

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
OCTOBER 21, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, October 21, 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. No tenants were present for the meeting. City of Savanna Mayor, Tony McCombie, arrived at 3:10 pm. Treasurer Kelly excused herself from the Board meeting at 3:00 pm.

Approval of Agenda:

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

Approval of Minutes:

Resolution No. 14 R 22, approving the Minutes of the August 16, 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:

City of Savanna Mayor McCombie presented an update on the website proposal included in the Board packet. (Discussion under the Chairperson segment.)

Consideration of Finance Reports:

- The Cash Flow Report for September was reviewed. September Cash Flow report, with a balance of \$48,841.64, was presented and reviewed. The report was approved by consensus.
- The Monthly Expenditure report for September was reviewed. The report showed the check disbursed to Triumph Bank in the amount of \$155,000.00 to open a one-year CD. Executive Director Ed Bochniak explained the bank is offering a 1.00% interest rate on a one-year CD.

Chairman Hartman inquired about the payment to Greg Stauder & Company. Executive Director Ed Bochniak identified that company as the engineering firm responsible for designing the Carroll Apartments drainage project. The report was approved by consensus.

- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$6,897.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$1,690.00; Over 30 Days Balance is \$856.00; Over 60 Days Balance is \$852.00; 90 Day Balance is \$0.00; Repayment Balance is \$3,374.00; Late Fees Balance is \$125.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has increased \$650.00 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 are in the process of moving out due to the housing authority pursuing eviction from failure to pay rent. Both of these tenants' files will be

presented to the housing authorities' local attorney to pursue reimbursement for back rent and utility expenses. The report was approved by consensus.

- The September Financial Reports were reviewed with the Board members. Executive Director Ed Bochniak reviewed the financials for the six months ending September 30, 2014. Highlights of the financials:

Total rent revenue increased 11.68% compared to the budget. Total Operating/Non-Operating Income increased 14.46% compared to the budget. Administrative, Maintenance, Operating, and Utilities Expenses all decreased compared to the budget. Tenant Services and General Expenses increased compared to the budget. Total Expenditures decreased. The month of September realized a Net Operating Profit of \$7,968 with a Net Year-to-Date Profit of \$16,988.

The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for six months is \$2,634. Revenue is in line with the projected budget. The report was accepted by consensus.
- Executive Director Ed Bochniak reviewed the Investment Summary report. It showed the housing authority currently has two Certificate of Deposits and the estimated interest for the fiscal year ending March 31, 2015 is projected to be \$1,398 compared to the budgeted amount of \$600. The increase is due to the one-year 1.00% CD opened in October at Triumph Bank.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - Auditor Completed 3/31/2014 Audit - report to distributed in December.
 - Green Physical Needs Assessment (GPNA) - will participate in a webinar this month on a new HUD report to be effective next.
 - BEST Inc. - to provide free resumes for housing tenants and help them find a job.
 - Carroll Apartments Storm Sewer Project - to be completed by October 24th. Photographs of the project presented.
 - Carroll Apartments Sewer Line/Sidewalk Repair - replaced in front of Units 23/24. Sewer line back-ups have been common in these units the past four years and it was discovered the sewer line was cracked from tree root damage. Pipe was repaired and a new sidewalk installed. Investigating feasibility of cutting down two trees near this pipe.
 - 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 to the Board will be presented soon.
 - LED Lighting Upgrade for Mest Manor - Work continues to acquire best possible lighting for the Mest Manor public hallways.

- Architect Review of Carroll Apartment Community Room - Executive Director Ed Bochniak is in conversation with several architectural firms concerning the design/feasibility of a community room at Carroll Apartments.
- Maple Lane Sidewalk Project - Sidewalks replaced in front of Maple Lane units 5/6 due to Concrete deterioration. These sidewalks were designed and pitched so no ramp is needed to enter the units and so water drains away from the unit. Future plan is to replace all concrete areas at Maple Lane with the new design.
- Maple Lane Natural Gas Improvement Update - Proposed changes at Maple Lane to decrease the natural gas meters from 17 to 1. Issues with Jo-Carroll Energy as to whether the housing authority becomes a "Master Meter" and would need further regulation and costs for this. Will continue exploring this matter.
- 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. Treasurer Kelly requests all Board members try to attend events for the tenants sponsored by the housing authority. Treasurer Kelly noted tenants feel the Board Members do not know the tenants. Vice-Chairperson Haffey noted there are often time conflicts with events and she recalled Kate Barton's position that Board Members must maintain an "arms-length" relationship with tenants, in case the tenant appears before the Board to address an issue.
- Executive Director Ed Bochniak presented the Non-Emergency/Emergency Work Order report. There were 44 "Non-Emergency" work orders with an average of 1.3 days for completion. There were 4 "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 2 unoccupied units. Maple Lane currently has 1 unoccupied unit. Carroll Apartments currently has 2 unoccupied units. However, the housing authority is waiting for a response from applicants.
- The Director's Report was approved by Consensus.

Chairman's Report:

Discussion and review of the City of Savanna's proposed website. Special guest, Mayor Tony McCombie, spoke about the City's desire for a new website and work with all interested governmental agencies that wish to participate in the website to reduce costs for everyone.

Commissioner Zink emphasized her position the housing authority needs an independent website, due to sensitive personal and financial information. Commissioner Zink expressed concern about students from Augustana College who would be working on the City's proposed website and their access to such information.

Mayor McCombie explained the details of the costs associated with the website proposal, responsible parties who will make changes to the website and other issues. A good discussion ensued with all Board members. Executive Director Ed Bochniak will follow-up with Augustana College on the cost of an independent website, will pursue other website options, and report back to the Board.

Old Business: None

New Business:

- Executive Director Ed Bochniak reviewed the recommended approval of Change Order #1 for the Carroll Apartment Storm Sewer Project with the Board. After a brief discussion of the reason for the change order, Resolution #14 R. 23 was approved.
- Executive Director Ed Bochniak reviewed the Bid results pertaining to the washing machines for Mest Manor and Maple Lane with the Board. Resolution #14 R 24, approving Stebbins Appliance Bid of \$8,755.00 for five commercial washing machines, was approved.

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 3:47 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director