

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
JANUARY 20, 2015**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, January 20, 2015 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 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. 15 R 01, approving the Minutes of the December 15, 2014 Regular Board Meeting, was presented. Treasurer Kelly motioned to accept the minutes as presented. Vice-Chairperson Haffey seconded the motion. The motion passed with all ayes.

Audience Participation: None

Consideration of Finance Reports:

- The Cash Flow Report for December was reviewed. December's Cash Flow report, with a balance of \$131,373.39, was presented and reviewed. Executive Director Ed Bochniak stated that the housing authority had recently closed out a matured Certificate of Deposit in the amount of \$112,678.50 and that a new Certificate of Deposit would be opened in February at the Triumph Bank, because they are offering a one-year C.D. for 1.00%. The report was approved by consensus.
- The Monthly Expenditure report for December was reviewed. Executive Director Ed Bochniak explained the annual insurance premium of \$24,222 was paid, along with the audit fees of \$4,715 for the year. Salary expenses were also higher, due to the annual Incentive Pay distributed in December. The report was approved by consensus.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$8,337.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$3,341; Over 30 Days Balance is \$104.00; Over 60 Days Balance is \$0.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,224.00; Late Fees Balance is \$175.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$58.00 from the previous month's report.

Executive Director Ed Bochniak reviewed the circumstances for Special Repayment line item. The tenant had under-reported her income and an agreement was reached where she has until April 1st to completely pay off the balance owed of \$2,493. This tenant is planning on using her tax return refund to pay off this amount owed. Many tenant's get caught up with their rent owed from their tax refunds.

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

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

Total rent revenue increased 0.52% compared to the budget. Total Operating/Non-Operating Income increased 1.01% compared to the budget. Administrative and Tenant Services Expenses increased compared to the budget. All other expense categories decreased compared to the budget. Total Expenditures increased 15.64% due to the Audit fees and annual insurance payment. The month of December realized a Net Operating loss of \$4,264 with a Net Year-to-Date Profit of \$29,926.

After a brief discussion about various items, the report was accepted by consensus.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for nine months is \$3,694.00. Revenue is in line with the projected budget. The report was accepted by consensus.
- A motion was made by Treasurer Kelly motioned to approve all Financial Reports as presented. The motion was seconded by Commissioner Zink. The motion passed with all ayes.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - Carroll County Senior Meeting - gave a presentation about the housing authority.
 - IAHA Board Meeting - to be held in Springfield on January 21st.
 - Annual Lease Renewals - Office staff is preparing for the annual lease renewals, which will begin on February 2 and continue until the end of February.
 - Website Update - Office staff met with Tory and discussed items needed to begin design of the website. Next meeting with Tory will be in late January.
 - Mest Manor Painting Project - Request for bids to be published in February.
 - LED Lighting Upgrade for Mest Manor - reviewing the costs for the purchase of the LED lighting. Projected costs shall be presented to Board at February meeting.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. No 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 36 "Non-Emergency" work orders with an average of 1.1 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 1 unoccupied unit. Maple Lane currently has 0 unoccupied units. Carroll Apartments currently has 3 unoccupied units.

- Vice-Chairperson Haffey motioned to accept the Director's report as presented. The Board approved the motion with all ayes.

Chairman's Report: None

Old Business:

Executive Director Ed Bochniak reviewed the estimated cost and savings of reducing the number of natural gas meters at the Maple Lane Site with Klein Plumbing and Heating estimates the full cost for the project to be just under \$6,000.00. It is estimated, with the elimination of nine natural gas meters, the housing authority will save \$1,800.00 per year. The savings will pay for the project in thirty-nine months.

Executive Director Ed Bochniak noted concern this project involves natural gas lines and suggested an engineer be hired to design plans and specifications for the project. Then details can be provided to contractors bidding on the project. Chairperson Hartman asked if Jo-Carroll would provide the review or the engineer drawings. Commissioner Picolotti said that Jo-Carroll does not get involved in any gas piping after their meter. It is the responsibility of the property owner to have gas lines installed properly.

After discussion of who else could do the drawings and the costs, Chairperson Hartman suggested the Executive Director follow-up with Klein Plumbing to explore if they could provide the detail for the drawings and then get an estimate from an engineer on the cost to design prints for the project. Executive Director Ed Bochniak will follow-up on this request and report to the Board in March.

New Business:

- Executive Director Ed Bochniak noted the housing authority had purchased a new Maintenance Truck. A bid notice has been placed in the newspaper for persons interested in purchasing the old maintenance truck. The lowest reserve price accepted for the truck will be \$6,000.00. Executive Director Ed Bochniak also informed the Board that Maintenance staff person Chad O'Neill expressed interest in bidding on the truck.
- Executive Director Ed Bochniak reviewed the proposal to purchase a new commercial stove/oven for the kitchen at Mest Manor. This new stove would replace the current 10 pilot stove. The current stove has all ten pilot lights for the burners and one oven pilot light on 24/7. Heat constantly emanates from the stove, which makes the central air unit work harder, in the summer, to cool the room down. Executive Director showed the new unit, a natural gas Premier Pro Series oven with six burners and one oven.

Treasurer Kelly inquired about purchasing an electric stove instead of a natural gas stove. Commissioner Picolotti noted electric stoves do not cook as well. Executive Director Ed Bochniak stated electricity costs are higher than natural gas and Jo-Carroll Energy gives rebates to customers who replace electric appliances with a natural gas appliances.

After a brief discussion, Chairperson Hartman motioned to approve the proposal to purchase the new stove for a cost not to exceed \$2,500.00. He asked for a voice vote for this motion.

Those voting in favor of this motion: Vice-Chairperson Haffey, Treasurer Kelly, Commissioner Zink, Commissioner Picolotti, and Chairperson Hartman. There were no "no" votes. The motion passed with all ayes.

- Commissioner Picolotti asked if the Savanna Fire Department could purchase the old stove. After a brief discussion about the Policy to get rid of old equipment, Chairperson Hartman motioned to allow the Savanna Fire Department to purchase the old stove for \$1.00. The motion was seconded by Commissioner Zink. It will be the responsibility of the Savanna Fire Department to dismantle and remove the old stove from the Mest Manor kitchen.
- Executive Director Ed Bochniak reviewed a revised budget for the current fiscal year ending March 31, 2015. HUD requires that all housing authorities review and update their Budget before the fiscal year ends. Resolution No. 15 R 02 was approved in dealing with the revised budget figures.
- Executive Director Ed Bochniak presented a report showing the excess Capital Funds from the purchase of the Maintenance Truck, the utility reimbursement from Jo-Carroll Energy for the installation of high efficient equipment at Maple Lane, and the estimated revenue from the sale of the old maintenance truck. This report gave the Board an idea of money available for other projects not budgeted in Capital Funds.

Board Member Comments:

- Vice-Chairperson Haffey inquired about the Board packets being paperless. Executive Director Ed Bochniak stated the February packet will be sent to all Board members via e-mail and a packet will be available at the meeting for anyone who wishes to view it.
- Vice-Chairperson Haffey inquired about the cost of LED lighting for Mest Manor and if grant money was available for part of this project. Executive Director Ed Bochniak stated all that information will be given to Board members at the February meeting.

With nothing further to discuss at the Regular Board Meeting, Chairman Hartman motioned to adjourn. With all ayes, the meeting was adjourned at 3:04 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director