Stoughton Housing Authority
Tuesday, October 17, 2023 at 2:00 p.m.

The meeting was a hybrid meeting located at 924 Jackson St. and via Zoom.

Committee members present: Cindy McGlynn (Chair), Dave Ehlinger, Bob McGeever and Jessica Royko
Members absent: Lisa Reeves (Vice Chair)
Guests present: Liz Kolasch (Broihahn Management), Kathy Olson (Broihahn Management), Wendy Skoien (Broihahn Management) and Tim Swadley (Mayor)

1. **Call to order** – McGlynn called the meeting to order at 2:02 p.m.
2. **Roll call and verification of quorum** – A quorum was present.
3. **Certification of compliance with open meetings law** – McGlynn indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications**
    a. **Update from Crown Court Properties regarding pending property sale** – Ehlinger spoke with Crown Court Properties earlier in the day. They are still on track with the real estate activity for closing in December. The closing date is dependent upon when Rural Development (RD) and Housing & Urban Development (HUD) give approval for the assumption of existing loans.
    b. **Update from Sunnyside Development regarding Green and Resilient Retrofit Program grant application** – Grant award notifications should be released soon.
    c. **Greenspire III approved rent increase as per Rural Development** – The residents have been notified of the increase. Of the 27 affected units, 23 units receive rent assistance and will not have any increase in their rent payments.
6. **Approval of minutes for August 16, 2023** – Motion by McGeever/McGlynn to approve the minutes as drafted. The motion passed 4-0.
7. **Property tour of Greenspire housing units** – The tour occurred after agenda items 8 through 12. The Board viewed the one vacant unit in 1050 as well as the building layout in 1046.
8. **Set potential meeting calendar in relation to pending property sale** – By consensus, it was agreed that any potential meetings should be set up when needed and held virtually.
9. **Discussion and possible action regarding latest management report, financials and renovations**
    - There is currently only one vacant unit (1050 second floor)
    - The recent RD inspection had only one minor issue report (bugs in toilet)
    - With the recent notification by the Social Security Administration of a 3.2% Cost of Living Adjustment for 2024, rent subsidy calculations can begin.
    - 1040 had a water heater replaced and one is anticipated soon for 1070. Each costs approximately $10,000.
    - Coin washer was replaced in 1070. General discussion took place on potentially going forward with payment via card rather than coins.
    - Even with the above replacements, they remain below budget for 2023.
    - A new maintenance/keykeeper person has been hired. In addition, another full-time maintenance person, shared with other locations, has been hired.
    - The Board requested an update from Broihahn regarding the tree removal project.
10. **Discussion and possible action regarding fire system update** – Swadley indicated Mark Miller had briefly met with Crown Court Properties during their Capital Needs Assessment (CNA) tour.

11. **Discussion and possible action regarding insurance coverages** – Olson indicated that the major insurance policies were renewed in August and the Fidelity policy was recently renewed.
12. **Next scheduled meeting**
    a. **Wednesday, January 17, 2024 at 2:00 p.m. (Note date change)**
    b. **Wednesday, April 17, 2024 at 2:00 p.m.**
    c. **Wednesday, July 17, 2024 at 2:00 p.m.**
13. **Adjourn** – After returning from the property tour, motion by McGeever/Royko to adjourn at 3:01 p.m. The motion passed 4-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton