

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes October 21, 2025

Directors Present: Bill Gilmartin, Terra Little-Taylor, Jim Martin, Mark Chester

Directors Excused: Sheila Supenski

Directors Absent: None

PICPI/TPIM Board Present: Tom Barry, Barb Guise, Matt Sheads, Bill Gilmartin, Herbert Nusom, Richard Thrasher, Jen Gastley, and Will Hudson

Staff Present: Stephanie McIlwee, JR Crushong, David Swain, and Brandy Felton

Public in Attendance: None

Guest in Attendance: None

Call to Order: The meeting was called to order by Board President, Bill Gilmartin, at 2:05 PM.

Minutes: *Jim Martin moved, and Terra Little-Taylor seconded the motion to approve the minutes from the regular meeting held on July 15, 2025. Motion carried unanimously.*

The minutes must reflect that Brandy Felton is the Recording Secretary.

Public Comment: None

New Business: None

Grant Summary: Nothing new to report.

Loan Summary: The loan for the purchase of 40 E. High Street was originally \$1,055,150. The current balance is \$465,686.97 and is expected to be paid off in 2044.

HCV (Housing Choice Voucher):

- 25% through the fiscal year, with cash flow at 51% of the budgeted amount
- Cash flow YTD is at \$31,155.31
- 615 Available vouchers; 504 total vouchers (under contract)
- 87 on waiting list; 16 applicants currently being processed; 13 vouchers on the street
- 15 new admissions this Fiscal Year (July-June)
- 411 HQS inspections completed (July-Sept)
- 18 FSS participants; 8 escrow accounts with monthly deposits
- HCV Waiting list reopened September 15th
- October and November Housing Assistance Payments have been approved during Federal government shutdown

Harold Court:

- 25% through fiscal year, with total cash flow at -10% of the budgeted amount
- Cash flow YTD is -\$4,767.69
- 96% occupancy year to date; 1 vacancy
- 129 applicants on the waiting list
- Maintenance over budget due to vacancies and unit turnovers
- Bill Gilmartin inquired about the difference between this waitlist and the HCV waitlist. Stephanie explained that applicants can be on multiple waitlists simultaneously, including all properties and the Housing Choice Voucher.
- Jim Martin asked if there were grant options to assist with maintenance costs. JR explained that each property has a replacement reserve account to fund major repair costs. Projects such as the recent HVAC replacement are funded by grant opportunities.

McIntosh Court:

- 25% through the fiscal year, with cash flow at 13% of the budgeted amount
- Cash flow YTD is \$8,359.75
- 92% occupancy year to date; 1 vacancy
- 76 applicants on waiting list; 71 2-bedroom and 5 3-bedroom
- Maintenance over budget due to necessary repairs for the inspection to meet the new standards

Supportive Housing Program:

- 25% through the fiscal year, with cash flow at 57% of the budgeted amount
- Cash flow YTD is \$9,337.57
- 100% occupancy year to date; no vacancies

Management Financials:

- 25% through the fiscal year, with cash flow at 47% of the budgeted amount
- Cash flow YTD is \$17,105.28

Old Business: None

The ACHA Board meeting was formally adjourned with a motion by Mark Chester and a second by Jim Martin at 2:16 PM. Motion carried unanimously.

REMINDER: The next Board meeting is scheduled for Tuesday, January 20, 2026, at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary