

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

The scheduled monthly Board Meeting of the PCHA Board of Commissioners was held on Thursday, August 22<sup>nd</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 4:08 pm with no guests in attendance.

Members present:

Chair: Noelle Flesner

Commissioner: Mark Pulliam

Commissioner: Cindy Prentice

Executive Director: Chis Bruns

Executive Assistant: Tonya Kirk

Members absent:

Vice Chair: Leslie Henry via Zoom

**Minutes Review:**

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

**Occupancy Reports:**

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

## **Financial Reports:**

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

At this time, Cindy P. motioned to accept the consent agenda of the July 2024 Regular Session Minutes, August 2024 Occupancy Reports, and July 2024 Financial Reports. Motion seconded by Mark P.

Voice vote was as follows:

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

## **Old Business**

1. Operating Subsidy FY 2024. HUD updated the overall amount that the PHA is to receive through September 2024 to \$494,680.00, which breaks out to \$54,964.44 per month for the 1<sup>st</sup> 9 months of the fiscal year. For August 2024, the PHA drew down \$54,963.00 on 8/1/2024.
2. Capital Fund Program FY 2024. Last month, the Board approved the CFP 2024 draft package as final. HUD has now completed their part in approving the CFP 5 Year Action Plan for years 2024 – 2028. As a result of that, Chris B. was able to go into the EPIC system and create the Annual Statement for CFP 2024. Once that was done, the breakout of the budget populated in the ELOCCS system and is now ready to be accessed.
3. Repositioning. With the completion of the Environmental Review for Demolition & Disposition activity, a more asserted effort needs to be done to seek HUD approval of removing the Baylis, Perry, and 20 Pittsfield units from inventory. Chris B. has been working on the draft in the PIC system to try and get the necessary approval. At this juncture, Chris B. says the submission is

around 20% complete and that he is tackling the submission himself instead of sending it out to a consultant.

4. 5-Year PHA Plan 2021 – 2025 Revision #2 Finalization. There has been some uncertainty of what was needed to complete this revision. Chris B. has completed all of the steps up to the HUD submission. When HUD received the submission they said that he needed a different form due to the expiration of the form he sent in. The new form was also expired. In speaking with HUD on the monthly call, they indicated Chris B. should fill out the new form, omit the sections on fair housing goals and submit. This will be done by the next meeting.

5. Barrale Renshaw Audit FYE 12/31/2023. Barrale Renshaw has been working on the PHA's audit for the last few weeks. Each time they have put a document request in the Inflo site it has been quickly fulfilled. No new requests have been received in the last week and it is thought it could be nearing completion. There is still plenty of time with this audit as it is not due to HUD until the end of September 2024.

### **New Business**

1. WCMTD FY 2025 Contract. The PHA has contracted with West Central Mass Transit District to provide transportation opportunities for its low income residents. This service allows tenants to get to necessary services and products that they might not otherwise be able to reach due to lack of transportation. Chris B. has signed the agreement for FY 2025 with WCMTD. This contract costs the PHA roughly \$2,000.00 to 3,000.00 annually.

2. Maintenance Truck Gate Replacement. Josh H. approached Chris B. about the deterioration of the Tommy Gate lifts on the back of the maintenance fleet. These trucks have metal gates that are rusting out and possibly weakening the platforms. Josh H. researched quotes for replacing these gates and came back with two quotes. The lesser one (\$572.94) is for the same type of metal as before, the higher one (\$1,317.82) is for an aluminum gate that would last

much longer. Chris B. Ok'd that route, but they will be phased in over a few months and not replaced all at once.

3. PCHA Board Election. At the end of the month, Noelle F. and Leslie H. will have their terms expire as Chair and Vice-Chair respectively. In discussing the openings last month, it was decided that Cindy P. will be the new Chair and Leslie H. would repeat as Vice-Chair through 8/31/2026.

**Resolution 2024-18**

At this time, Mark P. resolved to approve new Board Chair & Vice-Chair for 9/1/24-8/31/26. Resolution was seconded by Cindy P.

Voice vote was as follows:

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

4. Operating Subsidy FY 2025. HUD is already preparing for the FY 2025 Operating Subsidy submissions. This a lengthy process that will start soon and will roll into next year.

At 4:30 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.

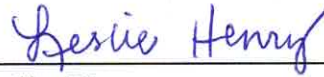
Voice votes as follows:

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



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Chris Bruns  
Executive Director / Secretary  
Pike County Housing Authority  
9/25/2024



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Leslie Henry  
Board Vice-Chair  
Pike County Housing Authority  
9/25/2024

