

Pike County Housing Authority  
Board Meeting Minutes  
8/18/16

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 18<sup>th</sup>, 2016 at the PCHA Barry, IL office.

The meeting was called to order at 3:02p.m. with no guests present.

**Members in attendance:**

Chairman Don Peebles  
Commissioner Noelle Flesner  
Resident Commissioner Pat Patterson  
Executive Director Chris Bruns

**Members not in attendance:**

Vice Chairman Mark Pulliam

**Minutes:**

A brief review of the July 2016 Open and Closed Session Minutes occurred. There were no questions or concerns raised.

At this time Pat P. motioned to accept the July 2016 Open and Closed Session Minutes. Motion seconded by Don P.

Voice vote was as follows:

Noelle F: Abstain with majority      Pat P: Aye      Don P: Aye

**Occupancy:**

A brief review of the August 2016 Occupancy Report occurred next. There were no questions or concerns raised.

**Financials:**

A brief review of the July 2016 Financial Reports occurred next. There were no questions or concerns raised.

At this time Noelle F. motioned to accept the August 2016 Occupancy Report and July 2016 Financial Reports as presented. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye      Pat P: Aye      Don P: Aye

**Executive Director Report:**

## **Old Business:**

1. Op Sub 2016. For August 2016 we received \$38,466.50 in Operating Subsidy. We have not received any information on what to expect next month, but it should be a similar amount.
2. CFP 2016. Previously we drew down \$56,836.00 in funds from the grant for operational purposes. The remainder have been earmarked towards window replacement at 71-10, 13, 14, and 15. These sites all have original windows and are around 35 years old. Life Span on windows is 20 years. The preliminary estimates for window replacement is \$184,650.00, which will leave us a bit short, but we will come out of pocket for the difference. Eggemeyer Associates Architects have begun to put together their fee letter for this project.
3. CFP 2017. We have been trying to certify our property for the CFP 2017 and hit a snag. Some of the building and address information in PIC did not jive with what we really have. Chris B. made all of the corrections he could and contacted HUD REAC regarding the rest. After he was referred to several different people he finally spoke with Katie Stuckemeyer who helped to address the issue. These issues were not significant enough to affect the submission and she encouraged us to complete as is and we would correct later. This certification has been completed.
4. Johnson Controls EPC. The Section 30 package has been sent on to HUD for their approval. This will migrate through the Chicago Field Office and then on to Washington for further approval. It is hoped for a speedy turnaround on this submission. A pre-construction meeting was held with Peter's Heating & Air and JCI in order for Peter's to conduct some measurements to get their designs in order. Lastly, we have submitted another grant application package through the University of Illinois Public Housing Energy Program as we did a few years ago. That previous grant reimbursed us almost \$70,000.00 for energy efficient improvements. This grant possibility with the work conducted through JCI is going to be significant larger at \$361,000.00.
5. EPA Baylis. We have had the soil tested at the site and from initial response it looks good. Since it appeared dry, this means less laterals and less space required to disseminate the discharge. More information on this as it becomes available.
6. Pam Simpson FYE 12/31/15 Audit. Pam Simpson has sent us all of the things needed prior to her arrival. We have knocked these items out and have begun to supply her additional information before her arrival to assist with the length of time they will need to be on site. Don P. will sign the engagement letter today and it will be sent off tomorrow. Last item is regarding the Management Discussion & Analysis (MD&A). This review and commentary of our financials needs to be approved and sent to her also.

### **Resolution 2016-17**

At this time Noelle F. Resolves to accept the MD&A as prepared by Chris B. for the FYE 12/31/15 Audit. Resolution seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Don P: Aye

7. Maintenance Trucks. Chris B. reports that the new trucks are in and being used daily. These had been delayed roughly 3 months and are very welcome additions to the fleet. The insurance bill for the two trucks is only \$51.00 for the remainder of the year, due to prepayment for the totaled truck for the whole year. We will get these new trucks logoed with the housing authority logo very soon. The Chevrolet S10 is going to be donated as we approved previously for jaws-of-life practice by the Barry Fire Department.
8. New Canton Accident 7/1/16. Cox Home Improvement has given us a quote on the damage caused to the apartment in New Canton from the hit and run accident. The total is \$8,910.00 and AHRMA has given us the go ahead to begin the work. The resident turned in some damages to her personal belongings, however that would be covered under renters insurance not the housing authorities, therefore her claim was denied.
9. IDOL Prevailing Wage. Last month we approved a Resolution adopting the July 2015 prevailing wage rates as published by the Illinois Department of Labor. This resolution has been uploaded to the IDOL for their records. When they publish a new prevailing wage rates we will have to do this once again.
10. Community Foundation Grant. We had submitted a grant application package to the CF for the efforts to redo the steps and walks at Landess Terrace. Unfortunately, we were not selected, but we will try again next year.

**New Business:**

1. Maintenance Building Concrete Bids. We have two bids for the dumpster pad at our maintenance building in Barry. Gunterman's Custom Edging has bid \$6,240.00, while Waters Concrete has bid \$5,518.00.

At this time Noelle F. motions to accept the bid from Waters Concrete in the amount of \$5,518.00. Motion seconded by Pat P.

Voice vote was as follows:

Noelle F: Aye

Pat P: Aye

Don P: Aye

Next month we will discuss the step and sidewalks at Landess Terrace and also the porch areas at E. Adams. The quotes from both companies for Landess Terrace were discussed, but we want to do a walk through with both vendors to ensure that they are bidding the work equally the same. They will provide new quotes for us to review. This work at Landess Terrace and E. Adams is going to be costly.

2. Phone System Quotes. We have two bids for new phone systems for the office. CDS Office Technologies has bid \$4,594.00. Adams has bid \$3,297.00. At first the bid

from Adams is a no brainer, but the fees for their monthly service are significantly higher (\$275.00 vs \$75.00).

Brief discussion ensues and it was thought that the phone system from CDS and the internet service from Adams should be selected, as it looks like this will be the most cost effective route. This move will eliminate the need for the account with Frontier altogether. Noelle F. makes the initial motion for this. Pat P. seconds the motion.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Aye                      Don P: Aye

3. Getz Fire Inspection 7/27/16. Getz Fire Equipment was on site 7/27/16 to complete their annual fire equipment inspection. This was done at a cost of \$975.25.
4. E. Adams Fire Testing Quotes. In speaking with Getz it was discussed whether they could also provide the testing service at E. Adams. They indicated they could and have supplied us with a quote of \$240.00. We have been using United Systems at a cost of \$325.00. Chris B. indicated we would align the testing services all under Getz going forward.
5. No Trespass Issue. It has become an issue with an individual and local law enforcement on the issue of trespass. HUD has been contacted and have left the ball in our court to address as we see fit. The next item will formally set us up with a Trespass Policy for use going forward. Brief discussion regarding the issue took place at this time.
6. No Trespass Policy. It was mentioned that we have relied on our ACOP and our lease to authorize and enforce matters of trespass. Due to the recent discussion on the issue, a formal Trespass Policy was created and is ready to be implemented on our properties. This policy spells out what is and is not acceptable for the housing authority, residents, visitors, and guests. Brief discussion ensued.

**Resolution 2016-18**

At this time Don P. Resolves to accept the draft of the Trespass Policy as prepared. Noelle F. seconds this Resolution.

Voice vote was as follows:

Noelle F: Aye                      Pat P: Nay                      Don P: Aye

Chris B. reports that this policy is in use by another housing authority and has worked well, but he would also run by our counsel. This policy draft will be available for review and comment until our next meeting, when we can re-visit the subject.

7. HUD UPCS Inspector Training. We were alerted that an opportunity for housing authorities to partner with HUD REAC on training new inspectors was available. This would provide the inspector training, but us knowledge as to how our properties were

scoring and being maintained. We have signed up for this opportunity and hope to be selected.

8. Mowing Claim 8/9/16. George S. was mowing and hit a rock, which hit a neighbor's vehicle and busted out the back glass. We had the neighbor get a quote and this was turned into our insurance. However, our insurance denied the claim due to us not having any knowledge there was a rock in the grass. In order to be a good neighbor we have authorized the repair of the vehicle at a cost of \$283.73. The neighbor had no liability in causing the damage.
9. NLIHC – Out of Reach Data 2016. An informational document reflecting the cost of renting and the income necessary was reviewed at this time.
10. Tenant Thank You. Due to the new washers and dryers being installed we received several thank yous from the residents at Landess Terrace. One note received was reviewed by the Board.

**Handouts (if any):**

1. Firewall Quote. CDS Office Technologies has bid \$1,649.00 to replace the firewall in the office that is outdated and no longer supported with updates. Chris B. would gather quotes and select a vendor after the meeting. This monetary value is within his purchasing limit.

At 5:30p.m. There were no further topics for discussion and so it was called for a motion to adjourn. Noelle F. makes the initial motion to adjourn the meeting. Pat P. seconds.

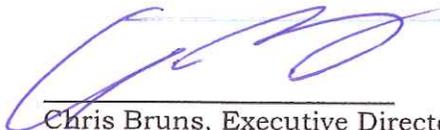
Voice vote was as follows:

Noelle F: Aye

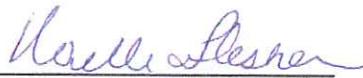
Pat P: Aye

Don P: Aye

We hereby certify that these minutes are truthful and accurate.



Chris Bruns, Executive Director/Secretary  
Pike County Housing Authority  
9/15/16



Noelle Flesner, Vice Chairman  
Pike County Housing Authority  
9/15/16