

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes of October 19, 2021

Directors Present: Bill Gilmartin, Jim Martin, Steve Niebler and Sheila Supenski

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Barb Guise, Harry Hartman, Chris Kimple, Sister Jane Small, Herbert Nusom, and Lauren Shutt (via phone)

Staff Present: Stephanie McIlwee, Jennifer Eckerson, Kevin Riley, and Brandy Felton

Public in Attendance: Ruth Hamilton and Cynthia Hobbs

Guest in Attendance: Gina Piper

Call to Order: The meeting was called to order by Steve Niebler, Board Chair, at 2:03 PM

Jim Martin moved and Bill Gilmartin seconded the motion to appoint Brandy Felton as recording secretary. Motion carried.

Minutes: *Bill Gilmartin moved and Sheila Supenski seconded the motion to approve the minutes from the regular meeting held on July 20, 2021. Motion carried.*

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

Public Comment: Ruth Hamilton (Old Friends); Concerned that there have been four vacancies since July. Expressed cleaning concerns regarding the second floor lobby.
Cynthia Hobbs (repeat issues); Noise complaints and concerns of smoking too close to the building (upstairs neighbor). Reporting that Tina Berry speaks rude and disrespectfully. Management to address concerns.

New Business:

Mike Jackman has resigned from the board. Bill Gilmartin moved and Jim Martin seconded the motion to send Mike a thank you letter for his service to the board. Motion carried.

Grant Summary: The part-time Housing Coordinator grant was approved and funds were received by the Adams County Community Foundation on 9/9. The part-time Housing Coordinator was hired on 8/17 and is doing a great job recruiting new landlords as well as assisting voucher holders locate housing.

The FSS Grant was submitted on 9/3 and approval is pending.

Working with the Lebanon VA Hospital; 10 vouchers for homeless and at-risk veterans.

Grant submitted to HUD on 8/20 pending approval.

Loan Summary: The original loan for repointing of the building was for was \$88,286.11; the current balance as of 6/30/2021 is \$45,418.74 (no change).

HCV (Housing Choice Voucher):

- 25% through fiscal year with total expenses at 26.8% of budgeted amount

- Cash flow YTD is at \$7200.99
- 624 Available vouchers; 495 total vouchers (under contract)
- 2 on waiting list; 47 applicants currently being processed. 42 vouchers issued, but not yet leased
- 17 new admissions Fiscal YTD (July-June)
- 358 HQS inspections completed (July-September)
- 28 FSS participants; 21 accounts with escrow balances (10 active); 15 participants Employed (*Jim Martin inquiring on mode of transportation to obtain data for Rabbit Transit usage*)
- With increased HUD funding, we must be spending 95-98% of the HAP funding; currently spending 85%

Harold Court:

- 25% through fiscal year with total expenses at 19.31% of budgeted amount
- Cash flow YTD is \$19,978.
- 99% occupancy year to date; 1vacancy
- 106 applicants on waiting list
- Budget includes funds for additional supplies needed during the pandemic.

McIntosh Court:

- 25% through fiscal year with total expenses at 16% of budgeted amount
- Cash flow YTD is \$15,375
- 100% occupancy year to date; no vacancies
- 41 applicants on waiting list; 23 2-bedroom and 18 3-bedroom
- Approved re-amortization of remaining loan balance (less than \$5K) over 20 years (*Jim Martin suggested providing written documentation explaining the purpose and value of the re-amortization*) While it seems strange to re-amortize with a mortgage balance of less than \$5,000, it is necessary in order to continue to receive rent subsidies for this property. USDA wants to keep a presence in Adams County and this process is being done at their request. We attempted to borrow additional funds in order to do some upgrading of the property, but our request was denied.

Supportive Housing Program:

- 25% through fiscal year with total expenses at 15% of budgeted amount
- Cash flow YTD is \$6,321
- 100% occupancy year to date; no vacancies

Management Financials:

- 25% through the fiscal year with total expenses at 25.8%.
- Cash flow YTD is \$10,390
- Annual payment made in September to HCV in accordance with HUD agreement

Old Business: None

No Executive Session was needed.

The ACHA Board meeting was formally adjourned at 2:31 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, January 18, 2022 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary