

**Pike County Housing Authority  
Board Meeting Minutes  
August 2023**

The regularly scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 24<sup>th</sup>, 2023. 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 4:05 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner  
Commissioner: Mark Pulliam  
Commissioner: Cindy Prentice  
Vice Chair: Leslie Henry (Zoom)  
Executive Director: Chis Bruns  
Executive Assistant: Tonya Kirk

Members absent:

None

Minutes Review:

A review of the July 2023 Regular Session Minutes occurred. There were no corrections or changes recommended.

Occupancy Reports:

A review of the August 2023 Occupancy Reports occurred next. There were no questions or concerns raised.

Financial Reports:

A review of the July 2023 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Mark P. motioned to accept the consent agenda of the July 2023 Regular Session Minutes, August 2023 Occupancy Reports, and July 2023 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

### **Old Business**

1. Operating Subsidy FY 2023. For August 2023, the PHA is scheduled to receive \$48,823.50 in Operating Subsidy, which was drawn on 8/3/2023. For September 2023, the PHA will receive the same amount.
2. Capital Fund Program FY 2020. A stop work letter was issued to Trotter General Contracting on 6/29/2023 due to Trotter having to have the additional signage supports fabricated to support the new signs being installed. Trotter anticipated 4-6 weeks for the fabrication of the supports and work would not restart until those were ready. Contract modification #3 was received which adjusts the overall amount of the contract with Trotter to \$201,854.60 and revises the completion date to 7/14/2023. Chris B. has completed the CPRS census on 8/15/2023 ahead of its 8/19/2023 due date.

### **Resolution 2023-30**

At this time, Cindy P. resolved to accept the contract modification #3 with Trotter. Resolution seconded by Mark P.

Voice votes as follows:

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

3. Capital Fund Program FY 2021 & 2022. Roady Exteriors work on this project has been progressing. Gutter and gutter guard submittals have been

received from Eggemeyer Associates. In performing the work, Roady has noted that some of the building pillars have rusted at either the tops or the bottoms. This is being reviewed for the best path forward as the way the pillars were originally installed makes it difficult for them to be removed. Previously, Roady identified roof and fascia wood that was rotten from exposure over the years to the elements. As of 7/28/2023, Roady had identified and replaced \$15,093.20 in additional work outside the original scope. This will be included in a future contract modification. Invoice# 2259-6 in the amount of \$2,000.00 has been received from Eggemeyer Associates and has been drawn and paid. A dispute has arisen between Roady and Olivas AG who was a sub-contractor that Roady had been using. It is to be noted that this issue is entirely between Roady and Olivas AG.

4. Capital Fund Program FY 2024. As discussed previously, Capital Fund Program certification for FY 2024 was due to HUD by 8/15/2023. This certification was completed by Chris B. on 7/24/2023. Certification consisted of reviewing the number and type of units the PHA has in its portfolio and attesting that information to HUD.
5. Repositioning. Chris B. mentioned last month that he had received a letter of support for the PHA's efforts to reposition units in Pittsfield. There was an issue with the wording on the letter and Chris B. connected with Mayor Mendenhall of Pittsfield to get a corrected letter reflecting demolition of the buildings and not the sale of the buildings. Chris B. also reached out to Andy Borrowman, Pike County Board Chair about the possibility of receiving a letter from Pike County in support of the sale of the units in Baylis & Perry as well as the demolition in Pittsfield. This letter was also received. Also mentioned last month, was that the PHA would be receiving an Interagency Agreement with Menard County Housing Authority to allow Menard County HA to operate in Pike County for the purpose of administering the Tenant Protection Vouchers. This has also been received.

### **Resolution 2023-31**

At this time, Cindy P. motioned to accept the Interagency Agreement with Menard County HA for HCV TPV administration. Motion seconded by Mark P.

Voice votes as follows:

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

**Resolution 2023-32**

At this time, Lesley H. motioned to approve the future sale of the PHA's Baylis & Perry properties. Resolution was seconded by Cindy P.

This resolution follows a previous resolution introduced and accepted on 10/15/2020, which accepted the 5-Year PHA Plan identifying the PHA intention to seek the demolition/disposition of properties that are hard to rent or no longer effective to maintain.

This resolution also follows a previous resolution introduced and accepted on 6/16/2021, which accepted the 5-Year PHA Plan Revision #1 identifying the number of PHA units and their locations under consideration for demolition/disposition activity.

This resolution also follows a previous resolution introduced and accepted on 4/27/2023, which accepted the 5-Year PHA Plan Revision #2 further clarifying the number of PHA units and their locations under consideration for demolition/disposition activity.

Voice votes as follows:

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

**Resolution 2023-33**

At this time, Mark P. resolved to accept the future demolition of up to 32 of the PHA's units in Pittsfield. Resolution was seconded by Leslie H.

This resolution follows a previous resolution introduced and accepted on 10/15/2020, which accepted the 5-Year PHA Plan identifying the PHA

intention to seek the demolition/disposition of properties that are hard to rent or no longer effective to maintain.

This resolution also follows a previous resolution introduced and accepted on 6/16/2021, which accepted the 5-Year PHA Plan Revision #1 identifying the number of PHA units and their locations under consideration for demolition/disposition activity.

This resolution also follows a previous resolution introduced and accepted on 4/27/2023, which accepted the 5-Year PHA Plan Revision #2 further clarifying the number of PHA units and their locations under consideration for demolition/disposition activity.

Voice votes as follows:

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

6. Pam Simpson Audit FY 2022. Pam Simpson was on site from 8/7/2023 through 8/10/2023 to perform the PHA's annual audit. This audit went very well with the only issues being 2 journal entries to adjust fee accountant items, tenant transaction income coding, and a tenant file that was reviewed that the individual may be the subject to identity theft by an external source. Other than these items, there were no issues or findings. Pam S. will complete her audit report and it is due to HUD no later than 9 months after the end of the PHA's fiscal year. This also was the PHA's last contracted audit with Pam S. and she has indicated she would be open to submit another audit proposal upon request.
7. PHA Wide Storm Damage 6/29/2023. As has been discussed previously, the PHA encountered widespread damage as a result of the storm on 6/29/2023. This storm damaged roofs, fascia, soffit, and trees. The PHA has been working with AHRMA on the claim and the PHA had gotten bids to repair the damage from three companies. Two of the three companies were insistent on submitting proposals geared towards the full replacement of the roofs on buildings instead of repairing the damage itself. These bids were from Campbell Construction (\$256,868.00) and JDS Construction (\$120,500.00). AHRMA's coverage would not provide anything close to

reimbursement of those amounts due to proration of the coverage to the life span of the roofs. A quote was received from Bowen Construction (\$41,229.18) to make the repairs as needed. This proposal was more favorable to AHRMA and the PHA and was accepted. AHRMA will reimburse the PHA \$32,901.81 for the repairs, leaving the PHA to be responsible for \$8,327.37.

At this time, Mark P. motioned to accept the repair proposal from Bowen Construction in the amount of \$41,229.18. This was seconded by Cindy P.

Voice votes as follows:

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

8. System For Award Management Renewal FY 2023. As discussed previously, the PHA's enrollment in the SAM system was to expire on 8/29/2023. Chris B. completed the SAM renewal on 7/24/2023 and submitted it for approval. The renewal was approved and the PHA's new SAM enrollment is in effect through 7/23/2024.

### **New Business**

1. WCMTD Contract Renewal 7/1/2023 – 6/30/2024. Jean Jumper of West Central Mass Transit District reached out to Chris B. regarding the renewal of the PHA's transportation agreement. Chris B. had no objection to this and signed the updated agreement in effect through 6/30/2024 on 8/3/2023. There were a couple of minor changes to the agreement, but nothing of significance. This agreement provides the ability for residents to obtain transportation to necessary appointments, goods, services, and employment. It does not provide transportation to bars, gambling, restaurants, or frivolous travel.
2. Griggsville Property Damage. It had been brought to Chris B.'s attention by Josh H. that the City of Griggsville had removed a fire hydrant by the PHA's property in January 2023 and had left the area in less than acceptable status. This was reviewed on the recent inspections to the Griggsville units and

confirmed. As a result, Chris B. contacted Mayor Goewey regarding the damage and he pledged that it would be repaired in the Fall 2023.

3. The Network PHA Evaluation Report. Chris B. received an unsolicited email from a group called The Network. This group based in Chicago was reviewing Illinois PHA's to determine their support of victims of gender based violence. This scoring assessment is purely on their own accord and bears no requirement on PHA's assessed to remedy it. Chris B. reports he did not communicate with them regarding this assessment and he also noted some of the programs referenced were from Chicago Housing Authority who has a much larger clientele and budget authority than this PHA. Chris B. goes on to say that this PHA meets all federal requirements in regards to VAWA policies.

At 4:49 p.m. 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 Mark P.

Voice votes as follows:

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

*Chris Bruns*

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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
9/28/2023

*Noelle Flesner*

Noelle Flesner (Sep 29, 2023 07:57 CDT)

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Noelle Flesner  
Board Chair  
Pike County Housing Authority  
9/28/2023

Pike County  
Housing Authority