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HOUSING AUTHORITY OF THE CITY OF MARION MONTHLY MEETING OF THE BOARD OF COMMISSIONERS

November 10, 2021
Central Office – 601 South Adams

CALL TO ORDER: The meeting was called to order at 11:35 a.m.

ROLL CALL: Executive Assistant Trixi Morin gave the roll call. The following Commissioners were present: Chair Chris Oliver, Vice Chair Jose Perez, Commissioner Michael Belcher, Commissioner Michael Henson, Executive Director Steve Sapp, and CFO Leah Poland.

EXECUTIVE SESSION: Vice Chair Jose Perez made a motion to enter into Executive Session to discuss Steve's contract. Commissioner Michael Belcher 2nd the motion and the motion carried.

There will be another executive Session to be held next month to continue to discuss Steve Sapp's contract. Vice Chair Jose Perez made the motion and Commissioner Lisa Dominisse seconded the motion and the motion carried.

MINUTES: Chair Chris Oliver entertained the motion to accept the minutes from the August 18, 2021 meeting of the Board of Commissioners. Commissioner Jose Flores made the motion and Commissioner Lisa Dominisse seconded the motion. The motion carried.

FINANCIALS:

Statement of Income and Expense: August 31, 2021

Investment Register: September 30, 2021

Mortgage Register: September 30, 2021

Statement of Income and Expense: September 30, 2021

Chair Chris Oliver asked if HUD was up to date with the monies that were owed to us. CFO Leah stated that HUD owes us still for Riverside and we converted in September of 2018 they paid up until January. January and February are still past due from 2019 and it is at 30,000 for those two months. We are managing. Commissioner Lisa Dominisse asked if they are happy residents with rule enforcement. CFO Leah Poland stated they are and make visits to the office to state that they are happier. The demographics have changed to more younger disabled move in compared to the elderly. The younger residents like to be out later and have more people in and out then the elderly.

Chair Chris Oliver entertained the motion to accept August and September income and expense reports as presented. Commissioner Michael Belcher made the motion and Commissioner Jose Flores seconded the motion, the motion carried.

NEW BUSINESS

Parkville Roof Update:

A set mediation date for November 17th and Steve is requesting the board meet on November 10th, at 11:30 because he needs to be in Indianapolis for mediation with the attorney.

Parkville Roof Request for Proposal (RFP):

We advertized and sent out 10 packets for bids. A team of three; Steve Sapp, Leah Poland, and Trixi Morin went through the scoring process, and our recommendation is that it should be kingdom Construction installing metal roofs. We will get a settlement out of the lawsuit to help compensate for the roofs. The plan is to come away from mediation with an acceptable amount. Get the 2nd mortgage now and the settlement to pay for the loan. \$369,458 is the bid for the roofs. MHA recommends that the gutters be changed out per Kingdom Construction which are undersized at 4" and to be replaced by 6" gutters. Chair Chris Oliver entertained the motion to go with Kingdom Construction and their bid for the job for the metal roof replacement. Commissioner Michael Belcher made the motion and Commissioner Jose Flores seconded the motion, the motion carried.

Request to Procure Second Mortgage for Parkville Roofs:

MHA is making a loan request for \$365,000. Commissioner Michael Belcher requested that we obtain an interest only one year note until we get the settlement amount so it will not affect our long term financing. Chair Chris Oliver entertained the motion to get the financing for the second mortgage. Commissioner Michael Belcher made the motion and Vice Chair Jose Perez seconded the motion, the motion carried.

Martin Boots Sprinkler System: MHA their hired consultants stated the system wasn't installed to code and there was a backflow of water which should have been going back into the drain. It is what caused the water to freeze in the line and caused the pipes to burst. Abatement for this winter is coming up. VFP was involved with the system when the Martin boots was constructed and they have a way to get the water drained from the lines. VFP also stated that the lines could be taken down and have a security watch patrol in the building until this could be fully repaired. It will be less than \$3,000 to drain the lines and the unknown cost of patrol. Geyer is meeting with us and was supposed to provide written plans to the state of Indiana. They are currently in breach of the contract. The plan is to have Geyer fix the problem. No other company will come in and work with what is there. Other companies want to gut the system and start over in order to guarantee that it is done correctly and guarantee their work. We will be meeting with Geyer to motivate them to fix the problem and have the consultant inspect that it is to code.

Hilltop Towers Refinance Update: Update on the application still waiting on the results of the CNA which is time sensitive and had to be refreshed. Title Company was late and this is not on MHA. It may be the first of the November before that happens. The company that is packaging this for MHA had a lapse. Our attorney ordered the title work and there was a two month period getting the title work back from the title company. We followed up on this and the title company was bought out and stated they are short staffed, way behind and they were not able to get the title information into a timely fashion. Joe was able to get a drop dead date to get the information to us. Michael Belcher stated that they needed to get to us before other residential appraisals. We should have been a priority.

2018 Fiscal Year End PHAS Score: Talked to HUD about getting letters out to Board Members. Being a small housing authority in September of 2018 and that is when Riverside was converted. We dropped to a small agency falling below the 250 number threshold.

Settlement for Resident: Resolution 703-2021

The settlement for the resident that fell at Riverside was given a \$10,000 reward. This may be awarded to an estate as CFO Leah Poland stated she believed the complainant in the suit has passed a month ago. Chair Chris Oliver entertained the motion to accept the resolution. Vice Chair Jose Perez made the motion and Commissioner Lisa Dominisse seconded the motion, the motion carried.

Most Improved PHA Award: We were awarded by the Housing Authority Insurance Group as the 2nd Runner up of Most Improved PHA's. This was during the years of 2017, 2018, and 2019. Our history

showed the greatest decline in claims and severity. Congratulations on the award was conveyed by the Board members

OLD BUSINESS:

MOTION TO ADJOURN:

Chair Chris Oliver entertained a motion to adjourn at 12:35 p.m. Commissioner Lisa Dominisse made the motion. Vice Chair Jose Perez seconded the motion. The motion carried.

Respectfully Submitted,

Trixi Morin

Executive Assistant