

**CARROLL COUNTY HOUSING AUTHORITY  
MINUTES OF REGULAR BOARD MEETING  
DECEMBER 15, 2014**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, December 15, 2014 in the Dining Room at Mest Manor.

Upon roll call, those answering present were Chairman Hartman, Treasurer, Kelly, and Commissioner Zink. Also present was Executive Director Ed Bochniak. No tenants were present for the meeting. Special guest, Tory Remrey, arrived at 2:30 pm.

**Approval of Agenda:**

Treasurer Kelly 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 27, approving the Minutes of the November 18, 2014 Regular Board Meeting, was presented. Commissioner Zink motioned to accept the minutes as presented. Treasurer Kelly seconded the motion. The motion passed with all ayes.

**Audience Participation:** None

**Consideration of Finance Reports:**

- The Cash Flow Report for November was reviewed. November's Cash Flow report, with a balance of \$43,915.11, was presented and reviewed. Executive Director Ed Bochniak noted the housing authority received a rebate check from Jo-Carroll Energy in the amount of \$3,650.00. This rebate check was based upon the energy efficient equipment and attic insulation installed earlier in the year. The report was approved by consensus.
- The Monthly Expenditure report for November was reviewed. Executive Director Ed Bochniak noted the expense for concrete work completed at Maple Lane and at Mest Manor in addition to the purchase of new washing machines for Mest Manor and Maple Lane. The report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$8,395.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$2,468.00; Over 30 Days Balance is \$335.00; Over 60 Days Balance is \$199.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,650.00; Late Fees Balance is \$125.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has increased \$2,667.00 from the previous month's report.

Executive Director Ed Bochniak stated a new line item on the report has been created due to a special circumstance with a tenant. It was explained the tenant had under-reported her income for the past year. The tenant currently owes the housing authority \$2,493.00. The agreement with the tenant is that she must begin paying back the amount each month and pay her current monthly rent or face eviction. This amount will be paid off by April 1st.

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

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

Total rent revenue increased 14.37% compared to the budget. Total Operating/Non-Operating Income increased 24.82% compared to the budget. Administrative, Tenant Services, Maintenance, Operating, and Utilities Expenses all decreased compared to the budget. General Expenses increased compared to the budget. Total Expenditures decreased. The month of November realized a Net Operating Profit of \$10,370 with a Net Year-to-Date Profit of \$34,117.

The report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for eight months is \$3,321.00. Revenue is in line with the projected budget. The report was accepted by consensus.

### **Old Business:**

Special guest ,Tory Remrey, arrived at 2:30 pm to participate in the discussion on a proposed Website. Executive Director Ed Bochniak introduced guest, Tory Remrey. Tory had submitted a website proposal to the housing authority.

Tory presented his website proposal to the Board members and answered questions about his proposal. Then showed the Board members his "template" for the housing authority website. Executive Director Ed Bochniak noted a follow-up conversation with Augustana College on presenting a proposal to the housing authority for their website. Augustana College declined to give a proposal to the housing authority because of the necessary security operations needed to protect applicant and tenant information.

After a lively discussion, Chairman Hartman motioned to accept Tory Remrey's website proposal and for the housing authority to spend \$1,000.00 for a one-year contract with Tory. Commissioner Zink seconded the motion. The motion passed with all ayes.

Chairman Hartman inquired as to what account would be used to fund the website project. Executive Director Ed Bochniak stated money had been budgeted in the Other Administration Account for this purpose. After approval of the motion, Tory Remrey thanked the Board and departed the meeting.

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

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
  - Energy Grant Meeting - Executive Director Ed Bochniak attended a round-table discussion in Springfield with HUD staff on collaborating with other small housing authorities in applying for grants and private funding to continue the installation of energy equipment. A survey will be developed by the University of Illinois and sent to all small housing authorities in Illinois to determine who is interested in this collaboration.
  - Carroll County Senior Meeting - will give a presentation on the housing authority .

- Maple Lane Natural Gas Re-piping - working with a contractor on the cost to re-pipe the Maple Lane units, which will eliminate 8 of the 16 meters. The cost will be presented to the Board at the January meeting.
- Mest Manor Painting Project - Request for bids to go out in January.
- LED Lighting Upgrade for Mest Manor -Lighting bids to go out in December. Bids to purchase the lights to be shared with the Board in February.
- Carroll Apartments Community Room Update - The housing authority staff is re-thinking the design of a community room. Will investigate cost to install washers/dryers in each family unit as compared to building a community room with a laundry room. Will present to the Board at a later date the findings
- Mest Manor Commercial Kitchen Equipment Request - Executive Director Ed Bochniak requested permission from the Board to investigate the cost of replacing the existing stove located in the commercial kitchen at Mest Manor. The current stove features 10 pilot lights, which are constantly on, thus wasting natural gas and unnecessarily heating the kitchen. While the housing authority has no money budgeted for this purchase, it will have unused capital funds from year 2014 that can be used. The Board approved the request to have the Executive Director investigate the cost and report back to the Board on his findings.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. The Board agreed to remove the Website Proposal from the listing and add the review of cost to install washers/dryers in each Carroll Apartment units. No other additions or deletions were made 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 was 1 "Emergency" work order in the month that was 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 0 unoccupied units. Carroll Apartments currently has 2 unoccupied units.
- The Director's Report was approved by Consensus.

**Chairman's Report:** None

**New Business:**

- Executive Director Ed Bochniak reviewed a recommendation for the \$50,000 Loan, based upon HUD approved Self-Managed Energy Performance Contract, with the Board. The report showed Galena State Bank would loan the housing authority \$50,000.00 at a fixed Interest rate of 4.00% for a fixed term of 10 years. After a brief discussion, because the Housing authority is waiting to hear back from Triumph Bank, Chairman Hartman directed the Executive Director Ed Bochniak to postpone the Resolution to approve the loan until both Banks have made a decision regarding loaning money to the housing authority. All Board Members present agreed with Chairman Hartman.

- Executive Director Ed Bochniak reviewed the following Policies as recommended by the Policy Committee. Treasurer Kelly motioned to approve Resolution No. 14 R 29, for the approval of the Internal Control/Procedural Policy, Cash and Cash Equivalent Investments Policy, Allowance for Doubtful Accounts Policy, and Travel Policy. Commissioner Zink seconded the motion. The resolution passed with all ayes.

**Board Member Comments:**

Treasurer Kelly reminded Board Members about the Tenant Holiday Social on December 18th. She requested that Board Members attend. Treasurer Kelly also noted appreciation to see Mest Manor painting bids moving forward.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 3:13 pm.

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Paul Hartman, Chairman

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Ed Bochniak, Executive Director