

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
MAY 20, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, May 20, 2014 in the Recreation Room at Mest Manor.

Upon roll call, those answering present were Chairman Hartman, Vice-Chairperson Haffey, Treasurer, Kelly, and Commissioner Picolotti. Also present was Executive Director Ed Bochniak. No tenants or guests were present for the meeting.

Approval of Agenda:

Vice-Chairman Haffey motioned to approve the Agenda as presented. The agenda was approved by a consensus of the Board members present.

Approval of Minutes:

Resolution No. 14 R 13, approving the Minutes of the April 16, 2014 Regular Board Meeting, was presented. Commissioner Picolotti motioned to accept the minutes as presented. Vice Chairperson Haffey seconded the motion. The motion passed with all ayes.

Audience Participation: None

Consideration of Finance Reports:

- The Cash Flow Report for April was reviewed. April's Cash Flow report, with a balance of \$80,167.10, was presented and reviewed. Executive Director Ed Bochniak noted a Capital Funds transfer of \$24,778.00 for the payment of the Mest Manor furnace project, which was paid in April. The report was approved by consensus.
- The Monthly Expenditure report for April was reviewed. Following a brief discussion about various expenses, the report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$3,517.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$288.00; Over 30 Days Balance is \$0.00; Over 60 Days Balance is \$0.00; 90 Day Balance is \$0.00; Repayment Balance is \$3,229.00; Late Fees Balance is \$0.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$1,265.00 from the previous month's report.

Executive Director Ed Bochniak stated the housing authority is working with all tenants in paying their rent. The report was approved by consensus.

- Executive Director Ed Bochniak reviewed the financials for the 12 months ending March 31st, 2014. He reminded the Board these were unaudited financials and auditor's will audit these numbers later this year. Highlights of the financials:

Total revenue ended up \$10,598.00 above budget. Total expenditures finished at \$6,450 above budget. The Board discussed the water and sewer expenses, which showed a combined increase above budget of \$1,769.00.

Executive Director Ed Bochniak informed the Board that he was concerned of higher costs in water and sewer now that new meters had been installed at Maple Lane and

Mest Manor. The Board was advised of the water meter at Carroll Apartments being underground and constantly sitting in water. After a brief discussion, Chairman Hartman directed the Executive Director to meet with the City and discuss changing the water meter so it is easily readable. Executive Director Ed Bochniak also noted that Natural Gas expenses ended up \$4,100 more than budgeted due to the extremely cold weather this past winter. The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report, Capital Expenditures report, and the Report on Investments. After a brief discussion about the low interest rates received on investments, the Board directed the Executive Director to investigate other interest rate options that fall within the HUD guidelines.
- Executive Director Ed Bochniak gave an oral report on the SEDAC Energy Grant funds. He informed the Board the housing authority had received 50% of the \$95,000 grant and work would begin soon on the energy projects. HUD has given pre-approval of the Energy projects and is in the process of reviewing the energy savings.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings/trainings:
 - IAHA Annual Maintenance/Management Clinic - was informative. Discussion on the new Flat Rent Policy by HUD was the main focus. Other classes attended were: HUD record-keeping requirement, future paperless transition for housing authorities, and a HUD budget session.
 - Mest Manor Furnace Project - This project is complete. All 50 furnaces have been installed. Final inspection will begin on May 21st.
 - Website Proposals - No action done. Waiting for a meeting with Mayor McCombie to review their proposals received.
 - Maple Lane Attic Insulation Work - The maintenance staff completed this SEDAC Energy project.
 - Maple Lane Furnace/Water Heater Project - will begin once HUD completes a review of the energy savings for this project. This is part of the SEDAC Energy Grant.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. No additions or deletions were made to the list.
- Executive Director Ed Bochniak reviewed upcoming housing activities with the Board. The Board approved moving the June Policy/Board meeting to Tuesday, June 24th.
- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 30 "Non-Emergency" work orders with an average of 1.1 days for completion. There was one (1) "Emergency" work order 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 1 unoccupied unit. Maple Lane currently has 0 unoccupied units. Carroll Apartments currently has 3 unoccupied units.

- The Director's Report was approved by consensus.

Chairman's Report: None

Old Business: None

New Business:

- The Board reviewed the Executive Director's proposed 3 Year Employment Contract. After a brief discussion, the Executive Director was directed to propose acceptance of this contract at the June Board meeting with a resolution.
- The Board reviewed the revised Credit Card Policy as recommended by the Policy Committee. Chairman Hartman expressed concern on the dollar limit for the Executive Director and the Administrative Assistant. Chairman Hartman recommended the amounts be reduced. After a brief discussion, the Executive Director was instructed to change the dollar limits to \$1,500.00 for the Executive Director and \$250.00 for the Administrative Assistant per single maximum purchase limit. Wording is to be added allowing the Executive Director to purchase an item above this limit in an emergency after receiving majority approval from the Board members. This Policy will be presented for approval at the June meeting.

Board Member Comments: None

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 3:35 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director