Stoughton Housing Authority
Wednesday, August 16, 2023 at 2:00 p.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St) and via Zoom.

Committee members present: Cindy McGlynn (Chair), Dave Ehlinger, Bob McGeever and Jessica Royko (remote)
Members absent: Lisa Reeves (Vice Chair)
Guests present: Sue Broihahn (Broihahn Management, remote), Liz Kolasch (Broihahn Management, remote), Kathy Olson (Broihahn Management), Menachem Rapoport (Crown Court Properties, remote) Paul Schechter (Sunnyside Development, remote) and Tim Swadley (Mayor)

1. **Call to order** – McGlynn called the meeting to order at 2:05 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** - None
6. **Approval of minutes for April 25, 2023** – Motion by McGeever/Ehlinger to approve the minutes as drafted. The motion passed 4-0.
7. **2022 financial audit summary and formal acceptance of the reports** – Ehlinger indicated that past practice of the City of Stoughton is to accept audit reports and place them on file. Olson indicated there was nothing that she wished to highlight. Motion by Ehlinger/McGeever to accept and place on file the 2022 financial statements and 2022 reporting insights from 2022 audit from Baker Tilly. The motion passed 4-0.
8. **Discussion and possible action regarding latest management report, financials and renovations** – Broihahn went over the latest management report and highlighted that we are now at 100% occupancy. The Rural Development (RD) compliance audit begins September 12, 2023 with the intent to get rental rates on par with the recent increased authorized the Housing & Urban Development (HUD). Staff is working to recertify all 92 units by December 31, 2023 due to the pending tax credits.
9. **Discussion and possible action regarding fire system update** – Broihahn indicated that she would find out about the status and update the committee. Rapoport inquired on this topic as they are meeting about the Capital Needs Assessment on August 17, 2023 in Stoughton. Swadley arranged for the fire marshal to be at the property at 10:45 a.m. on that date to discuss this topic.
10. **Discussion and possible action regarding pending property sale** – Rapoport gave a status update:
    - Rapoport indicated the goal is to close on the property sale in December 2023 in order to maximize funds available for renovations.
    - Four (4) investors have submitted funding proposals. The front runner is PNC Bank and they are going through the proposal.
    - The PNC Bank is currently at $0.86 for tax credits, which is above the minimum required of $0.82 as per the SHA Loan Term Sheet dated March 9, 2023.
    - They are currently finalizing the scope of work for the Capital Needs Assessment and then will go out for bids. If the numbers are close to the estimates, they will finalize the sources

and uses document.

General discussion occurred on resident communications on this topic. Rapoport indicated he will provide examples of past communications. It was requested that the October 17, 2023 agenda include Town Hall meetings. A written document should be sent to all residents a week before Town Hall meetings are held with the residents to answer any potential questions. By general consensus, it was agreed that although not required to we should attempt to have more Americans with Disabilities Act (ADA) accessible units.

11. **Discussion and possible action regarding insurance coverages** – Schechter indicated the coverage on the roof will remain at Actual Cash Value instead of Replacement Value until the renovations occur.
12. **Discussion and possible action regarding dead ash trees on property** – Ehlinger explained the marking of one ribbon for trees on the Housing Authority property as opposed to two ribbons for church owned property. Broihahn asked if the City Forester had already notified the church for tree removal requirements. Broihahn indicated their vendor (Johnson Tree Service, 608-576-9060) has reasonable prices and offered to coordinate the removal of all the trees at the same time in order to save everyone money. Rapoport indicated that any tree replacement would be part of the redevelopment landscape plan.
13. **Discussion and possible action regarding Green and Resilient Retrofit Program application by Crown Point Properties**

    Schechter and Rapoport explain the GRRP is part of the recent federal Inflation Reduction Act and is separate from the recent tax credit award. In order to receive the federal grant, the building is required to use 100% sources renewables through either solar arrays and/or insulation. Rapoport indicate they worked with Stoughton Utilities to get the applicable information for the application that was submitted on July 31, 2023. The GRRP grant essentially is an overlay to the proposed redevelopment plan and will be implemented if the grant is received.

14. **Discussion and possible action regarding tour of Greenspire housing units** – It was requested that the Stoughton Housing Authority tour the property as part of the October 17, 2023 meeting. As such, the meeting will be held at the Greenspire properties rather at City Hall.
15. **Future agenda items** - None
16. **Next scheduled meeting**
    a. **Tuesday, October 17, 2023 at 2:00 p.m. (Note date change)**
    b. **Wednesday, January 12, 2024 at 2:00 p.m.** – McGeever noted that the date should be January 10th not January 12th.
17. **Adjourn** – Motion by McGeever/Ehlinger to adjourn at 2:58 p.m. The motion passed 4-0.

Respectfully submitted,

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