

**CARROLL COUNTY HOUSING AUTHORITY
MINUTES OF REGULAR BOARD MEETING
MARCH 17, 2015**

The Board of Commissioners for the Carroll County Housing Authority met in regular session at 2:00 pm on Tuesday, March 17, 2015 in the Dining Room at Mest Manor.

Upon roll call, those answering present were Chairman Hartman, Vice-Chairperson Haffey, Treasurer Kelly, and Commissioner Zink. Also present was Executive Director Ed Bochniak. No tenants or guests were present for the meeting. Commissioner Picolotti was absent from the meeting. Treasurer Kelly left the meeting at 2:30 pm.

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 04, approving the Minutes of the February 17, 2015 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: None

Consideration of Finance Reports:

- The Cash Flow Report for February was reviewed. February's Cash Flow report, with a balance of \$146,114.81, was presented and reviewed. Executive Director Ed Bochniak stated the Operating Funds deposit transfers of \$13,693.00 was for the months of January and February. It was also noted the deposit of \$8,363.00 was from the bid purchase of the old maintenance truck.
- The Monthly Expenditure report for February was reviewed. Executive Director Ed Bochniak detailed the Klein Plumbing expenses for repair of the Maple Lane water line.
- Executive Director Ed Bochniak reviewed the Delinquent Accounts Report with a total balance of \$3,168.00 owed to the housing authority. The breakdown on balances owed is as follows:

Current Balance (under 30 days) is \$713.00; Over 30 Days Balance is \$202.00; Over 60 Days Balance is \$0.00; 90 Day Balance is \$0.00; Repayment Balance is \$2,178.00; Late Fees Balance is \$75.00; Maintenance Fees Balance is \$0.00. This month's Total Balance Due has decreased \$4,101.00 from the previous month's report.

Executive Director Ed Bochniak noted that two tenants, who had repayments due, paid them in full once they received their federal income tax refund. Executive Director Ed Bochniak stated the housing authority is working with all tenants in paying their rent.

- February's Financial Reports were reviewed with the Board members. Executive Director Ed Bochniak reviewed the financials for the eleven months ending February 28, 2015. Highlights of the financials:

Total rent revenue equaled budget. Total Operating/Non-Operating Income increased 24.55% compared to the budget. The increase is due to the January and February Operating Subsidy funds and the Cable TV revenue. Administrative, Maintenance, and

General Expenses decreased compared to the budget. A other expense categories increased compared to the budget. Total Expenditures decreased 3.40% as compared to the budget. The month of February realized a Net Operating profit of \$9,766 with a Net Year-to-Date Profit of \$34,176.

- Executive Director Ed Bochniak reviewed the Tenant Bulk Cable TV report. Year-to-Date revenue for eleven months is at \$4,461.00.
- Resolution No. 15 R 08, approving the write-off for the March 3, 2015 outstanding checks, was presented. Vice-Chairperson Haffey motioned to adopt the resolution as presented. The motion was seconded by Commissioner Zink. The resolution was approved by all ayes.
- Resolution No. 15 R 09, approving the annual write off of bad debts totaling \$1,937.00, was presented. Chairperson Hartman motioned to adopt the resolution as presented. The motion was seconded by Vice-Chairperson Haffey. The resolution was approved by all ayes.
- Commissioner Zink motioned to approve all Financial Reports as presented. The motion passed with all ayes.

Director's Report & Project Updates:

- Executive Director Ed Bochniak presented a written report on meetings, training, and projects:
 - Tri-County Economic Development Alliance (TCEDA) Annual Meeting - will attend.
 - Lease Renewals - All annual lease renewals were completed in February.
 - Loss Control Visit by AHRMA - received a favorable report from our insurance company on their annual loss control visit.
 - Website Update - Office staff continues working with Tory on the website.
 - Mest Manor Painting Project - in discussion with contractors on the painting.
 - LED Lighting Upgrade for Mest Manor - discussed the projected costs and energy savings for the Mest Manor project. Working on grant funding.
 - Energy Efficient Loan - working with banks on the securing the \$50,000 loan.
 - Water Pipe Break - An underground water pipe had broken at the Maple Lane units.
- Executive Director Ed Bochniak reviewed the Suspense Projects List with the Board. Request to remove the five-year physical needs report was approved. 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 26 "Non-Emergency" work orders with an average of 1.0 days for completion. There was 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 0 unoccupied units. Carroll Apartments currently has 2 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: None

New Business:

- Resolution No. 15 R 05, approving the FYE 3/31/2016 budget, was presented. The part-time custodian position was discussed. Executive Director Ed Bochniak noted if Misty was to quit, we would not re-hire for her position. The maintenance staff would absorb her duties during the summer/fall months. Chairperson Hartman motioned to adopt the resolution as presented. The motion was seconded by Commissioner Zink . The resolution was approved by all ayes.
- Resolution No. 15 R 06, approval ratifying and accepting the HUD 2015 Capital Funds of \$96,479.00, was presented. Chairman Hartman motioned seconded by Commissioner Zink to accept the resolution as presented. The resolution was approved by all ayes.
- Resolution No. 15 R 07 was presented and discussed to ratify the 5-Capital Fund Plan. Vice-Chairperson Haffey motioned to adopt the resolution as presented. The motion was seconded by Chairperson Hartman. The resolution was approved with all ayes.

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 3:40 pm.

Paul Hartman, Chairman

Ed Bochniak, Executive Director