

**CARROLL COUNTY HOUSING AUTHORITY  
MINUTES OF REGULAR BOARD MEETING  
JULY 22, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 10:30 am on Tuesday, July 22, 2014 in the Dining Room at Mest Manor.

Upon roll call, those answering present were Chairman Hartman, Vice-Chairperson Haffey, Treasurer, Kelly, Commissioner Picolotti, and Commissioner Zink. Also present was Executive Director Ed Bochniak. There were 16 Mest Manor residents present for the meeting. All guests signed the sign-up sheet.

**Approval of Agenda:**

Vice-Chairperson Haffey motioned to approve the agenda as presented. Commissioner Zink seconded the motion. The agenda was approved by a consensus of the Board members present.

**Approval of Minutes:**

Resolution No. 14 R 17, approving the Minutes of the June 24, 2014 Regular Board Meeting, was presented Vice Chairperson Haffey motioned to accept the minutes as presented. Commissioner Zink seconded the motion. The motion passed with all ayes.

**Audience Participation/Special Tenant Policy Business:**

Chairman Hartman thanked the tenants for coming to the meeting. He asked the Executive Director to read the proposed Dress Policy Code and to read 3 notes received from tenants in regard to the Dress Code Policy proposal. After the Executive Director read the notes, Chairman Hartman inquired as to the spokesperson was for the group.

Heather Law, resident at Mest Manor, addressed the Board. She presented the Board with a petition requesting the Board allow tenants at Mest Manor to assist in with the Dress Code Policy. The petition featured 36 signatures. Various tenants spoke concerning the proposed dress code policy.

Tenants suggested consideration be given to residents with medical conditions that prevent them from dressing when leaving their apartment. Chairman Hartman requested the tenants establish a committee of five residents to meet with Vice-Chairperson Peg Haffey, who is the Policy Committee Chairperson. Chairman Hartman affirmed the Board's willingness to work with tenants on this policy, since Mest Manor is their "home". All tenants except, Chris Slechticky, vacated the meeting after this Policy discussion concluded.

**Consideration of Finance Reports:**

- The Cash Flow Report for June was reviewed. June's Cash Flow report, with a balance of \$85,924.50, was presented and reviewed. After a brief discussion, the report was approved by consensus.
- The Monthly Expenditure report for June was reviewed. The report showed the payments disbursed to Klein Plumbing and River Cities Heating for the water heaters and furnaces installed under the SEDAC Grant project. After a brief discussion on several other items, the report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$3,567.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$534.00, Over 30 Days Balance is \$13.00, Over 60 Day Current Balance (under 30 days) is \$534.00; Over 30 Days Balance is \$13.00; Over 60 Days Balance is \$390.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,630.00; Late Fees Balance is \$0.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$359.00 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.

- June Financials and the Tenant Cable TV reports were not available for review.

#### **Director's Report & Project Updates:**

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
  - IAHA Board Meeting - will attend on July 23rd.
  - HUD EPC Seminar - will attend on July 28th in Chicago.
  - Maple Lane Siding/Window Renovation - is completed. All units have new windows and siding
  - Outdoor Smoking Hut - has been moved to the Mest Manor grounds. The concrete pad will be poured by the end of July. Chairman Hartman asked this project be put on the Suspense Projects List.
  - Website Proposals - Executive Director Ed Bochniak is working on the website proposal to be advertised in August. Website proposals received will be reviewed at the September meeting.
  - LED Lighting Upgrade for Mest Manor - Executive Director Ed Bochniak stated he is working with Twin Supplies Company on new LED lighting for all public areas at Mest Manor. Will have an update for the Board at the August meeting.
  - SEDAC Grants Not Completed - Executive Director Ed Bochniak stated the high efficiency washing machines for Maple Lane and Mest Manor have not been purchased. Bids will be put in the newspaper in August. Several Board members noted they believe that front load washing machines needed certain laundry detergent. If this is the case, the housing authority should make a one-time purchase of laundry detergent for the tenants in exchange for their old laundry detergent. Executive Director Ed Bochniak was asked to call Stebbins Appliances to investigate this question.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. Chairman Hartman requested the smoking hut installation be added to the Suspense Project List. No other additions or deletions were made to the list.
- Executive Director Ed Bochniak reviewed upcoming housing activities with the Board. The Board decided to hold the August meetings at Mest Manor due to the Dress Code Policy review next month. Board members were reminded of the Tenant BBQ to be held at Carroll Apartments on August 7th.

- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 41 "Non-Emergency" work orders with an average of 1.0 days for completion. There were zero "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 1 unoccupied unit.
- The Director's Report was approved by consensus.

**Chairman's Report:** None

**Old Business:**

- Executive Director Ed Bochniak reviewed with the Cost Analysis of a part-time Custodian for the Mest Manor building with the board. After a brief discussion, Vice-Chairperson Haffey motioned to direct the Executive Director to hire a part-time position based upon the cost analysis presented. Chairman Hartman seconded the motion, the motion passed with all ayes.
- Board members reviewed the proposal by Kate Barton concerning Board and Staff Training. The Board directed the Executive Director to keep the price of the Training to no more than \$1,200.00. The Board also decided they would participate in the Commissioner Training this fall and consider the Strategic Planning next year. Chairman Hartman asked Executive Director Ed Bochniak to confirm with Commissioner Picolotti which date in October he could attend. Chairman Hartman requested all Board members to attend the Commissioner Training, if they were available on that date.

**New Business:** None

**Board Member Comments:**

Vice-Chairperson Haffey inquired about a conversation she heard concerning a pet issue at Mest Manor. Executive Director Ed Bochniak noted a previous issue with a dog, but he'd not heard about any recent incident. Commissioner Zink stated if the dog was vicious and had attacked other residents, the dog should not be allowed to stay with the tenant. Chairman Hartman directed the Executive Director to investigate the matter.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 11:38 am.

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Paul Hartman, Chairman

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Ed Bochniak, Executive Director