

MINUTES – May 13, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:07 p.m., the 13th day of May 2026.

Members Present: Joe Tompkins- Chair
Cena M. Kneubehl- Vice Chair (Arrived at 2:14 pm)
Jane A. Osborne- Secretary
Dr. Stephanie Martin
Jessica Meeker

Also Present: Jon Ketcham- Executive Director
Christopher Ferry- Solicitor
Barbara Houserma- Resident Initiatives Coordinator
Kyle Lynch- Maintenance Superintendent
TommiJo Davenport- Property Manager
Vanessa Winner- Section 8 Coordinator
Karen Green- Tenant
Chris Debose-Tenant

READING OF MINUTES OF REGULAR BOARD MEETING April 8, 2026

Dr. Martin made a motion to approve the April 8, 2026, meeting minutes, seconded by Ms. Osborne. The motion passed with Directors Osborne, Martin, Meeker and Tompkins voting in favor. There were no additional comments or questions.

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. Houserma reported that everything is going good with the Resident Councils.

REPORT OF EXECUTIVE DIRECTOR

– Mr. Ketcham reported that the Stout Assessment is in full swing. Thus far they have looked at the Administrative Plan for the Section 8 program and the ACOP plan for the Public Housing program. They were compared with the Nan McKay boiler plate setup, which was recently re-subscribed to and Stout made recommendations on both plans to get them updated as they have not been looked at in quite a few years. Mr. Ketcham stated that he is happy with what he

has seen so far.

The new cell phone contract is a 56% savings at just over \$400.00 a month.

Mr. Ketcham announced that Ms. Chapin completed and passed the Hearing Officer Training and is the new Hearing Officer.

Mr. Ketcham discussed items that will be brought up for deliberation, including a Holland Towers General Contractor Change Order and 320 Walker Drive. Mr. Ketcham explained Change Order #12 is double the amount of Change Order #4 from March of 2024 as there are 36 units being renovated as opposed to the 18 units completed in March of 2024. Mr. Ketcham then reported that over the winter pipes froze at 320 Walker Drive, causing extensive water damage. An insurance claim was filed, and Zehr's was brought in for mitigation. The initial cost was \$107,000, however the Insurance Company negotiated the cost down to \$93,000. The Housing Authority's deductible is \$5,000. Mr. Ketcham is asking for the payment to be ratified as it was an emergency situation. Ms. Kneubehl arrived at the meeting. Mr. Ketcham also reported that he will be requesting that the one bedroom wait list be opened for Family Sites, explaining that does not mean that there are one-bedroom units available, however it will allow the Housing Authority to over house individuals. Mr. Ketcham then reported he will be asking to get all five board members on as check signers.

He closed by announcing that the fee accountants were in the office this week to help close out the books and prepare for the upcoming year and they reported the books are in really good shape.

Capital Fund Grant Program

-Mr. Ketcham reported the following for the Holland Towers Apartment Renovations- Housing-Related Hazards & Lead-based Paint Capital Fund Program Update- Holland Towers Electrical Upgrade:

Phase one of the Holland Towers Apartment Renovations is still on track for the June 15 completion date; the Fire Alarms will be completed by that date as well. The Electrical Upgrade will be going out to bid by the end of May and numbers should be in for July's Board Meeting. The Housing Authority must be under contract before September for the Grant Funding to be used. The Electrical Upgrade will take time, and tenants are expected to be moved out of their units for about two months. Mr. Tompkins reiterated the Family 1 bedroom waitlist is opening, however the Holland Towers Waitlist is not open. Mr. Ketcham explained it is not ready to open yet as current tenants need units to move into during the upgrade. There are currently 49 applicants on the Holland Towers Waitlist, but some applicants should be able to lease up in June when Phase 1 is complete.

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: March April

Vacant Units not offline: March April

Annual Recertifications: March 7 April 6

Interim Recertifications: March 4 April 3
Eviction Notices: March 3 April 0
Notices to Vacate: March 1 April 0
New Leases: March 2 April 0
Housekeeping Inspections: March 0 April 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations: March April
Vacant Units not offline: March April
Annual Recertifications: March 8 April 4
Interim Recertifications: March 2 April 6
Eviction Notices: March 2 April 0
Notices to Vacate: March 0 April 0
New Leases: March 0 April 3
Housekeeping Inspections: March 0 April 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom: March 1 April 1
2-Bedroom: March 7 April 5
3-Bedroom: March 2 April 3
4-Bedroom: March 2 April 2
5-Bedroom: March 2 April 1

There were no questions or comments.

HOLLAND TOWERS

Mr. Ketcham reported the following for Holland Towers:

Vacant Units Offline Due to Renovations: March 47 April 47
Vacant Units not offline: March April
Annual Recertifications: March 7 April 7
Interim Recertifications: March 0 April 2
Eviction Notices: March 0 April 0
Notices to Vacate: March 0 April 0
New Leases: March 0 April 0
Housekeeping Inspections: March 0 April 1

Holland Towers Wait List: March 40 April 36

Mr. Ketcham reported Ms. Mitchell was currently training with Lee Asad from HUD on how to best update tenants in the system so that they are reported as being in the correct unit, as none of the moves were reported in the system when the renovations began. He then explained that PIC reports for Section 8 and Public Housing are important for SEMAP scoring. Ms. Brown is working with HUD and Horizon to correct the Housing Authorities PIC reports, which show vacancies and who are in what units. There were no questions or comments.

MAINTENANCE REPORT

Mr. Ketcham reported the following for the Maintenance Report:

Number of Work Orders Generated:	March 120	April 88
Outstanding Work Orders:	March 21	April 5
Tenant Work Orders:	March 85	April 78
Management Generated:	March 5	April 10
Vacancy Fix Up Work Orders:	March 2	April
Total Number Vacant Units Completed:	March 6	April 2

Mr. Lynch reported there were 3 units completed in April, and that the number is down due to getting lawn mowers ready for the summer and mowing. Mr. Tompkins asked how many vacant units still need to be turned over, Mr. Lynch responded that there are under 20, with 5 potentially being added to the list soon.

EXTERMINATION REPORT

Mr. Lynch reported the following for April's Extermination Report:

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

Mr. Lynch reported that on May 5 all Holland Towers units were inspected, and 9 units were found to have infestations. Erlich was contacted and they have already had their first treatment. Mr. Tompkins asked what is being done preventatively. Mr. Lynch responded that Mr. Craft and himself are putting out traps and inspecting units quarterly. Mr. Ketcham added that none of the infestations had been reported and Mr. Lynch added the infested units are spread throughout the building and not cases that have come from neighboring units. Ms. Green inquired about the use of Diatomaceous Earth. Mr. Lynch cautioned against it as it can cause harm to the respiration system, and Mr. Ketcham stated it is best used in areas with little ventilation, such as in between walls. Mr. Tompkins encouraged Ms. Green to spread the word to other tenants to report infestations as soon as they are noticed.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract:	March 166	April 164
Number of Port Ins:	March 1	April 0

Number of Port Outs:	March 0	April 0
VASH:	March 24	April 23
Home Ownership:	March 1	April 1
Waiting List:	December: March 322	April 193
Number of Outstanding Vouchers:	March 2	April 0
New Contracts:	March 0	April 1
Annual Recertifications:	March 5	April 15
Interim Recertifications:	March 6	April 7

Dr. Martin inquired about the decrease in numbers and Ms. Winner explained that 2 vouchers were no longer needed, and that she has been reaching out to applicants with 10-day letters for information missing from applications and purging the list of applicants that do not respond. Mr. Tompkins gave background on purging the list. There were no additional questions or comments.

SECTION 8 INSPECTION REPORT

Ms. Winner reported the following for April's Section 8 Inspections:

Total Inspections: 21

Units Passed: 10

Units Failed: 7

Inconclusive: 4

There were no questions or comments.

APPLICATIONS

Ms. Chapin reported the following for April's applications:

10 total applications received

1 bedroom-: Online 0 Paper 1

2 bedroom: Online 2 Paper 1

3 bedroom: Online 4 Paper 0

4 bedroom: Online 0 Paper 0

5 Bedroom: Online 0 Paper 2

Mr. Tompkins inquired about the paper application process, Ms. Chapin and Ms. Winner explained how individuals can drop them off or mail them and applicants can get paper applications via mail, stopping by the office, email or CHAPS.

Resident Initiatives Projects Reports

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

Ms. Houserman is presently looking into the Kamin Sports Center 360 in Pittsburgh, PA. They offer education on how athletes train. They also have laser shows, a Planetarium and the Rango's Theatre.

Angela Carloni contacted Ms. Houserman via Dr. Martin about the Summer Lunch Food Program for both William Gill and Morgan Village. Breakfast and Dinner meals would be given to the Resident Councils between 4:30pm & 5:30 pm for the next day. Ms. Carloni will contact Ms. Houserman when the program is up and running in June. The YMCA will come to both Gill & the VFW to conduct an inspection before meals are distributed.

Andrea Aylsworth from Restore Church was a guest speaker at the William Gill Resident Council meeting on May 4th and spoke about the many services the Church offers, including a bus which they are willing to transport residents locally, such as Pat Crawford Beach. They have a fee, however, report it is less than CATA.

Ms. Houserman asked the Board to approve the following MOU's: William Gill Resident Council & the Meadville Housing Resident Council to receive \$1,000 from the Housing Authority.

Ms. Houserman reported that Gill has \$2,500 from units occupied and offline and the Meadville Housing Resident Council has \$2,875 from units occupied and offline. Mr. Tompkins pointed out there were no MOU's in the Board Packet and asked what the money would be used for. Ms. Houserman reported it would be for their field trips and activities. Discussion followed regarding the Resident Council's budgets, which Ms. Houserman reported she has copies of in the office. Mr. Ketcham explained how the MOU works with HUD's funding, which is \$25 per unit. There was additional discussion regarding clarification of the funding as Ms. Houserman is requesting additional money from the Housing Authority above the MOU funding. Mr. Tompkins requested Ms. Houserman provide an itemized budget to the board, including the funds the Resident Councils already have. Ms. Kneubehl requested clarification on the MOU funding and inquired if the activities are available for all of the residents. Discussion followed about the activities being announced through fliers and distributed to all residents. Mr. Ferry clarified that with the MOUs the Resident Councils present their budgets to Mr. Ketcham who then approves or denies the money and the Board of Directors is not involved. Ms. Green asked for further clarification based on what she has read about the MOU's and the increased interest from Holland Towers residents in starting their Resident Council back up. There was discussion on the prior Resident Council and bank accounts and steps that can be taken to bring it to fruition. Ms. Green and Mr. Debose brought bank documents from the previous Resident Council they found in the laundry room and gave them to Mr. Ketcham.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

-Resolution No. 1 of 2027-open 1BR PHA Family Sites Wait List- A motion was made to approve Resolution No.1 of 2027 by Ms. Kneubehl, seconded by Ms. Osborne. The motion passed with Directors Osborne, Kneubehl, Meeker, Tompkins and Martin voting in favor. There were no questions or comments.

- Resolution No. 2 of 2027-Amend Bank Signature Cards- A motion was made to approve Resolution No.2 of 2027 by Ms. Kneubehl, seconded by Dr. Martin. The motion passed with Directors Osborne, Kneubehl, Meeker, Tompkins and Martin voting in favor. Mr. Ketcham reported he has the paperwork and instructions for each board member. There were no additional questions or comments.

- General Contractor Change Order #12- A motion was made to approve the General Contractor Change Order #12 by Dr. Martin, seconded by Ms. Kneubehl. The motion passed with Directors Osborne, Kneubehl, Meeker, Tompkins and Martin voting in favor. There were no additional questions or comments.

-320 Walker Drive- A motion was made to approve the ratification of 320 Walker Drive by Ms. Kneubehl, seconded by Ms. Meeker. The motion passed with Directors Osborne, Kneubehl, Meeker, Tompkins and Martin voting in favor. There were no additional questions or comments.

TREASURER'S REPORT – List of Bills March 2026

The list of April's bills was presented in the board packets. Mr. Ketcham highlighted the atypical charges including Insurance, Pilot Program for the City and Sprague Energy. A motion was made to approve the check register by Ms. Kneubehl, seconded by Dr. Martin. The motion passed with Directors Kneubehl, Martin, Meeker and Osborne voting in favor. Director Tompkins abstained from the vote. There were no additional questions or comments.

-Financial Statements- April 2026- Mr. Ketcham read the April 2026 Financial Statement. He reported the Income statement shows a loss; however, it gets divided by 12 and will balance out over the next few months. 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. Ms. Meeker inquired why the Annual Budget on the report says zero, Mr. Ketcham reported it is due to not having the budget to put into the software, which is a significant process which he will get to at some point, and gave background on HUD's proration factor process and how it is much lower than previous years.

REPORT OF COMMITTEES

-Ms. Kneubehl asked if a new bi-law committee could be formed as her and Ms. Osborne's schedules have not allowed time to work on them. Discussion was held and Mr. Ferry clarified Mr. Tompkins has the latitude to do what he sees fit with committees, Dr. Martin offered to help her.

NEW BUSINESS

Ms. Kneubehl reported that a tenant approached her regarding another tenants animals and asked if Animal Control could be called and for guidance on what could be done. Ms. Kneubehl stated she had directed the tenant to reach out to the Property Manager, followed by the Executive Director and Animal Control if needed. Mr. Ketcham agreed that she had given the right advice.

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.