

**Pike County Housing Authority  
Board Meeting Minutes  
October 2022**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, October 20<sup>th</sup>, 2022. The meeting was held via a combination of in person and Zoom. All attendance details were furnished to the public by a posted agenda on the door at the main PCHA office and also posted on the PCHA website [www.pikehousing.com](http://www.pikehousing.com).

The meeting was called to order at 3:03 pm with no guests in attendance.

**Members present:**

Chair: Noelle Flesner  
Vice Chair: Leslie Henry via Zoom  
Commissioner: Cindy Prentice  
Commissioner: Mark Pulliam  
Executive Director: Chris Bruns  
Executive Assistant: Tonya Ellison

**Members absent:**

**Minutes Review:**

A review of the September 2022 Regular Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

A review of the October 2022 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the September 2022 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Cindy P. motioned to accept the consent agenda of the September 2022 Regular Session Minutes, October 2022 Occupancy Reports, and September 2022 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

Cindy P.: Aye

Mark P.: Aye

Leslie H.: Aye

Noelle F.: Aye

### **Executive Director Report:**

#### **Old Business**

1. Operating Subsidy FY 2016. Recently, HUD posted guidance stating there were errors in the calculation of previous year's subsidy amounts. The guidance also indicated the corrected funding would be available no later than 9/16/2022 and would need to be drawn by 9/30/2022. As a result, Chris B. drew down the remaining \$30.00 for the 2016 Operating Subsidy on 9/28/2022 and the grant is now fully expended.
2. Operating Subsidy FY 2017. Recently, HUD posted guidance stating there were errors in the calculation of previous year's subsidy amounts. The guidance also indicated the corrected funding would be available no later than 9/16/2022 and would need to be drawn by 9/30/2022. As a result, Chris B. drew down the remaining \$1,918.00 for the 2017 Operating Subsidy on 9/28/2022 and the grant is now fully expended.
3. Operating Subsidy FY 2018. Recently, HUD posted guidance stating there were errors in the calculation of previous year's subsidy amounts. The guidance also indicated the corrected funding would be available no later than 9/16/2022 and would need to be drawn by 9/30/2022. As a result, Chris B. drew down the remaining \$149.00 for the 2018 Operating Subsidy on 9/28/2022 and the grant is now fully expended.
4. Operating Subsidy FY 2019. Recently, HUD posted guidance stating there were errors in the calculation of previous year's subsidy amounts. The guidance also indicated the corrected funding would be available no later than 9/16/2022 and would need to be drawn by 9/30/2022. As a result, Chris



B. drew down the remaining \$113.00 for the 2019 Operating Subsidy on 9/28/2022 and the grant is now fully expended.

5. Operating Subsidy FY 2022. For the months of October and November, the housing authority is to receive \$53,498.50 in subsidy per month. On 10/3/2022, Chris B. drew down the October amount. For the year through November, the housing authority has received \$589,381.00 in Operating Subsidy funding.
6. Capital Fund Program 2019. With the recently concluded FYE 12/31/2021 Audit of the housing authority by Pam Simpson, the CFP 2019 grant can now be fully closed out. Upon receipt of the completed audit, Chris B. forwarded all information necessary for the closeout to HUD for their review. On the monthly call with HUD after this, Chris B. noted the closeout of the CFP 2019 was the only action item for the Field Office to complete for the housing authority. The Field Office had Chris B. forward the closeout materials again, and has now fully closed out the CFP 2019 grant.
7. Capital Fund Program 2020. There are a lot of materials in the packet for this section. A preconstruction meeting was held on 10/12/2022 to go over the general requirements of the work activity with both Damon's Plumbing & Trotter General Contracting. Contracts have been signed with both Damon's Plumbing & Trotter General Contracting and they are now furnishing all of the required documents for their portions of the work. Invoice# 2106-9 in the amount of \$150.70 was received from Eggemeyer Associates, which has been drawn and paid. Chris B. has completed the US Census reporting for the month of October. All unsuccessful bidders for the two proposals were notified of their failed bids and were sent back their bid securities.
8. Capital Fund Program 2021. Previously, Chris B. has discussed the need to move work forward in the Capital Fund 5 Year Action Plan and move the Unit Conversion work activity previously planned back. Chris B. has gone in and created revisions to both the CFP 5YAP (2021-2025) and CFP 2021 Annual Statement to incorporate this change. The revised CFP 2021 Annual Statement now shows \$92,814.00 for Operations, \$45,000.00 for A&E costs, and \$326,258.00 for HA Wide Accessibility Improvements. A resolution accepting the revised CFP 5YAP (2021-2025) and CFP 2021 Annual Statement is requested.

**Resolution 2022-27**

At this time, Leslie H. resolved to accept the revised CFP 5YAP (2021-2025) and CFP 2021 Annual Statement. Resolution seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

Noelle F.: Aye

9. Capital Fund Program 2022. As mentioned above, with the changes being made to the CFP 2021 grant, there must be a correlating change to the CFP 2022 grant to push the previously planned work back to. As a result of this, Chris B. has gone in and created revisions to both the CFP 5YAP (2022-2026) and CFP 2022 Annual Statement to receive the Unit Conversion work. Yet another move of work will probably be necessary once an amount for the Accessibility Improvements is determined. As it stands now, the revised CFP 2022 Annual Statement shows \$10,000.00 for Operations, \$30,566.00 for A&E costs, and \$527,513.00 for Unit Conversion. A resolution accepting the revised CFP 5YAP (2022-2026) and CFP 2022 Annual Statement is requested.

**Resolution 2022-28**

At this time, Cindy P. resolved to accept the revised CFP 5YAP (2022-2026) and CFP 2022 Annual Statement. Resolution seconded by Leslie H.

Voice vote as follows:

Cindy P.: Aye

Leslie H.: Aye

Mark P.: Aye

Noelle P.: Aye

10. Repositioning. Letters of support for the housing authority's move to sell the Baylis & Perry properties have been received from the respective communities. Chris B. has supplied Bedrock Housing Consultants with the letters of support, environmental review, historical preservation clearance,



and housing authority minutes for the moves up to this point. BHC now feels as though the next step is property appraisals. Chris B. has reached out to Lindsay Henderson of Henderson Appraisals and supplied her some information regarding the properties to review. It is hoped to have an estimate and timetable for the appraisals soon. In the packet is guidance from the Special Application Center regarding the disposition of properties that were involved with an Energy Performance Contract. The EPC factor would apply to the current situation and would likely need to be addressed in the future.

11. Baylis Wastewater System. Previously, the testing for the Baylis Wastewater System was out for bid. The only bidder, Bainter Environmental, could not sign the requested addendum from the housing authority and elected to withdraw. New proposals were sought and another was received by the 10/7/2022 deadline. Chris B. has inquired as to whether Spring Creek Environmental will be able to sign the addendum as requested, but has not received a response. After discussion, the Board felt that with the impending sale of the property, then the risk of going with the original bidder was acceptable. Chris B. indicates he will reach out to Bainter Environmental to see if there would be a willingness to move forward.
12. Laundry Services Agreement. Previously, quotes were received to supply the laundry equipment at the housing authority's laundry facilities. At the time, quotes were received from CSC and RAM. RAM adjusted their quote after bids were received and would not honor their original proposal. As a result, bid proposals needed to be sought once again. Chris B. has created a comparison of the quotes received from CSC, RAM, Flynn, and RJ Kool. The proposals were briefly discussed. Chris B. reports that a check was received for litigation against CSC for the withholding of administrative fees. From reading the settlement, CSC was withholding admin fees from groups they had no agreement in place to do so.

At this time, Leslie H. made a motion to accept RAM to supply laundry equipment to PCHA laundry facilities on a lease basis for a period of 3 years, as per their proposal. Motion seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye

Cindy P.: Aye

Mark P.: Aye

Noelle F.: Aye

13. Pam Simpson Audit FYE 12/31/2021. As mentioned last month, Pam Simpson was onsite and completed her FYE 12/31/2021 audit of the housing authority. The data collected had to be assimilated into her final report and also submitted to both HUD and the Federal Audit Clearinghouse prior the end of September 2022. This has been done. A resolution accepting the Pam Simpson FYE 12/31/2021 audit is requested.

#### **Resolution 2022-29**

At this time, Cindy P. resolved to accept the FYE 12/31/2021 Audit as prepared by Pam Simpson. Resolution seconded by Mark P.

Voice vote as follows:

Cindy P.: Aye

Mark P.: Aye

Leslie H.: Aye

Noelle F.: Aye

14. Flat Rent Policy & Fair Market Rents FFY 2023. In September 2022, the Board approved, as drafts, revisions to the housing authority's Flat Rent Policy and Fair Market Rents to be used for the public housing program. The draft information was available for public review from 9/14/2022 through 10/17/2022, at which time a public meeting was held. There was no attendance at the public meeting and no comments, questions, or concerns were received at any point during the review timeframe. As a result, the Flat Rent Policy and Fair Market Rents for FFY 2023 are ready to be accepted as final. A resolution is requested.

#### **Resolution 2022-30**

At this time, Leslie H. resolved to accept the Flat Rent Policy and Fair Market Rents for FFY 2023 as final. Resolution seconded by Cindy P.

Voice vote as follows:

Leslie H.: Aye



Cindy P.: Aye  
Mark P.: Aye  
Noelle F.: Aye

15. Utility Allowance Revision FY 2023. In August 2022, the Board approved, as a draft, revision to the housing authority's Utility Allowance Schedule. The draft information was available for public review from 8/18/2022 through 10/17/2022, at which time a public meeting was held. There was no attendance at the public meeting and no comments, questions, or concerns were received at any point during the review timeframe. As a result, the revised Utility Allowance Schedule for FY 2023 is ready to be accepted as final. A resolution is requested.

#### **Resolution 2022-31**

At this time, Cindy P. resolved to accept the revised Utility Allowance Schedule for FY 2023 as final. Resolution seconded by Mark P.

Voice vote as follows:

Cindy P.: Aye  
Mark P.: Aye  
Leslie H.: Aye  
Noelle F.: Aye

16. System For Award Management 2022 – 2023 Renewal. Previously, it was discussed regarding the housing authority's SAM renewal that there may be an issue due to including a DBA "Pike County Housing Authority" instead of just using the Legal Business Name of "Housing Authority of Pike County". Chris B. has reviewed the SAM site and sees no issues with the current registration. Therefore, this matter is considered closed until next year's renewal.

#### **New Business**

1. AHRMA Insurance Pre-Renewal 2023. On 9/19/2022, Chris B. received an email from AHRMA requesting various information to begin calculating the 2023 insurance rates. The information was due to be received back no later than 10/3/2022. On 9/30/2022, Chris B. returned the requested documents ahead of the deadline. It is expected that the costs for insurance will go up

in 2023. In 2022, the housing authority paid \$74,607.00 for the full line of coverages.

2. WCMTD Transportation Contract 7/1/2022 – 6/30/2023. Jean Jumper of WCMTD reached out to renew the transportation agreement in place with the housing authority. This agreement has been helpful in providing housing authority tenants rides to necessary supplies, services, etc. There were no changes to the terms and conditions of the new agreement and so Chris B. accepted the agreement once again.
3. Getz Fire Testing 9/27/2022. Each year, Getz tests all fire extinguishers, exit lights, emergency lights, etc. for the housing authority. This set of tests was done on 9/27/2022 at a cost of \$1,030.35. This testing does not include the testing of the fire alarm system at E. Adams, which is done at a different time, and a much lesser cost.
4. Adams Fiber Service Renewal 10/1/2022 – 9/30/2025. Recently, a monthly bill was received from Adams Fiber in the amount of \$379.50, whereas it had previously been \$154.50. The price increase was not something that was expected and so Chris B. had Tonya E. reach out to Adams to see what was happening. Evidently, the housing authority's initial fiber contract offer had expired. Adams said there was no problem in renewing and sent over a new agreement to sign. Chris B. has completed the agreement and it is in effect as of 10/1/2022. New monthly total should be around \$156.50.
5. Zoning Request New Canton. The housing authority received a request from a neighbor of its property in New Canton to waive the 5ft distance from the property line required for building a new structure. Upon evaluation, the structure was under the 5ft requirement but roughly around 4ft overall. Chris B. saw no problem in waiving the requirement, but did want to ensure the permission was crystal clear. Chris B. completed the release and all of the information for this is in the packet.

At 3:50 pm, there were no further topics for discussion and so it was called for a motion to adjourn the Board Meeting. Cindy P. motioned to adjourn the meeting at this juncture. Motion seconded by Leslie H.

Voice vote was as follows:



Cindy P.: Aye  
Leslie H.: Aye  
Mark P.: Aye  
Noelle F.: Aye

It is certified by the below signatures that these minutes are truthful and accurate.

*Chris Bruns*

Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
11/29/2022

*Noelle Flesner*

Noelle Flesner (Dec 9, 2022 08:12 CST)

Noelle Flesner  
Board Chair  
Pike County Housing Authority  
11/29/2022



Pike County  
Housing Authority