

MINUTES – SEPTEMBER 9, 2026

The Housing Authority of the City of Meadville met for the Regular Meeting in the Community Room at Holland Towers at 2:04 pm, the 9th day of September 2026.

Members Present: Joe Tompkins- Chair
 Cena Kneubehl- Vice Chair
 Dr. Stephanie Martin
 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
 TommiJo Davenport- Property Manager
 Kyle Lynch- Maintenance Superintendent
 Karen Fitzsimmons- Tenant
 Karen Green- Tenant
 Iris Cole- Tenant
 Jackie Commins- Community Member
 Alta Webber- Tenant
 Wayne Shannon- Tenant
 Deborah Durst- Tenant
 Alice Solander- Shade Tree Commission

READING OF MINUTES OF REGULAR BOARD MEETING August 12, 2026

Ms. Meeker made a motion to approve the August 12, 2026, meeting minutes, seconded by Dr. Martin. The motion passed with Directors Kneubehl, Martin, Meeker and Tompkins voting in favor. There were no additional comments or questions.

PUBLIC COMMENT

Ms. Fitzsimmons requested an update on the leak in the Library at Holland Towers, she stated has been there for four years and brought to the Housing Authority previously. Mr. Lynch reported after assessing the source of the leak it will need to be subcontracted out as it is a larger job that maintenance cannot safely get to the source of. Ms. Meeker asked if there was a work order for it, and Mr. Lynch stated there was. Mr. Tompkins reiterated the Housing

Authority is aware of it, there is a work order however it is beyond our capacity to handle it so a subcontractor will be obtained. Mr. Ketcham reported it is one of many more cumbersome issues that the Housing Authority is aware of. Mr. Tompkins stated there will be a list of larger issues made that will then be prioritized due to urgency, he spoke about the Stout assessment and that in the upcoming month there will be many things addressed.

Ms. Fitzsimmons then reported she had heard rumors that tenants in the south end of the building will be moved temporarily. Mr. Ketcham explained the electrical upgrades and confirmed that the moves will be temporary, the Housing Authority will pay for the moves and clarified some tenants will be moved into completed permanent apartments. Ms. Fitzsimmons stated it was ridiculous and Mr. Ketcham apologized for the inconvenience but that it was necessary so that the new stoves mandated by HUD could be supported. Mr. Tompkins stated the Housing Authority is open to suggestions. Mr. Ketcham reported professional movers will no longer work with the Housing Authority due to the history of infestations and no one has reported any issues with the current movers despite second hand rumors. Mr. Ketcham and Mr. Lynch then went on to explain all the upgrades that will occur to the units during the completion of the electrical upgrades and that they will hopefully occur before the holidays. Ms. Green asked about how the new split units work and requested education as some residents are having issues with how to operate them. Dr. Martin commented on the importance of accessibility, Ms. Mitchell reported the controls are at an accessible level and offered to help any tenants who are having difficulty.

Ms. Green brought it to the board's attention that the Halo units are very sensitive, using the example of it going off when she was boiling water and asked if they could be adjusted. Mr. Ketcham will reach out to the contractor to see what can be done. Mr. Ketcham reviewed that the Halo units are not being monitored as they are not in 100% of the units and as far as monitoring smoking, etc. it is unfair to monitor only half of the tenants in the building.

Dr. Martin circled back and spoke on the rumors surrounding things being stolen during moves and the importance of advocating to people to report any issues to Mr. Ketcham so he can be made aware. Mr. Tompkins spoke on the importance of documenting and reporting such issues so that they can be addressed.

Ms. Green reported she was just made aware that maintenance handles apartment keys and requested clarification on the best way to place work orders. Mr. Lynch clarified work orders can be called in or put in in writing. Ms. Webber brought to the boards attention there is a piece on the back of some stoves, which helps protect the wall from grease from cooking that is on some stoves, but not all. Mr. Lynch stated that whoever installed the stoves did not install the shelf on all of them. Ms. Mitchell reported the piece is in the bottom drawer of the stove and can be put on by maintenance easily. Mr. Tompkins instructed residents wanting the shelf installed to call Maintenance.

Ms. Mitchell reported many people didn't know how to contact Maintenance and reviewed how. She explained when a call is sent to Maintenances extension, Mr. Lynch receives it three different ways and stopping Maintenance employee Steve slows things down.

Ms. Commins announced she is happy to see apartments being turned over and leased up, just as Mr. Ketcham had stated would happen at the last Board Meeting.

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 the Meadville Housing Resident Council and they asked for a community garden, which was approved. The fencing and teeter totter will be removed; however a subcontractor will be doing the work due to the scope of the depth they are anchored.

Mr. Ketcham provided them with a copy of the old MOU to look at and has one for William Gill's Resident Council as well. William Gill Resident Council cancelled their last meeting, so he has not had the opportunity to give it to them yet.

Meadville Housing Resident Council would like to go to Daffins and Kraynaks and William Gill Resident Council would like to go to Keystone Safari. Mr. Ketcham reported both trips will happen and they will receive support in planning the outings.

Mr. Shannon asked if a community garden could be started behind Holland Towers and was also approved.

REPORT OF EXECUTIVE DIRECTOR

Mr. Ketcham reported the following on the REAC NSPIRE update; audit update:

- 2/3 of the REAC NSPIRE inspections are done. Elm and Morgan received a 70% and Holland Towers received an 80-90%. If the contested finding rules in the Housing Authority's favor it will help our numbers. They will be coming to William Gill commons next Monday.
- There were two minor findings requiring corrective action during the audit, and it should be completed in the next month or two.
- There has been an increase in infestations and Mr. Ketcham addressed items being taken from the dumpster from a deceased tenant's unit and asked for it to stop, along with feeding birds and squirrels from the decks. Mr. Tompkins asked if the Housing Authority was aware of who was dumpster diving, and Mr. Ketcham reported they were aware and had been spoken to. Mr. Tompkins reported it could be an evictable offense and suggested talking to them again. Discussion was held on problem solving how to secure the dumpsters. Mr. Ketcham stated he is extremely resistant to displacing anyone from their housing, however has to look at the welfare of everyone. Mr. Ferry suggested it could potentially be done through a magisterial ordinance the city which would result in a fine. Dr. Martin asked about an internal policy and Ms. Kneubehl brought up having Maintenance break up the items before putting them in the dumpster. Mr. Tompkins reviewed the mechanisms of enforcement: verbal, written warning and eviction.

Ms. Commins stated she was happy with the signs which have been placed around Holland Towers and Mr. Ketcham reiterated the individuals conducting the behaviors have been spoken to individually and that feeding animals in the back near the tree and away from the building is okay.

- Mr. Tompkins inquired about the REAC NSPIRE schedule and Mr. Lynch and Mr. Ketcham explained the preliminary numbers and how it effects how often they visit. Higher numbers equate to more time between visits.
- Ms. Durst asked if anything is being done regarding the pot smoking. Mr. Ketcham

reported he has spoken with Meadville City Police and let them know that due to the Housing Authority's buildings being HUD property, owned and subsidized by the Federal Government, it is illegal regardless of Pennsylvania state laws. Mr. Ketcham went on to state that as employees we are considered "lay people" and can't report it to law enforcement because "how do we know what we are smelling?". The Housing Authority is working to build a rapport with the police and are hoping they will be more open to going into our buildings in the future. Mr. Shannon asked about individuals with their Medical Cards and Mr. Ketcham clarified it is still illegal on Federal property. Ms. Kneubehl asked if nuisance smells could be put into the Housing Authorities Policies, however, was stated that nuisance smells are too subjective and would be difficult to police.

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 Electrical Upgrade will be starting over the next couple of months.

Holland Towers renovations are complete.

Ms. Cole reported in the 3rd floor stairway near the windows part of the structure is falling down. Mr. Ketcham stated the Housing Authority is aware of the issue and it is on the list of issues that need repaired.

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: July	August:
Vacant Units not offline: July	August
Annual Recertifications: July 10	August 6
Interim Recertifications: July 12	August 3
Eviction Notices: July 1	August 1
Notices to Vacate: July 0	August 1
New Leases: July 2	August 2
Housekeeping Inspections: July 16	August 2

Ms. Davenport reported the following for Gill Village:

Vacant Units Offline Due to Renovations: July	August
Vacant Units not offline: July	August
Annual Recertifications: July 7	August 4

Interim Recertifications:	July 3	August 3
Eviction Notices:	July 0	August 1
Notices to Vacate:	July 0	August 0
New Leases:	July 3	August 2
Housekeeping Inspections:	July 11	August 2

Mr. Tompkins spoke on the 10 units which were turned over and asked how many vacant units there still are. Mr. Lynch reported there are 10-13 vacant units. Mr. Tompkins asked how many turnovers are expected for the upcoming month and Mr. Lynch reported it will be above average as another maintenance guy was brought in.

Ms. Davenport reported on the Family Waiting list:

1-Bedroom:	July 2	August 5
2-Bedroom:	July 7	August 6
3-Bedroom:	July 5	August 4
4-Bedroom:	July 4	August 6
5-Bedroom:	July 1	August 3

HOLLAND TOWERS

Ms. Mitchell reported the following for Holland Towers:

Vacant Units Offline Due to Renovations:	July 47	August 47
Vacant Units not offline:	July	August
Annual Recertifications:	July 4	August 4
Interim Recertifications:	July 0	August 8
Eviction Notices:	July	August
Notices to Vacate:	July 2	August 2
New Leases:	July 3 (For Tenants Moved)	August 0
Housekeeping Inspections:	July 0	August 0
Holland Towers Wait List:	July 29	August

There were no questions or comments.

MAINTENANCE REPORT

Mr. Lynch reported the following for the Maintenance Report:

Number of Work Orders Generated: August 238
 Outstanding Work Orders: August
 Tenant Work Orders: August
 Management Generated: August
 Vacancy Fix Up Work Orders: August
 Total Number Vacant Units Completed: August 10

EXTERMINATION REPORT

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

Holland Towers: August 13

Gill Commons: August 4

Mr. Lynch reported Erlich is being utilized for the infestations. There were no additional questions or comments.

SECTION 8 HOUSING CHOICE VOUCHER REPORT

Ms. Winner reported the following for Section 8:

Total Units in Contract: August 158

Number of Port Ins: August 0

Number of Port Outs: August 1

VASH: August 23

Home Ownership: August 1

Waiting List: August 238

Number of Outstanding Vouchers: August 2

New Contracts: August 1

Annual Recertifications: August 12

Interim Recertifications: August 8

Mr. Tompkins asked what the wait time is for the Section 8 Vouchers. Ms. Winners reported it is about 6 years due to funding and the wait list. Mr. Ketcham reported HUD is hard to follow with funding as he recently received 3 emails with 3 different amounts for other money being released. Ms. Winner stated it is a nation-wide problem and Mr. Tompkins reported someone recently reached out to Mike Kelly's office and suggested others should do the same. Dr. Martin asked about the possibility of using other funding sources and collaborating with landlords like other community resources are doing. Ms. Winners reported finding landlords is not an issue, however funding is.

SECTION 8 INSPECTION REPORT

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

Total Inspections: 16

Units Passed: 9

Units Failed: 5

Inconclusive: 2

Not Stated:

There were no questions or comments.

APPLICATIONS

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

Total applications received: 32

1 bedroom: Paper 8 Online 12

2 bedroom: Paper 3 Online 3
3 bedroom: Paper 3 Online 1
4 Bedroom: Paper 0 Online 2
5 Bedroom: Paper 0 Online 0
There were no questions or comments.

Resident Initiatives Projects Reports

Currently not Applicable

ITEMS FOR POTENTIAL DELIBERATION AND ACTION

353 Linden St. Shade Tree Commission – Planting Trees at Gill Commons

Mr. Ferry reported we received 3 proposals which all came in over what we are permitted to spend and that the project must go to bid before action can be taken. Mr. Ferry reported that due to the Methamphetamine residue the cost is higher. Dr. Martin spoke on the jump in costs throughout the proposals and Mr. Ferry stated it was due to the work they were willing to perform.

Alice Solander from the Shade Tree Commission addressed the board regarding planting trees at William Gill Commons at the request of the residents. Ms. Solander discussed the placement of the trees and planting 13, consisting of Kentucky Coffee and Tilia. Ms. Solander reported they have gotten positive feedback from the trees planted at Morgan Village and the same MOU can be used for William Gill Commons. Mr. Ferry suggested using the same format. Dr. Martin asked about who will be responsible down the road when the roots affect sidewalks and foundations, it was reported it is covered in the MOU. Ms. Durst requested an update on the tree at Holland Towers. Mr. Lynch reported he contacted a company to remove the branch that fell and then reached out to the Shade Tree commission for further guidance. Ms. Solander reported she is getting a group of people together and they plan on working on it on Arbor Day.

Ms. Meeker made a motion to approve the Shade Tree Commission planting trees at Gill Commons, seconded by Dr. Martin. Ms. Meeker, Dr. Martin and Mr. Tompkins were in favor. Ms. Kneubehl recused herself from the vote.

TREASURERS REPORT – LIST OF BILLS - July 2026

The list of July's bills was presented in the board packets. A motion was made to approve the check register by Ms. Kneubehl, seconded by Dr. Martin. The motion passed with Directors Meeker, Martin and Kneubehl 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: The numbers are getting closer to what the actual number it is being compared to.

A motion was made to approve the Financial Statement by Ms. Meeker, seconded by Dr. Martin. The motion passed with Directors Kneubehl, Martin, 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.

ADJOURNMENT

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

