

MINUTES – June 10, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:00 pm, the 10th day of June 2026.

Members Present: Joe Tompkins- Chair
Jane A. Osborne- Secretary
Dr. 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
Vanessa Winner- Section 8 Coordinator
Rich Tucker- Section 8 Housing Inspector
Charlotte Mitchell- Property Manager
Lisbet Searle-White- Green Building Alliance/Resilient Meadville
Jackie Commins- Community Member

READING OF MINUTES OF REGULAR BOARD MEETING May 8, 2026

Dr. Martin made a motion to approve the May 13, 2026, meeting minutes, seconded by Ms. Meeker. The motion passed with Directors Osborne, Martin, Meeker and Tompkins voting in favor. There were no additional comments or questions.

PUBLIC COMMENT

Lisbet Searle-White from the Green Building Alliance/ Resilient Meadville program announced that she is available the first and third Fridays of each month at the Meadville Public Library to discuss utility bills between noon and 1 pm. Ms. Searle-White also announced there will be a free energy efficiency 101 training on June 23, 2026 from 10 am- 12 pm at Alleghany College.

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 good with the Resident Councils.

REPORT OF EXECUTIVE DIRECTOR

– Mr. Ketcham reported the Stout Assessment is in full swing and they are currently going door

to door canvassing and asking tenants to complete surveys. There will also be two meet and greets, July 7th at Holland Towers and July 8th at William Gill Commons, both with free food from the Whole Darn Thing. The surveys are designed to get honest feedback from tenants about what they like and dislike so that the Housing Authority can work towards improving the lives of everybody. Stout will also be reaching out to employees and other organizations in the community for feedback in the near future.

-Mr. Ketcham reminded the board that paperwork needs to be completed for the signers at Northwest Savings Bank, Marquette, Mercer County State Bank and First National Bank, providing information on what branches had the Housing Authorities paperwork.

- Mr. Ketcham reported that 3 of the maintenance staff, Mr. Lynch, Mr. Loze and Mr. Griffin attended a Split Units training in Kentucky under the advisement of the Architect so that the new Holland Towers Units can be serviced in house. Mr. Lynch reported it was a valuable training.

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: The latest contractors meeting was cancelled, however through email the contractor stated that the renovations and fire alarm system should be completed within the next two to three weeks. The bid solicitation for the Electrical upgrade was posted on May 29th in the Meadville Tribune and another publication by the Architect, the bid opening is slotted for June 26. Mr. Ketcham went on to explain the bid process and HUDs role in choosing the most responsible option.

Mr. Tompkins spoke on the Stout Assessment and the importance of providing honest feedback. Jackie Commins asked if former tenants could provide input, to which Mr. Tompkins reported that recent former tenants were welcome to participate.

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:	April	May
Vacant Units not offline:	April	May
Annual Recertifications:	April 6	May 8
Interim Recertifications:	April 3	May 2
Eviction Notices:	April 0	May 0
Notices to Vacate:	April 0	May 0
New Leases:	April 0	May 1
Housekeeping Inspections:	April 0	May 0

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	April	May
Vacant Units not offline:	April	May
Annual Recertifications:	April 4	May 5
Interim Recertifications:	April 6	May 1
Eviction Notices:	April 0	May 0
Notices to Vacate:	April 0	May 0
New Leases:	April 3	May 1
Housekeeping Inspections:	April 0	May 0

Ms. Davenport reported on the Family Waiting list:

1-Bedroom:	April 1	May 0
2-Bedroom:	April 5	May 4 H/C
3-Bedroom:	April 3	May 3
4-Bedroom:	April 2	May 3
5-Bedroom:	April 1	May 1

Mr. Tompkins inquired about the one bedroom wait list, which was recently opened. Mr. Ketcham reviewed the one-bedroom applications which have been received and are currently being processed. Mr. Ketcham and Mr. Tompkins discussed over-housing individuals as needed with the lack of one bedroom units.

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	April 47	May 47
Vacant Units not offline:	April	May
Annual Recertifications:	April 7	May 6
Interim Recertifications:	April 2	May 1
Eviction Notices:	April 0	May 0
Notices to Vacate:	April 0	May 0
New Leases:	April 0	May 0
Housekeeping Inspections:	April 1	May 10
Holland Towers Wait List:	April 36	May 31

Mr. Tompkin's inquired about the housekeeping inspections, Ms. Mitchell reported that 9 of the 10 units passed. Agencies were contacted to see if any services were available to assist the individual that did not pass and another tenant graciously stepped up to assist. Ms. Mitchell reported that the housekeeping inspections are going well.

MAINTENANCE REPORT

Mr. Lynch reported the following for the Maintenance Report:

Number of Work Orders Generated:	April 88	May 96
Outstanding Work Orders:	April 5	May 14
Tenant Work Orders:	April 78	May 61
Management Generated:	April 10	May 34
Vacancy Fix Up Work Orders:	April	May 1
Total Number Vacant Units Completed:	April 3	May 3

Mr. Tompkins asked what could be done to speed up the process of getting more units completed, bringing up more manpower. Mr. Lynch stated they were down to 14 or 15 units; however, they just got 4 more. Mr. Lynch reported that since mowing has started turning units over has slowed down, and the units that were recently vacated were full of the past tenants' belongings which adds significant manhours. Mr. Tompkins praised the job that the maintenance team has been doing.

EXTERMINATION REPORT

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

Holland Towers:	April 1	May 9
Gill Commons:	April 2	May 0

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract:	April 164	May 162
Number of Port Ins:	April 0	May 0
Number of Port Outs:	April 1	May 0
VASH:	April 23	May 22
Home Ownership:	April 1	May 1
Waiting List: December:	April 193	May 194
Number of Outstanding Vouchers:	April 0	May 0
New Contracts:	April 1	May 0
Annual Recertifications:	April 15	May 8
Interim Recertifications:	April 7	May 0

There has been no increase in the Section 8 funding.

SECTION 8 INSPECTION REPORT

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

Total Inspections: 21
Units Passed: 11
Units Failed: 6
Inconclusive: 4

There were no questions or comments.

APPLICATIONS

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

19 total applications received

1 bedroom-: Paper 5 Online 3

2 bedroom: Paper 4 Online 3

3 bedroom: Paper 1 Online 2

4 Bedroom: Paper 0 Online 0

5 Bedroom: Paper 0 Online 1

There were no questions or comments.

Resident Initiatives Projects Reports

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

The Summer Food Service Program started at William Gill on Monday, June 8th and will run through August 6th. Children receive a total of 7 breakfasts, 7 supper meal bags and 2 half gallons of milk between Mondays and Thursdays. Gill Resident Council oversees the program.

Art classes at Gill will begin on June 10, 2026 from 2:30pm to 3:30pm. Classes will be held on Mondays & Wednesdays.

The Fire Department will be at William Gill this summer for a fire hose wet down for the kids.

Ms. Houserman reviewed the Resident Council's yearly budget, which is in the board packet.

Regarding William Gill and the MHRC MOU's, Ms. Houserman contacted CATA regarding the cost of fieldtrip transportation, however, Cata does not know the exact cost due to unknown factors such as the cost of fuel and the number of individuals participating; however, last year a trip to Carnegie Museum in Pittsburgh cost \$384. They are estimating a 20% increase in fuel increasing the charge to \$460. The approximate total cost would be \$920 for 2 buses; each council would pay \$460. The Kamin Sports Center takes Snap Cards, which would be \$1 per child. Keystone Safari in Grove City would cost approximately \$153.80 per bus. Group rates are available at \$8.00 per person and children aged 3 and under are free. Kilted Kiln comes to each site, cost is based the number of people attending, which has been between 25-30. The cost of plates and cups, including paint and glazing would be approximately \$200-\$300. Each Council's MOU reflects these costs.

Mr. Tompkins reviewed the protocol for the Resident Council MOUs with Mr. Ferry, and Mr. Ketcham clarified that Ms. Houserman was bringing the budget to the board per the board's request.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

TREASURER'S REPORT – List of Bills April 2026

The list of May's bills was presented in the board packets. Mr. Ketcham highlighted the atypical charges, including Westguard (Insurance Company) for a payroll audit. Ms. Meeker inquired about a mapping between the FDS and General Ledger. Mr. Ketcham explained that the FDS

was just submitted, and he can provide a copy of it to her and explained that it is a work in progress at all times, sighting ever changing factors. Mr. Ketcham stated that he will get the budget into Horizon in the near future as it will take some time to get it entered. Ms. Meeker offered to assist with spreadsheets if needed. There was discussion on the budget, and both past and present audits. A motion was made to approve the check register by Dr. Martin, seconded by Ms. Osborne. The motion passed with Directors Martin, Meeker and Osborne voting in favor. Director Tompkins abstained from the vote. There were no additional questions or comments.

-Financial Statements- May 2026- A motion was made to approve the Financial Statement by Dr. Martin, seconded by Ms. Meeker. The motion passed with Directors Osborne, Meeker, Martin, Tompkins and voting in favor.

REPORT OF COMMITTEES

- Dr. Martin reported that her and Ms. Kneubehl have not connected yet, however stated there would be an update next month.

NEW BUSINESS

-Dr Martin invited the board and staff to the trauma trainings that HOPE is running June 25 from 1-3 and July 11 from 1-3 at the Crawford Heritage Foundation. It is open to the public as well and fliers will be offered to the Resident Councils to share.

- Mr. Tompkins requested a reminder be sent to the board of who needs to go to which bank to complete the paperwork to become signers.

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.