

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

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, August 19, 2014 in the Dining Room at Mest Manor.

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

**Approval of Agenda:**

Commissioner Picolotti 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 19, approving the Minutes of the August 19, 2014 Regular Board Meeting, was presented. Treasurer Kelly motioned to accept the minutes as presented. Commissioner Picolotti seconded the motion. The motion passed with all ayes.

**Audience Participation:** None

**Consideration of Finance Reports:**

- The Cash Flow Report for August was reviewed. August Cash Flow report, with a balance of \$84,942.88, was presented and reviewed. The report was approved by consensus.
- The Monthly Expenditure report for August was reviewed. The report showed payments disbursed to the County Collector for the yearly PILOT payment. Executive Director Ed Bochniak explained that certain expenses are higher this month on the report because it was a 3-check run and a 3-payroll disbursement month. After a brief discussion on miscellaneous items, the report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$6,247.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$2,066.00; Over 30 Days Balance is \$811.00; Over 60 Days Balance is \$713.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,412.00; Late Fees Balance is \$175.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has increased \$1,642.00 from the previous month's report.

Executive Director Ed Bochniak stated the housing authority is working with all tenants in paying their rent. Two tenants may be evicted due to continual non-payment of rent. The report was approved by consensus.

- The August Financial Reports were reviewed with the Board members. Executive Director Ed Bochniak reviewed the financials for the five months ending August 31, 2014. Highlights of the financials:

Total rent revenue increased 7.43% compared to the budget. Total Operating/Non-Operating Income increased 2.45% compared to the budget. Administrative, Maintenance, Operating, and General Expenses all decreased compared to the budget. Tenant Services and Utilities Expenses increased compared to the budget. Total

Expenditures increased. The month of August realized a Net Operating Loss of \$5,426 with a Net Year-to-Date Profit of \$18,287.

The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for five months is at \$755.38. Revenue is low this month because Cable TV expenses have been paid through September. The report was accepted by consensus.

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

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
  - IAHA Annual Meeting - will attend on September 24-26th in Peoria.
  - IAHA Treasurer Position - will attend the as of October 1st.
  - GRO Board Treasurer Position - will attend as of September 1st.
  - Office Computers - will be installed this week.
  - Website Proposals - Executive Director Ed Bochniak is working on the website proposal. Chairman Hartman stated the City of Savanna is working on a website proposal that may allow the housing authority to be included on the website at a minimal fee. Chairman Hartman requested this be placed on next month's agenda for further discussion.
  - HUD \$50,000 Energy Loan Update - Executive Director Ed Bochniak is in discussions with several local banks on acquiring the loan at a competitive rate. A proposal will be presented at the November meeting.
  - LED Lighting Upgrade for Mest Manor - Executive Director Ed Bochniak continues to work on the lighting upgrade.
  - Architect Review of Carroll Apartment Community Room - Executive Director Ed Bochniak is in conversation with several architectural firms to hire for the design/feasibility of a community room at Carroll Apartments.
  - SEDAC Grants Not Completed - Executive Director Ed Bochniak stated the high efficiency washing machines for Maple Lane and Mest Manor have not been purchased.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. No projects were added or deleted 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 31 "Non-Emergency" work orders with an average of 1.0 days for completion. There were no "Emergency" work orders in the month.
- Executive Director Ed Bochniak presented the Occupancy Update/Empty Unit report. Mest Manor currently has 0 unoccupied units. Maple Lane currently has 1 unoccupied

unit. Carroll Apartments currently has 0 unoccupied units. However, the housing authority is waiting for a response from an applicant to fill the Maple Lane vacancy.

- The Director's Report was approved by consensus.

**Chairman's Report:** None

**Old Business:**

Executive Director Ed Bochniak reminded the Board about the Commissioners Training to be held on Friday, October 3rd from 9:00 am to 1:00 pm.

**New Business:**

- Executive Director Ed Bochniak reviewed the Maintenance Truck Bid with the Board and requested approval of the Kune's Country Truck Bid of \$33,669.02. This expense has been budgeted in the 2014 Capital Funds Account. Treasurer Kelly motioned to accept Resolution No. 14 R 21, accepting the Kune's Country Truck Bid as presented. Chairman Hartman seconded the motion. The motion passed with all ayes.
- Executive Director Ed Bochniak reviewed the Bid Results for the Carroll Apartments Storm Sewer Project with the Board and requested approval of the \$14,520.00 bid from Flack Land Improvement Company. Treasurer Kelly motioned to accept Resolution No. 14 R 22, accepting Flack Land Improvement bid as presented, Chairman Hartman seconded the motion. The motion passed with all ayes.

**Board Member Comments:**

Commissioner Picolotti inquired as to the progress of the proposal to eliminate the natural gas meters at each Maple Lane unit. Executive Director Ed Bochniak stated he was going to contact Jo-Carroll Energy on the matter and that he would keep the Board members informed. Chairman Hartman requested this item be put on the Suspense Project List.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 2:41 pm.

---

Paul Hartman, Chairman

---

Ed Bochniak, Executive Director