

**Pike County Housing Authority  
Board Meeting Minutes  
November 2024**

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Wednesday, November 21<sup>st</sup>, 2024. 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 4:03 pm with no guests in attendance.

**Members present:**

Commissioner: Noelle Flesner  
Commissioner: Mark Pulliam  
Executive Director: Chis Bruns  
Executive Assistant: Tonya Kirk  
Chair: Cindy Prentice  
Vice Chair: Leslie Henry via zoom

**Members absent:**

**Minutes Review:**

A review of the October 2024 Regular Session Minutes occurred. There were no corrections or changes recommended.

**Occupancy Reports:**

A review of the November 2024 Occupancy Reports occurred next. There were no questions or concerns raised.

**Financial Reports:**

A review of the October 2024 Financial Reports occurred next. There were no questions or concerns raised.

At this time, Noelle F. motioned to accept the consent agenda of the October 2024 Regular Session Minutes, November 2024 Occupancy Reports, and October 2024 Financial Reports. Motion seconded by Leslie H.

Voice vote was as follows:

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

### **Old Business**

1. Operating Subsidy FY 2024. For Op Sub 2024, a payment voucher of \$49,408.00 was requested by Chris B. on 11/1/2024. The PHA's eligibility is \$593,497.00 through November 2024, with no word on the December 2024 funding. It is expected that the PHA will receive around \$50,000.00 to close out the fiscal year.
2. Capital Fund Program FY 2023. This scope of work is well underway. Eggemeyer has prepared the project manual and drawings for the exterior improvements at Griggsville. Chris B. has placed the ad requesting bids in the local paper and on the PHA website. Bids are being accepted through 1/9/2025 at 2pm. Eggemeyer has prepared a cost estimate for the scope of work at a value of \$403,000.00, with contingency up to \$443,300.00. In looking at the CFP 2023 grant the PHA would be in good shape up to the contingency amount, with about \$8,000.00 left in the grant. The CFP 2023 grant must be obligated by February 2025, which means it will be right to the wire in the process.
3. AHRMA Insurance FY 2025. AHRMA reported previously that it would have the FY 2025 insurance billing ready within the first two weeks of



November 2024. True to that, the renewal invoice was received on 11/15/2024 in the amount of \$88,908.00, which was a pleasant surprise. The new invoice is an increase of \$2,078.00 from FY 2024.

At this time, Leslie H motioned to accept AHRMA FY 2025 insurance coverage. Motion seconded by Noelle F.

Voice vote was as follows:

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

4. IL EPA NPDES Permit Renewal. Chris B. is coordinating the renewal of the PHA's NPDES permit, which expires on May 31, 2025. Chris B. has been in communication with Nathan and Bill Bainter of Bainter Environmental requesting assistance in completing the necessary forms (Forms 1 & 2E). Chris B. mentions that the renewal application must be submitted by early December 2024, which gives a little over two weeks to finalize and send in the forms.

5. Repositioning. This topic was discussed further at the meeting. Chris B. provided an update on the status of the demolition disposition application along with discussing recent conversations with the Chicago Field Office regarding direction. At this juncture, Chris B. plans to submit an initial package to the Special Applications Center for the units to be sold and then at a later date submit a second one for the demolition activity.

### **New Business**

1. Board Meeting Schedule FY 2025. Chris B. has prepared the schedule for the FY 2025 Board Meetings based upon the 3<sup>rd</sup> Thursday of each month. This schedule is flexible and can be amended in the future if necessary.

## **Resolution 2024-25**

At this time, Noelle F. resolved to approve PHA Board Meeting dates for FY 2025 via resolution. Resolution was seconded by Mark P.

Voice vote was as follows:

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

2. E. Adams Boiler Quotes. With winter upon us, it was time to make sure the HVAC at the E. Adams 12 unit building was going to be in good condition heading into the cold. One of the boilers was in need of either repair or replace in order to make sure the system was in good order. Josh H. received 2 quotes for the replacement Brennan (\$7,075.58), Rocky's (\$6,955.00) and 1 quote for the repair Brennan (\$4,778.53). Based upon the future of the building, it was decided the lesser cost was best and the repair quote has been accepted.

3. Staff Annual Performance Bonuses FY 2024. Chris B. brought up the staff annual performance bonuses for the Board's consideration. Last year, the Board approved \$500.00 per person which included all staff. This topic was discussed further at the meeting.

## **Resolution 2024-26**

At this time, Noelle F. resolved to approve all Staff, including Chris B. for the Annual Performance bonuses for FY 2024 in the amount of \$500.00. Resolution was seconded by Leslie H.

Voice vote was as follows:

Mark P.: Aye



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

At 4:24 p.m., there were no further topics for discussion and so it was called for a motion by Noelle F. to adjourn the Board Meeting. Motion seconded by Leslie H.

Voice votes as follows:

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



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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
12/19/2024



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Cindy Prentice  
Board Chair  
Pike County Housing Authority  
12/19/2024



Pike County  
Housing Authority