

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
JUNE 24, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 10:30 pm on Tuesday, June 24, 2014 in the Recreation Room at Mest Manor.

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

Approval of Agenda:

Vice-Chairperson 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 14, approving the Minutes of the May 20, 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

** The agenda items were re-arranged so Commissioner Zink could participate in the priority items. She was not able to stay for the entire meeting due to previous appointment.*

Old Business:

- Resolution No. 14 R 15, approving the revised Credit Card Policy, was presented as recommended by the Policy Committee. Executive Director Ed Bochniak stated the dollar limits for the Executive Director and the Administrative Assistant had been lowered as directed by the Policy Committee. Commissioner Picolotti motioned to approve the Credit Card Policy as presented. Vice-Chairperson Haffey seconded the motion. The motion passed with all ayes.
- Resolution No. 14 R 16, approving the Executive Director's 3 Year Employment Contract, was presented. Chairman Hartman asked the Board for any discussion or questions regarding the proposed contract. Upon hearing none, Commissioner Picolotti motioned to approve the Executive Director's contract as presented. Vice-Chairperson Haffey seconded the motion. The motion passed with all ayes.
- Executive Director Ed Bochniak updated the Board on the letter written by former tenant, Christa Swanson, who was banned from entering the Mest Manor building for 90 days. Her formal letter request now asks that she be allowed to enter the Mest Manor building to visit Ann LaShelle, who lives on the 1st floor.

After review and discussion by the Board, Treasurer Kelly motioned to allow Christa Swanson to visit Ann LaShelle, but be restricted to the 1st floor of the Mest Manor building. Commissioner Zink seconded the request. It was noted this approval is only for Christa Swanson and not her husband, Aaron Swanson. The motion was approved with all ayes.

Chairman Hartman directed Executive Director Ed Bochniak to write a letter to Christa Swanson acknowledging that she may begin entering the Mest Manor building to visit Ann LaShelle on the 1st floor only.

Consideration of Finance Reports:

- The Cash Flow Report for May was reviewed. May's Cash Flow report, with a balance of \$132, 620.63, was presented and reviewed. Executive Director Ed Bochniak advised the Board the housing authority had received 50% of the SEDAC Energy Grant in the amount of \$47,662.00. He also stated the final Capital Funds for the Mest Manor furnace project, of \$22,872.00, had been transferred. The report was approved by consensus.
- The Monthly Expenditure report for May was reviewed. The report showed the final payment disbursed to Klein Plumbing for the Mest Manor furnace project. After a brief discussion about other items, the report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$3,926.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$614.00; Over 30 Days Balance is \$500.00; Over 60 Days Balance is \$0.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,812.00; Late Fees Balance is \$0.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has increased \$409.00 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 2 months ending May 31st, 2014. Highlights of the financials:

Total rent revenue increased 2.36% compared to the budget. Total Operating/Non-Operating Income increased 152.00% compared to the budget. Executive Director Ed Bochniak stated the budget needs to be corrected to show the Grant Money received. Administrative, Tenant Services, Utilities, and Maintenance Expenses all decreased compared to the budget. General Expenses increased 5.60% compared to the budget. Total Expenditures decreased.

The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. This year revenue will be maintained at an average monthly rate of \$480.00.
- Executive Director Ed Bochniak reviewed the spreadsheet on the SEDAC Energy Grant funds. He stated this spreadsheet shows where Grant Funds have been allocated and where actual expenses for those funds were spent.

Commissioner Picolotti asked about replacing the old stove in the kitchen at Mest Manor. Executive Director Ed Bochniak stated he was working on another grant to get funding for new kitchen equipment. Chairman Hartman stated this should be added to the Suspense Projects List.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - NAHRO Summer Conference - will attend in July.

- IAHA Board Meeting - will attend on July 23rd.
- HUD EPC Seminar- will attend on July 28th in Chicago.
- Website Proposals - No action taken. The Board discussed putting together a request for proposal to see what the costs would be to get a website. The Board requested the Executive Director to take action on this proposal.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. Chairman Hartman requested the purchase of Kitchen Equipment be added to the Suspense Projects List. No other additions or deletions were made to the list.
- Executive Director Ed Bochniak reviewed upcoming housing activities with the Board and the Board approved moving the July Board meeting to Tuesday, July 22nd.
- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 64 "Non-Emergency" work orders with an average of 1.0 days for completion. There were 3 "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 2 unoccupied units.
- The Director's Report was approved by Consensus.

Chairman's Report: None

New Business: None

Board Member Comments:

Treasurer Kelly noted the hot water at Mest Manor was not hot enough. Executive Director Ed Bochniak stated that new water heaters had recently been connected and he would discuss increasing the hot water temperature with Klein Plumbing.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 11:18 am.

Paul Hartman, Chairman

Ed Bochniak, Executive Director