

SHELBY METROPOLITAN HOUSING AUTHORITY
706 N. Wagner Avenue, Sidney, OH 45365
BOARD OF COMMISSIONERS MEETING

May 24, 2021

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman Frye, Frank Mariano and Dmitri Williams. Vice-Chair Geuy and Amy Klingler had previously called to be excused. **Chairman Frye asked for a motion to excuse them. Frank Mariano made the motion followed by Dmitri Williams. All ayes. Motion carried.** Quorum was noted. Director Judy Wells and Finance Director Nancy Spence were also present. The regular scheduled meeting was called to order at 12:13 p.m.

2. Approval of April Board Meeting Minutes.

Chairman Frye asked for questions. None heard. **Dmitri Williams made the motion to accept the minutes. Frank Mariano seconded. Vote was unanimous. Motion carried.**

3. Approval of April Financial Report.

Chairman Frye asked for concerns. Dmitri questioned the amount for 1117 Hilltop Apt D and learned the amount appeared high because more than one invoice was paid and the description field was limited text characters. Chairman Frye asked if SMHA had a company vehicle to use in lieu of reimbursing Terri Frick for use of her personal car for inspections with Judy and Judy said we have four trucks and two are used for maintenance so one could be sold and another traded for a more gas efficient vehicle. **Frank Mariano made the motion. Dmitri seconded. All ayes heard. Motion carried.**

4. May Director's Report.

Director Wells reported 117 Section 8 applications on file, 14 vouchers issued, 222 families receiving Section 8 assistance, no VASH vouchers issued, eight VASH families receiving assistance, no VASH move-out, 56 Public Housing applications on file, 170 public housing families receiving assistance, 82% public housing tenants' rents paid, no eviction served, no move-outs and two families moved in. Judy reported 836 Park Apt C (fire damage rehab) is completed and tenant did move back but we will inspect her unit for housekeeping concerns. Judy said we are still waiting for doors and trim for 1125 Hilltop Apt B. She said 1209 Hilltop Apt A was deliberately and extensively damaged by the tenant (unhooked pipes/water damage and mold issues). Chairman Frye stated she could be charged for vandalism and a felony because its government property. He will talk with the prosecutor. Judy said the waiting list is down and not many credible applicants to choose from. She added no evictions for non-payment of rent are allowed per HUD until after May 31st. Frank asked if tenants used their stimulus checks to pay rent. Judy said a small percentage is unpaid rent and if collecting unemployment then should have rents paid. She said Bridges has helped pay rents too. Judy said having the shelter, Alpha Center, food kitchen, etc. at their central location south of town will help serve those in need more efficiently although transportation may be an issue so agencies are working together for a solution.

5. Section 8 Housing Choice Voucher Spreadsheet.

Director Wells reported average HAP is \$329 and is a little over the monthly subsidy. She stated VASH is difficult to lease and a HAP tenant asked to port to Florida.

6. Old Business.

Complex/Maintenance Update: Director Wells said will meet with our lawn contractor because some areas need to be weeded and mowed better. She said Hughes Specialty will access all storm doors project-wide to either replace or remove. Judy stated Sidney Fire Department did pass the 30-day follow-up review in regards to Jackson Towers' inspection last month.

Bids for Patio Doors: Director Wells said we opened an account with National Door and Trim and will schedule a meeting to discuss the specifications to receive a quote.

COVID-19: Director Wells expressed concern to open the main lobby, community rooms, and resume regular hours. She proposed June 2nd date, however, she said she would like to have a countertop work station in place at the main office lobby window first. She added we haven't installed plexiglass dividing staff's work stations from the public so would prefer staff service clients via the lobby window. She said the drop boxes for rent will remain in place and have worked very well for collection. Judy mentioned June 15th as the date to open the community room at Jackson Towers. No definite date was acted upon.

Capital Fund Program (CFP) Work Items: Director Wells reported the hot water heaters at Jackson Towers are broken and need replaced. It has been temporarily repaired so tenants do have limited hot water. Board reviewed three quotes for boilers from ChillTex, Regal Plumbing and Eck Refrigeration. ChillTex was significantly less and Board agreed to dismiss it. Judy explained Slagle intends to submit a quote. Chairman Frye questioned if a tankless water heater was an option. Judy said she can ask a consulting architect's opinion and reply next month. No action was taken. Director Wells shared two quotes for trees and stumps removed project-wide. One quote was considered unprofessional. Board agreed Luthman was very thorough and experienced. **Frank Mariano made the motion to accept Luthman's quote followed by Dmitri Williams. Vote was unanimous. Motion carried.** Director Wells submitted two quotes for a weed and feed program. **Smith's Lawncare Services was more expensive than Tom's Lawncare, thus, Dmitri Williams made the motion to accept Tom's Lawncare. Frank Mariano seconded. Vote was unanimous. Motion carried.**

Public Housing Program Work Items: Board reviewed quotes for annual pest control. A-1's semi-annual costs was \$3,150 compared to Complete Pest Control at \$5K. Judy stated A-1's bedbug costs was more expensive than Complete Pest Control and she would like to retain Complete Pest Control so one company services both. **Dmitri Williams made the motion to accept Complete Pest Control. Frank Mariano seconded. Vote was unanimous. Motion carried.**

7. New Business.

Public Housing Shortfall Set-Aside Funding:

Director Wells said HUD granted \$129,320 for shortfall set-aside funds and can be used for most anything, such as even the boilers at Jackson Towers replaced.

Shelby MHA Unaudited Audit:

Director Wells said staff is working with Zupke & Associates virtually and sending requested testing materials.

Other new business:

Director Wells said she and Nancy met with Lowe's District Manager, Angela Kramer, recently to establish a Pro account for increased savings for materials and more personal customer service for future needs.

8. Adjournment.

Chairman Frye asked for a motion to adjourn. Frank Mariano obliged. Dmitri Williams seconded. All ayes. Motion carried. Meeting adjourned at 1:13 p.m.

Submitted by Financial Director Nancy Spence

