

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
APRIL 16, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, April 16, 2014 in the Community Room at Maple Lane.

Upon roll call, those answering present were Chairman Hartman (arrived at 2:10 pm), Vice-Chairperson Haffey, Treasurer Kelly, Commissioner Picolotti, and Commissioner Zink. Also present was Executive Director Ed Bochniak.

Approval of Agenda:

Vice-Chairperson Haffey (Acting Chairperson until Chairman Hartman arrived) asked for a motion to approve the Agenda as presented. Commissioner Zink motioned to accept the agenda as presented. The agenda was approved by a consensus of the Board members present.

Approval of Minutes:

- Resolution No. 14 R 03, approving the Minutes of the March 18, 2014 Regular Board Meeting, was presented. Treasurer Kelly motioned to accept the minutes as presented. Commissioner Zink seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 04, approving the Minutes of the April 4, 2014 Special Executive Session Board Meeting, was presented. Executive Director passed out the Closed Session Minutes, asked each Board member to review the minutes and, if they agreed, to date them, initial them, and return them to the Executive Director. Chairman Hartman asked for a motion to approve the Closed Session Minutes, Commissioner Picolotti motioned to accept the minutes as presented, Vice-Chairperson Haffey seconded the motion. The motion was approved with all ayes.

Audience Participation:

Lonny Klein, owner of Klein Plumbing and Heating, arrived at 2:35 pm for bid approvals under New Business.

Consideration of Finance Reports:

- The Cash Flow Report for March was reviewed. March's Cash Flow report, with a balance of \$71,376.36, was presented and reviewed. After a brief discussion, Vice-Chairman Haffey motioned to accept the Cash Flows as presented. The motion passed with all ayes.
- The Monthly Expenditure report for March was reviewed. Following a brief discussion about various expenses, Treasurer Kelly motioned to accept the report as presented. The motion passed with all ayes.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$4,782.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$950.00; Over 30 Days Balance is \$0.00; Over 60 Days Balance is \$0.00; 90 Day Balance is \$0.00; Repayment Balance is \$3,782.00; Late Fees Balance is \$50.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$341.00 from the previous month's report.

Executive Director Ed Bochniak stated the housing authority is working with all tenants in paying their rent. The tenant that was close to being evicted due to non-payment is now current on rent. All other payments can be expected on the amounts owed. The report was approved by consensus.

Director's Report/Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - IAHA Annual Maintenance/Management Clinic - will attend April 23-25 in Decatur.
 - Mest Manor Furnace Project - 40 furnaces installed to date. New project completion date is May 10th.
 - Website Proposals - Executive Director Ed Bochniak will meet with Mayor McCombie to discuss bids the City received. The housing authority website project will be set back until a decision is made on whether to join with the City on a joint website proposal.
 - Maple Lane Attic Insulation Work - The maintenance staff will begin soon on the nine inch attic insulation project at Maple Lane. This is part of the Energy Grant.
 - Maple Lane Furnace/Water Heater Project - Project will begin once HUD completes a review of the energy savings for this project. This is part of the Energy Grant.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. Executive Director Ed Bochniak requested the Mest Manor Furnace Project be deleted from the list. The Board approved this request by consensus. Executive Director Ed Bochniak was directed to remove this item from the list. No other additions or deletions were made to the list.
- Executive Director Ed Bochniak reviewed upcoming housing activities with the Board.
- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 34 "Non-Emergency" work orders with an average of 0.9 days for completion. There were 2 "Emergency" work orders in the month which were completed within the required 24-hour time period.
- Executive Director Ed Bochniak presented the Occupancy Update/Empty Unit report. Mest Manor currently has 0 unoccupied units. Maple Lane currently has 0 unoccupied units. Carroll Apartments currently has 0 unoccupied units.

- The Director's Report was approved by Consensus.

Chairman's Report: None

Old Business: None

New Business:

- Resolution No. 14 R 07, approving the HUD 2014 Capital Grant Funds, was presented. Vice-Chairperson Haffey motioned to approve the Resolution, Treasurer Kelly seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 08, approving the Electronic Funds Transfer (EFT) Policy ,was presented as recommended by the Policy Committee. Vice-Chairperson Haffey motioned to approve the Resolution. Commissioner Zink seconded the motion. The motion passed with all ayes.
- Executive Director Ed Bochniak presented four bid tabulation summary sheets showing bids for the SEDAC Energy Efficiency Grant Projects. The highlighted contractor on each summary sheet was the contractor the housing authority is recommending to hire for that specific project.
- Resolution No. 14 R 09, approving and accepting the High Efficiency Water Heater Project for the Mest Manor High-Rise buildings recommending Klein Plumbing and Heating with a bid of \$13,488.00, was presented. Vice-Chairperson Haffey motioned to approve the Resolution. Commissioner Zink seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 10, approving and accepting the HVAC High Efficiency Furnace Project for the Mest Manor High-Rise buildings recommending River Cities Heating with a bid of \$5,225.00, was presented. Vice-Chairperson Haffey motioned to approve the Resolution. Treasurer Kelly seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 11, approving and accepting the High Efficiency Residential Water Heater Project for the Maple Lane Site recommending Klein Plumbing and Heating with a bid of \$23,647.00, was presented. Vice-Chairperson Haffey motioned to approve the Resolution. Commissioner Picolotti seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 12, approving and accepting the High Efficiency Residential Furnace Project for the Maple Lane Site recommending River Cities Heating with a bid of \$20,986.00, was presented. Commissioner Picolotti motioned to approve the Resolution. Vice-Chairperson Haffey seconded the motion. The motion passed with all ayes.

Board Member Comments:

Chairman Hartman voiced an issue with the proposed dollar limit on the housing authorities Credit Card Policy, which was reviewed by the Policy Committee before the Regular Board meeting. A brief discussion among Board members on the dollar limit ensued. The Executive

Director was instructed to present the Credit Card Policy to the Board at the next meeting for discussion, approval, or revision.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 3:01 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director