OF MINUTES OF REGULAR BOARD MEETING March 11, 2026

Dr. Martin made a motion to approve the February 11, 2026 meeting minutes, seconded by Ms. Osborne. Ms. Kneubehl pointed out Mr. Tompkins name was misspelled in several places throughout the minutes, Ms. Chapin will make the corrections. The motion passed with Directors Osborne, Martin, Kneubehl, Meeker 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.

REPORT OF EXECUTIVE DIRECTOR

– Heinz Endowment/Stout Assessment; Sprague Energy; the insurances; cell phones; Hearing

Officer- Mr. Ketcham reported HACM was granted the Heinz endowment grant which will be utilized for the Stout Assessment. Stout will be doing a sitewide assessment of the overall health of the housing authority. Mr. Ketcham stated he and Mr. Tompkins met with them last Friday and while the process will be very extensive the feedback it will give will be beneficial. Mr. Ketcham explained that in the delivery of natural gas National Fuel is paid for the gas and Sprague Energy is paid its delivery. In past years we have had a contract with Svetz Consulting, who locks in a contract rate, however that contract was dropped previously and will begin again April 1, 2026. Due to the extreme temperatures for two months this winter and other factors, the price of natural gas increased while HACM was not under contract, and we were hit with a catch-up bill in February for approximately \$50,000. The typical cost of 10 months from Sprague Energy is \$50,000.

Mr. Ketcham reported insurance is paid annually which is more cost effective than paying in installments. Last month flood and cyber insurance was paid, and this month insurances were paid for property, casualty, and some miscellaneous options in the amount of \$197,000 and \$35,000 which will skew the financials for the next few months.

The First Net contract for cell phones was looked at and was taken down from 18 phones and 6 tablets at a cost of over \$1,000 month to 9 phones and 1 tablet, which will be a significant savings.

Mr. Ketcham announced Ms. Chapin is currently taking a training to become the new Hearing Officer and explained what the Hearing Officer's roll entails. Mr. Ketcham was the previous Hearing officer, however due to his position as Executive Director he is no longer able to stay in that role.

Mr. Ketcham announced Mr. Lynch is officially the Maintenance Superintendent as of April 1, 2026.

Mr. Ketcham spoke briefly on the Stout contract, which will be an actionable item and requested that next month the check signers be revisited as some individuals are still listed who are no longer on the board.

Mr. Tompkins explained that Stout is an independent agency and they will be coming in to conduct a survey, an examination and assessment of the entire housing authority. They will be talking to staff and tenants and want to hear from as many tenants as possible. Stout has experience working with other housing authorities, including the New York City and Pittsburgh Housing Authorities.

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 the projected complete date for Holland Towers phase one has been extended to June 15. The half of the building that has not been renovated will be undergoing electrical upgrades so that the electric stoves can be installed, which will begin this fall. Ms. Green asked if the electrical upgrades can be done at the same time as the fire alarms. Mr. Ketcham explained that while the same contractor who is doing the electrical work in phase one will be doing the fire alarms as well,

the other electrical upgrades need to go out to bid as it is a separate project. Mr. Ketcham reported that tenants will be moved across the hall for approximately two months as the units are rewired, they work from stack to stack. The electrical panels need to be removed from behind the stoves and will be closer to the bathrooms. Mr. Lynch verified that the red sockets can be used at all times and they are run off of the generator as needed.

Alta Webber asked why the gas stoves were being replaced and Mr. Ketcham stated it was a nationwide push from HUD due to the risk of Carbon Monoxide.

Dr. Martin inquired about the finalization of the fire alarm system, Mr. Ketcham reported it should be completed around June with the completion of phase one and the fire watch personnel have been kept up to date on the progress.

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:	February 5	March
Vacant Units not offline:	February	March
Annual Recertifications:	February 6	March 7
Interim Recertifications:	February 2	March 4
Eviction Notices:	February 0	March 3
Notices to Vacate:	February 0	March 1
New Leases:	February 2	March 2
Housekeeping Inspections:	February 0	March 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	February 6	March
Vacant Units not offline:	February	March
Annual Recertifications:	February 5	March 8
Interim Recertifications:	February 1	March 2
Eviction Notices:	February 0	March 2
Notices to Vacate:	February 0	March 0
New Leases:	February 4	March 0
Housekeeping Inspections:	February 0	March 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom:	February 0	March 1
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2-Bedroom:	February 9	March 7
3-Bedroom:	February 2	March 2
4-Bedroom:	February 1	March 2
5-Bedroom:	February 3	March 2

Mr. Tompkins inquired about the 1 person on the 1 bedroom waitlist. Ms. Davenport reported Ms. Chapin would have more knowledge of the waitlist. Mr. Ketcham and Ms. Mitchell reported that there are 40 applicants on the Holland Towers waitlist, who have been on the list prior to the closing of the lists in 2021. Mr. Tompkins and Mr. Ketcham gave a brief explanation of the one bedroom and Holland Towers waitlists being closed. Mr. Ketcham explained that there are roughly 11 one-bedroom Family Site apartments and the turnover is very slow, leaving individuals waiting 5 to 8 years to get housed.

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	February 47	March 47
Vacant Units not offline:	February	March
Annual Recertifications:	February 5	March 7
Interim Recertifications:	February 0	March 0
Eviction Notices:	February 0	March 0
Notices to Vacate:	February 0	March 0
New Leases:	February 0	March 0
Housekeeping Inspections:	February 1	March 0
Holland Towers Wait List:	February 40	March 40

There were no questions or comments.

MAINTENANCE REPORT

Mr. Ketcham reported the following for the Maintenance Report:

Number of Work Orders Generated:	February 93	March 120
Outstanding Work Orders:	February 7	March 21
Tenant Work Orders:	February 70	March 85
Management Generated:	February 7	March 5
Vacancy Fix Up Work Orders:	February 6	March 2
Total Number Vacant Units Completed:	February 6	March 6

There were no questions or comments.

EXTERMINATION REPORT

Mr. Lynch reported the following for the Extermination Report:

Holland Towers:	February 3	March 3
Gill Commons:	February 1	March 2

Mr. Lynch reported next week the 3 units at Holland Towers will be reinspected to see if

additional treatment will be required and has talked to the staff exterminator about doing quarterly inspections for those units and treating as needed. Mr. Lynch confirmed with Mr. Tompkins it is the same 3 units from last month that are still struggling with infestations.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract: February 166	March 166
Number of Port Ins: February 0	March 1
Number of Port Outs: February 0	March 0
VASH: February 22	March 24
Home Ownership: February 1	March 1
Waiting List: December: February 333	March 322
Number of Outstanding Vouchers: February 3	March 2
New Contracts: February 2	March 0
Annual Recertifications: February 16	March 5
Interim Recertifications: February 7	March 6

Mr. Tompkins and Ms. Kneubehl reported they have been getting positive feedback from section 8 tenants regarding the job Ms. Winner has been doing.

SECTION 8 INSPECTION REPORT

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

Total Inspections: 31

Units Passed: 13

Units Failed: 12

Inconclusive: 6

There were no questions or comments.

APPLICATIONS

Mr. Ketcham reported the following for March's applications:

23 total applications received

1 bedroom-: Online 1 Paper 6

2 bedroom: Online 6 Paper 2

3 bedroom: Online 5 Paper 1

4 bedroom: Online 2 Paper 0

5 Bedroom: Online 0 Paper 0

Resident Initiatives Projects Reports

Ms. Houserman reported the following for March's Resident Initiatives Projects Reports:

Easter parties were held at Gill and the VFW at Morgan Village. This year not only did children ages 2 and up receive candy, but they also won prizes for the Easter Egg hunt and had pizza from several vendors.

Andrea Alsworth from Restore Church will be a guest speaker at William Gill Commons at their May Resident Council meeting, she will talk about all of the services that Restore Church offers.

William Gill Council and the MHRC will host an Earth Day event to beautify their neighborhoods by picking up trash. Children and adults who bring 3 garbage bags to the community center will win a prize.

Both William Gill and the MHRC will have an election for alternates only in June. Election notices will be mailed to all residents.

There were no questions or comments.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

-Stout Agreement- A motion to ratify the execution of the Stout Agreement was made by Ms. Kneubehl, seconded by Dr. Martin. Dr. Martin stated that historically once studies like this are done the feedback is not always taken in a manner that constitutes change, but excused away. She suggested trauma training for the board and staff, offering to arrange it to help take the feedback with grace and acceptance. Stout will present the findings to the board, and it was discussed that may be a good time to incorporate the training. There was discussion about trainings and work sessions regarding guidelines in the Sunshine Act. The motion passed with Directors Osborne, Kneubehl, Meeker, Tompkins and Martin voting in favor.

TREASURER'S REPORT – List of Bills March 2026

The list of March's bills was presented in the board packets. Mr. Ketcham highlighted the atypical charges including Horizon Information System's annual software fee of \$7,935 and Westguard Insurance for \$16,755. Dr. Martin inquired about the insurances, including flood insurance, which Mr. Ketcham reported HUD requires. A motion was made to approve the check register by Ms. Kneubehl, seconded by Ms. Osborne. The motion passed with Directors Kneubehl, Martin, Meeker and Osborne voting in favor. Director Tompkins abstained from the vote.

-Financial Statements- March 2026- Mr. Ketcham read the March 2026 Financial Statement. He reported the Income statement shows a loss, as it has the past two years and will take some time to show improvements. A motion was made to approve the Financial Statement by Ms. Kneubehl, seconded by Dr. Martin. The motion passed with Directors Osborne, Meeker, Martin, Tompkins and Kneubehl voting in favor.

REPORT OF COMMITTEES

There were no reports from the committees.

NEW BUSINESS

Dr. Martin and Ms. Houserman discussed Restore Church and the programs available for the kids. Dr. Martin suggested New Beginnings as a good resource for families as well.

Ms. Green suggested Active Aging as an alternative to hiring additional staff to help tenants in need, including the waiver program, meals and many other programs. Mr. Tompkins stated individuals need to reach out to outside agencies independently and that the board and staff would be happy to help facilitate connections if asked by individuals. Ms. Mitchell will add local agencies and services they offer to the mailers that go out to the tenants.

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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

A handwritten signature in blue ink, consisting of a large, stylized initial 'M' followed by a series of loops and a final flourish.

