

MINUTES – July 8, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:02 pm, the 10th day of July 2026.

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

Also Present: Jon Ketcham- Executive Director
 Christopher Ferry- Solicitor
 Barbara Houser- Resident Initiatives Coordinator
 Kyle Lynch- Maintenance Superintendent
 TommiJo Davenport- Property Manager
 Rich Tucker- Section 8 Housing Inspector
 Charlotte Mitchell- Property Manager
 Jill Chapin- Administrative Assistant
 Kiersten Acevedo - Stout
 LeAnn Squire- Tenant/ Resident Council
 Karen Green- Tenant

READING OF MINUTES OF REGULAR BOARD MEETING June 10, 2026

Dr. Martin made a motion to approve the June 10, 2026, meeting minutes, seconded by Ms. Kneubehl. The motion passed with Directors Osborne, Martin, Meeker, Kneubehl and Tompkins voting in favor. There were no additional comments or questions.

PUBLIC COMMENT

Ms. Squire reported on behalf of the Resident Council that the Morgan Village playground is in bad condition, the seesaw is broken and a child was recently hurt. Ms. Squire requested repairs be made and that activities for older adults be planned. Ms. Kneubehl asked for clarification on who is responsible for the park area, Mr. Ketcham clarified HACM is and that maintenance needs to be alerted to any repairs needed. Mr. Ketcham added that HACM is aware that the playgrounds are in poor condition, and they are on the list of next year's upgrades, however anything that is broken will be fixed immediately.

Ms. Squire inquired about having a movie night for tenants who can't get out, it was clarified that that is something that Resident Council could plan.

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 fine with the Resident Councils.

REPORT OF EXECUTIVE DIRECTOR

– Mr. Ketcham recognized Ms. Green for going above and beyond in her efforts to keep Holland Towers cleaned up. Ms. Green cleaned the parking lot where the contractor trailers were parked, cleaning up multiple contractor bags of leaves and garbage on one of the hottest days of the year.

- Mr. Ketcham introduced Kiersten from Stout. She stated she has been talking to both tenants and staff, getting feedback on HACM and thanked everyone for their participation.

Capital Fund Grant Program

-Mr. Ketcham reported the following for the Holland Towers Apartment Renovations and the Housing-Related Hazards & Lead-based Paint Capital Fund Program Update-
Holland Towers Electrical Upgrade: Mr. Ketcham reported that Phase 1 is done, however the units have not been released from the contractor yet. Ms. Green reported she has seen a woman in and out of the units cleaning them. Mr. Ketcham went on to explain that there continues to be issues with HUD on which units are online/offline and that the work on correcting them is ongoing.

Mr. Ketcham reported that the south side of the building will be getting electrical upgrades to support the new stoves. While the electrical upgrades are occurring 16 units will be left empty for tenants to be moved into for approximately 2 months as their units are being upgraded. Once the upgrade is complete, so will the ceiling on the first floor.

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:	May	June
Vacant Units not offline:	May	June
Annual Recertifications:	May 8	June 8
Interim Recertifications:	May 2	June 1
Eviction Notices:	May 0	June 0
Notices to Vacate:	May 0	June 1
New Leases:	May 1	June 2
Housekeeping Inspections:	May 0	June 10

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations:	May	June
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Vacant Units not offline:	May	June
Annual Recertifications:	May 5	June 5
Interim Recertifications:	May 1	June 1
Eviction Notices:	May 0	June 1
Notices to Vacate:	May 0	June 0
New Leases:	May 1	June 2
Housekeeping Inspections:	May 0	June 7

Ms. Davenport thanked Mr. Tucker for assisting her with the inspections.

Ms. Davenport reported on the Family Waiting list:

1-Bedroom:	May 0	June 3
2-Bedroom:	May 4 H/C	June 8
3-Bedroom:	May 3	June 2
4-Bedroom:	May 3	June 3
5-Bedroom:	May 1	June 1

Mr. Tompkins confirmed the one bedroom waitlist was now open. Ms. Chapin reported there are many applications being processed which are waiting on various verifications to come back on for completion. Mr. Tompkins inquired about units offline, to which Mr. Ketcham reported there have been no changes, explaining the issues between the PIC report and Horizon and working with HUD since January for clarification, including many emails with HUD this week alone and Ms. Mitchell working with Lee Asad from HUD.

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	May 47	June 47
Vacant Units not offline:	May	June
Annual Recertifications:	May 6	June 3
Interim Recertifications:	May 1	June 0
Eviction Notices:	May 0	June
Notices to Vacate:	May 0	June 1
New Leases:	May 0	June 0
Housekeeping Inspections:	May 10	June 13
Holland Towers Wait List:	May 31	June 30

Mr. Tompkin's commented that the waitlist is down to 30 applicants.

MAINTENANCE REPORT

Mr. Lynch reported the following for the Maintenance Report:

Number of Work Orders Generated:	May 96	June 156
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Outstanding Work Orders: May 14	June 3
Tenant Work Orders: May 61	June 95
Management Generated: May 34	June 14
Vacancy Fix Up Work Orders: May 1	June 6
Total Number Vacant Units Completed: May 3	June 3

Mr. Lynch reported there are units that are close to being completed and cited mowing, an increase in maintenance requests and the last 6 units vacated left full of tenants belongings have slowed the maintenance staff's progress. Mr. Tompkins suggested a meeting with maintenance to help them prioritize. Conversation followed regarding ways to address the issue, potential reasons why tenants leave everything behind, the effort that is made to work with tenants if they need more time to get their belongings and why some don't report vacating units.

- Mr. Ketcham spoke on the City's Quality of Life Fines and working with the City to allow more time in instances where the tenant has left so many items/ trash in the yard maintenance is unable to mow.
- Ms. Kneubehl brought up the importance of filling the role of a Resident Services Coordinator and the Housing Authorities responsibility to instill a sense of community among tenants.
- Mr. Ferry brought to light the practice of individuals renting places for the sole purpose of conducting nefarious activities and not as a place of residence, highlighting that they are good at hiding their intentions through the application and lease up process making it difficult to pinpoint.
- Mr. Lynch and Ms. Davenport reported when tenants vacate a unit without giving notice it is generally caught once the electric has been turned off and neighbors report foul odors coming from the unit.
- Dr. Martin asked if anyone from the human trafficking taskforce is involved. Mr. Ferry provided anecdotal examples of how difficult it is to obtain proof and reiterated the importance of keeping staff's safety at the forefront.
- Ms. Kneubehl discussed Resident Council and the importance of community and Mr. Tompkins stated it is a gap that needs to be filled and went on to explain the Resident Support Coordinator position to Ms. Meeker. Ms. Houserman reported William Gill Commons already does this. Ms. Green mentioned having a buddy system and the Red Ribbon program, which was implemented in the past, was discussed.
- Mr. Tompkins summarized, stating it is the boards job to ensure these issues are addressed, everyone needs to work together and after Stout's assessment comes back there will be more special meetings to deal with issues.

EXTERMINATION REPORT

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

Holland Towers: May 9	June 6
Gill Commons: May 0	June 0

Mr. Tompkins confirmed that the units being treated are under contract with Erlich.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Mr. Tucker reported the following for Section 8:

Total Units in Contract:	May 162	June 162
Number of Port Ins:	May 0	June 0
Number of Port Outs:	May 0	June 0
VASH:	May 22	June 22
Home Ownership:	May 1	June 1
Waiting List:	May 194	June 223
Number of Outstanding Vouchers:	May 0	June 3
New Contracts:	May 0	June 0
Annual Recertifications:	May 8	June 10
Interim Recertifications:	May 0	June 5

There has been no increase in the Section 8 funding.

SECTION 8 INSPECTION REPORT

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

Total Inspections: 19

Units Passed: 11

Units Failed: 6

Inconclusive: 2

Mr. Tompkins noted the jump in applicants on the waiting list, discussion followed about the waitlist and if applicants are automatically on it once they apply or if they must be processed first. Ms. Winner will clarify. Mr. Tompkins and Mr. Tucker problem solved attracting new landlords and what being approved for Section 8 looks like

APPLICATIONS

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

26 total applications received

1 bedroom-: Paper 5 Online 6

2 bedroom: Paper 3 Online 4

3 bedroom: Paper 1 Online 2

4 Bedroom: Paper 3 Online 1

5 Bedroom: Paper 1 Online 0

Ms. Chapin provided an update on the 1 bedroom waitlist and there was discussion summarizing the ability to over-house individuals with Mr. Ketcham, Ms. Davenport and Mr. Tompkins.

Resident Initiatives Projects Reports

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

Ms. Houserman announced she attended a Resident Council meeting and they reported someone told them they could go to amusement parks and other recreational places, she reiterated to the Resident Council that trips were required by HUD to be educational.

Ms. Houserman provided the board with a budget for the events that are scheduled and

requested an additional \$1,000 for each Resident Council to get them through until March of 2027. Ms. Houserman stated that someone told the Resident Council she was not allowed to be at their meetings, she called HUD who confirmed she could attend their meetings and the individual who reported she was not allowed to attend did not have the authority to do so and if it continues HUD will address the issue. Ms. Houserman reviewed William Gill's costs associated with trips and that she had provided Mr. Ketcham with the information and was requesting a vote once again for an additional \$1,000 per Resident Council. Mr. Ketcham reported he had approved what was laid out and reiterated that with money still available they are unable to request additional funds.

Dr. Martin suggested Ms. Houserman discuss budgeting with the Resident Councils to help them learn skills that would enable them to prioritize.

Ms. Squire requested a trip to learn about how chocolate is made and Ms. Houserman let her know that the residents could make that choice. Mr. Tompkins and Mr. Ferry reviewed the process 1) Resident Council comes up with ideas 2) Resident Council discusses the ideas with Ms. Houserman to budget, prioritize and ensure it fits into the code.

Mr. Tompkins requested Ms. Houserman provide copies of the MOU to each Resident Council member. Ms. Meeker stated she would like to see more smaller educational experiences rather than a couple of big ticket items, and acknowledged it is important to experience new places and get out of Meadville as well. Ms. Kneubehl relayed that the MOU states "No parties", however it was pointed out that the parties the Resident Councils have had are allowed as they have help build community and are a very small part of the budget. Mr. Ferry weighed in stating that the MOU's only came about recently, they can be somewhat liberal and Mr. Ketcham has a say.

Mr. Tompkins again reiterated that the power is with the Resident Councils and the board would like to hear from the Residents. Mr. Ketcham credited Ms. Houserman for taking the Resident Councils' ideas and ensuring they tied in the educational piece. Mr. Ferry stated that the activities that are presented to the community, most of the community must have the opportunity to participate in.

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

Resolution No. 3 of 2027- Award Contract for Electrical Upgrade

Mr. Ketcham reported that the Electrical Upgrade went out to bid on May 29th, 2026 and two bids were received by the bid opening date of June 26th, 2026. HUD requires the job be awarded to the most responsive, responsible bidder; meaning a.) they submitted all of the required HUD documents by the required time AND b.) at the lowest cost to the Housing Authority. Mr. Ketcham reported that between the two bids, McCurley Houston was the most responsive, responsible bid coming in at \$717,000 and they are already familiar with the building. A motion was made to approve Resolution No. 3 of 2027 by Dr. Martin, seconded by Ms. Kneubehl. The motion passed with Directors Osborne, Meeker, Martin, Kneubehl and Tompkins voting in favor.

TREASURERS REPORT – LIST OF BILLS - JUNE 2026

The list of June's bills was presented in the board packets. There were no atypical bills to point out. A motion was made to approve the check register by Ms. Osborne, seconded by Dr. Martin. The motion passed with Directors Martin, Meeker, Kneubehl and Osborne voting in

favor. Director Tompkins abstained from the vote. There were no additional questions or comments.

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

Mr. Tompkins inquired about the budget being put in, Mr. Ketcham reported they will be in by October.

REPORT OF COMMITTEES

- Dr. Martin reported that her and Ms. Kneubehl are meeting this upcoming Sunday.

NEW BUSINESS

-Ms. Kneubehl questioned if floor tiles had been abated for asbestos at Morgan Village. Mr. Lynch reported the floors were replaced in Chula around Covid but not at Morgan Village. Mr. Ketcham explained there is nothing to abate if the tiles are not brought up, as the asbestos is in the adhesive. Ms. Kneubehl reported she received the notice years ago when Mr. Thomas was the Executive Director. Discussion about the flooring took place and it was noted that everyone who lived in that AMP received the notice, despite only Chula receiving the new flooring.

Ms. Kneubehl then asked if there would be an investigation into the mold in the bathrooms at Morgan Village and stated there is a mold issue, reportedly stemming from tub surrounds that a contractor at the time, around 2009, told Ms. Kneubehl were installed incorrectly. Mr. Ketcham reported that there have been no recent complaints and Mr. Lynch added that the weatherization guy said better ventilation fans would help. Ms. Squire reported she has mold but has not contacted maintenance. Mr. Ketcham encouraged her to reach out to maintenance and acknowledged that due to the Holland Towers project many other priorities have been deferred, however when funds are available, they will be addressed. Ms. Kneubehl went on to report that tenants' kitchen counters, which were replaced around 2016, are bubbling and she is concerned about tenants being charged for such. Mr. Lynch assured her that tenants are not being charged for the bubbling as they are aware it is an issue. Mr. Ketcham requested that concerns be reported in writing so that he can be made aware of them.

-Ms. Kneubehl requested clarification on parties and voiced her concern that nothing is done for adults through the Resident Councils. Mr. Ketcham reiterated that events are up to the Resident Councils and if adults want to have a say in the events that are planned they need to take their ideas to the Resident Councils, adding that Ms. Houserman's job is not to pick the events. Ms. Kneubehl asked what Ms. Houserman's role was, Mr. Ketcham stated it was to be a liaison between the Resident Councils and the Housing Authority and to ensure the activities fit within HUD's guidelines. Mr. Ketcham also pointed out that making an event available to all residents of a given AMP does not mean making sure that everyone can attend; it only means making sure that everyone has an equal opportunity to sign up. Trips that require bussing are a good example. If there is only enough money available to cover the cost of one bus, then once it's full, that meets the requirements.

- Dr. Martin announced that there will be a trauma training this Saturday, July 11, 2026 at 1 pm at the Crawford Heritage Foundation and spoke on the importance of Trauma informed care.

- Ms. Kneubehl requested that Ms. Squire tell everyone what her understanding of Resident

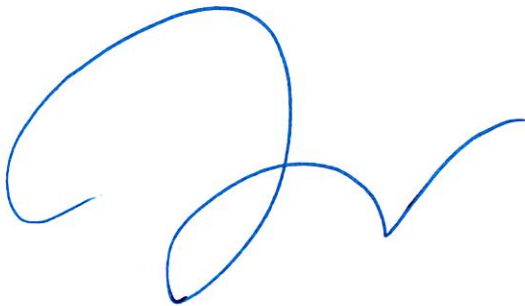
Council was, Ms. Squire stated it was to help the community to get out and do stuff.

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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

A handwritten signature in blue ink, consisting of a large, loopy initial 'M' followed by a series of connected loops and a final upward stroke.