

MINUTES – August 12, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:03 pm, the 12th day of August 2026.

Members Present: Joe Tompkins- Chair
 Jane A. Osborne- Secretary
 Jessica Meeker

Also Present: Jon Ketcham- Executive Director
 Christopher Ferry- Solicitor
 Rich Tucker- Section 8 Housing Inspector
 Vanessa Winner- Section 8 Coordinator
 Charlotte Mitchell- Property Manager
 Jill Chapin- Administrative Assistant
 Jackie Commins- Community Member

READING OF MINUTES OF REGULAR BOARD MEETING July 8, 2026

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

PUBLIC COMMENT

There was no public comment.

RESIDENT COUNCIL REPORTS & RESIDENT INITIATIVES PLANNING AND ACTIVITIES

Meadville Housing Resident Council

Holland Towers Resident Council

William Gill Commons Resident Council

Mr. Ketcham reported that he met with both the Meadville Housing and William Gill Commons Resident Councils over the past week and discussed ideas on how to spend their funding and reviewed what was allowed. They are working on wish lists and while William Gill Commons would like to tour Daffins, the Meadville Housing Resident Council would like to do things closer to home and start a community garden.

Discussion was held on the MOU's as they have expired and none of the council officers are the same, and if they should be brought up to date now or wait until the new fiscal year. Mr. Ferry suggested that the Councils get a copy of the MOU to look at and move forward at the beginning of the fiscal year and move toward renewing them annually with their elections. Mr.

Ferry stated he would like to get the Bar Association and local government involved in the council's elections and will reach out to the bar association to see who might be interested in volunteering.

REPORT OF EXECUTIVE DIRECTOR

Mr. Ketcham reported the following on the Fire Watch Update; Budget Update:

- After 59 weeks Holland Towers is officially off Fire Watch.
- The Housing Authority is in the midst of Inspire/REAC Inspections. Yesterday they started with AMP 1, are scheduled to inspect Holland Towers on August 24th and will schedule Gill after. Mr. Ketcham explained it puts the Housing Authority in a time crunch as violations are graded and the most serious violations must be fixed within 24 hours. There is no score at this time.
- Budget figures have been put into Horizon with three changes made. They included adding AMP 3's trash haul, adding Fire Watch as it was supposed to be completed by the end of last fiscal year and updating the Proration factor from HUD to the actual amount received.
- Mr. Ketcham looked into the ROSS Grant to fund the Resident Services Initiative Coordinator position, and while it stated it was to open July 31, 2026, it has not been opened yet. He will be watching for it to open.
- HUD has allowed the Hazards Grant to cover the remaining balance of Phase 1 as part of the work was necessary for the upgrades.
- An email was received about another Hazards Grant, which was a lottery that we did not initially qualify for. More money was allotted and we are now eligible for funding which could potentially allow for HALO units to be added to the south side of Holland Towers. The contractor is looking into the cost, and if it is cost effective
- Auditors will be here August 19-20 and staff is preparing for their visit based on lists that were provided.

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: Everything from the Phase 1 modernization is done and the electrical upgrades are about to get under way.

Bids for 353 Linden St will be available to vote on for September's Board Meeting.

Mr. Tompkins inquired about the REAC Inspection, Mr. Ketcham commented that nothing stood out as abnormal compared to other years and praised maintenance for preparing for the inspections. One severe violation was exposed wires, which was fixed immediately.

Elm/ Morgan and Scattered Sites and Gill Village

Mr. Ketcham reported the following for Elm/Morgan and Scattered Sites:

Vacant Units Offline Due to Renovations: June July

Vacant Units not offline: June	July
Annual Recertifications: June 8	July 10
Interim Recertifications: June 1	July 12
Eviction Notices: June 0	July 1
Notices to Vacate: June 1	July 0
New Leases: June 2	July 2
Housekeeping Inspections: June 10	July 16

Mr. Tompkins asked who is conducting apartment inspections, Mr. Ketcham reported Mr. Tucker primarily and Ms. Davenport assists with follow ups.

Mr. Ketcham reported four vacant units were turned over in July with 10 expected in August with a lull in September due to fixing violations found in the REAC inspection.

Mr. Tompkins inquired about the number of vacant family units, Mr. Ketcham wasn't sure of the exact number. Mr. Ketcham stated that HUD prefers the units that have been offline the longest be prioritized, however with the completion of Holland Towers they will be working to complete them quickly as they don't need much work and there are 25-26 units that will be able to be filled. One unit was discovered on the South Side that had been completely gutted for unknown reasons which will be offline longer.

Mr. Ketcham reported the following for Gill Village:

Vacant Units Offline Due to Renovations: June	July
Vacant Units not offline: June	July
Annual Recertifications: June 5	July 7
Interim Recertifications: June 1	July 3
Eviction Notices: June 1	July 0
Notices to Vacate: June 0	July 0
New Leases: June 2	July 3
Housekeeping Inspections: June 7	

Mr. Ketcham reported on the Family Waiting list:

1-Bedroom: June 3	July 2
2-Bedroom: June 8	July 7
3-Bedroom: June 2	July 5
4-Bedroom: June 3	July 4
5-Bedroom: June 1	July 1

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations: June 47	July 47
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Vacant Units not offline:	June	July
Annual Recertifications:	June 3	July 4
Interim Recertifications:	June 0	July 0
Eviction Notices:	June 0	July
Notices to Vacate:	June 1	July 2
New Leases:	June 0	July 3 (For Tenants Moved)
Housekeeping Inspections:	June 13	July 0
Holland Towers Wait List:	June 30	July 0

Ms. Mitchell reported she has been working with Lee Asad from HUD to update units in Horizon and the PIC report and there are 29 applicants on the wait list.

MAINTENANCE REPORT

Mr. Ketcham reported the following for the Maintenance Report:

Number of Work Orders Generated: July 227
 Outstanding Work Orders: July 12
 Tenant Work Orders: July
 Management Generated: July
 Vacancy Fix Up Work Orders: July 3
 Total Number Vacant Units Completed: July 4

Mr. Ketcham reported the Day Care room was painted, the tile floor was stripped and waxed, and a new 10-ton RTU was installed so they won't have any issues with heat or cooling this year. Maintenance also inspected all units at Elm and Morgan, and bushes were trimmed around units, in preparation for the REAC Inspire Inspection.

EXTERMINATION REPORT

Mr. Ketcham reported the following for July's Extermination Report:

Holland Towers: July 4
 Gill Commons: June 0

Mr. Tompkins confirmed that the units being treated are under contract with Erlich. Quarterly Inspections are scheduled for the end of August.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract: July 158
 Number of Port Ins: July 0
 Number of Port Outs: July 0
 VASH: July 19
 Home Ownership: July 1
 Waiting List: July 236
 Number of Outstanding Vouchers: July 2

New Contracts: July 0
Annual Recertifications: July 22
Interim Recertifications: July 2

Mr. Tompkins asked how the Section 8 Coordinator was looking for homes. After discussion Ms. Winner stated that she has found the issue is more of an availability issue rather than a landlord issue.

SECTION 8 INSPECTION REPORT

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

Total Inspections: 15

Units Passed: 7

Units Failed: 2

Inconclusive: 6

Not Stated: 3

Ms. Meeker asked what Not Stated meant on the Inspection Report. Mr. Tucker answered that is when individuals don't answer the door to allow the inspection.

APPLICATIONS

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

33 total applications received

1 bedroom-: Paper 4 Online 7

2 bedroom: Paper 4 Online 6

3 bedroom: Paper 3 Online 6

4 Bedroom: Paper 1 Online 1

5 Bedroom: Paper 1 Online 0

Ms. Chapin reported a noticeable increase in applications with the opening of the one-bedroom waitlist, Mr. Tompkins asked about the increase and Ms. Chapin reported previously 26 applications a month was significant and that has been passed, with 10 new applications in for August.

Resident Initiatives Projects Reports

Currently not Applicable

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

PC Change Orders # 9 & 10-Mr. Ketcham explained the PC Change Orders #9 & 10 were due to deteriorated drainage lines found at Holland Towers. Change order #9 is \$28,767.60 and Change Order is \$9,068. Ms. Meeker made a motion to approve PC Change Orders # 9 & 10, seconded by Ms. Osborne. The motion passed with Directors Osborne, Meeker and Tompkins voting in favor.

TREASURERS REPORT – LIST OF BILLS - July 2026

The list of July'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. Meeker, seconded by Ms. Osborne. The motion passed with Directors Meeker and Osborne voting in favor. Director

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

Mr. Ketcham reported the following on the Income Statement: Financial statements are a good benchmark, however not exact. Currently 320 Walker Drive is showing insurance income, however that is for the repairs that will be made.

Ms. Meeker asked why uniforms were in the budget as zero. Mr. Ketcham explained that previously washers and driers were bought along with uniforms after a falling out with Cintas, however HACM was still under contract with them and the uniforms didn't last. Mr. Ketcham re negotiated the contract for less money.

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

REPORT OF COMMITTEES

There was no report of committees.

NEW BUSINESS .

There was no new business.

COMMUNICATIONS

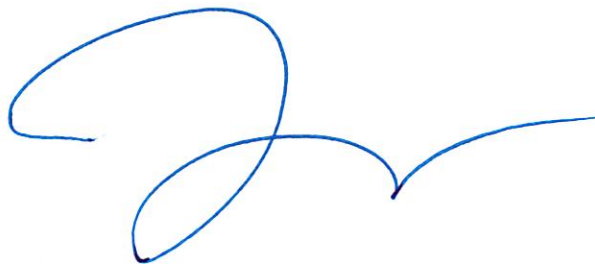
There were no communications.

Ms. Commins asked why there was no report for the Resident Council Reports, Mr. Ketcham answered it was due to the position not being currently filled.

EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS

ADJOURNMENT

A motion was made to adjourn the meeting by Ms. Osborne, seconded by Ms. Meeker. The motion passed with Directors Osborne, Meeker and Tompkins voting in favor. The meeting adjourned at 3:09pm.

A handwritten signature in blue ink, consisting of a large, stylized 'S' or 'Z' shape followed by a horizontal line and a small upward curve.