

**MINUTES OF MEETING OF DECATUR HOUSING AUTHORITY  
OF THE CITY OF DECATUR, ILLINOIS**

Regular Meeting

The Board of Commissioners of Decatur Housing Authority met in regular session at the Don F. Davis Center, 1808 East Locust Street, Decatur, Illinois at 3:30 p.m. on Thursday, August 13, 2015.

Commissioner Hansbro called the meeting to order and upon a call of the roll, those present (all attended in person) and absent were as follows:

- Present:       Sheilth Hansbro, Commissioner  
                  Jenny Sykes, Commissioner  
                  William Gosch, Commissioner  
                  James E. Alpi, Secretary-Treasurer  
                  James A. Jankowicz, Legal Counsel
- Absent:         Shad Etchason, Vice Chairman  
                  Lisa Campbell-Hein, Chairperson

There being a quorum present and the meeting duly convened, opening ceremonies were conducted with the reciting of the pledge of allegiance and business was transacted as follows:

Commissioner Hansbro presented the Open Time of the agenda.

Hearing no comments, Commissioner Hansbro presented the Minutes from the Regular Meeting of July 9, 2015. Commissioner Sykes moved to accept the Minutes as presented. Commissioner Gosch seconded the motion.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye" except Commissioner Hansbro, who abstained. The motion carried.

Commissioner Hansbro presented the Rent Roll/L&O Summary Report for the month of July 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Jim Alpi reported we are holding steady. We continue to battle the barriers to raising our occupancy to 98%. We continue to work with staff to find solutions to problems.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Housing Choice Voucher Program Occupancy report for the month of July 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Mr. Alpi reported that we have increased the number of leases by 7. We have not received any referrals from the VA yet for the VASH vouchers. The owners of the Reserve have requested to renew their HAP contract with DHA. Staff is agreeable to this. Commissioner Hansbro asked where we have project based vouchers. Mr. Alpi stated we have them at Wabash Crossing, the Reserve, Woodford Homes, Dove, and Carriage House. We continue to strive to increase the utilization to 98% so the funding will increase for the 2016 budget.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Wabash Crossing Occupancy Report for the month of July 2015. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Occupancy at Wabash Crossing is holding steady and we continue to work with staff to identify barriers to full occupancy.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the General Fund Check Register Report for the month of July 2015. Commissioner Sykes moved to receive and file the report and Commissioner Gosch seconded the motion.

Commissioner Sykes inquired about the check to ServPro labeled Bio Hazard. Mr. Alpi replied we had a tenant pass away in the apartment and was not discovered right away so it was necessary to hire ServPro to clean.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the Financial Reports for the period through the end of June. Commissioner Sykes moved to receive and file the report. Commissioner Gosch seconded the motion.

Terri Goodman reported we have reserves of 6 months in the projects and the COCC has 18 month reserves. The COCC funds will be used for future development.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION 15-23**

AUTHORIZING AND APPROVING AN UPDATE OF THE PUBLIC HOUSING PROGRAM ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE DECATUR HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review and update the Public Housing Admissions and Continued Occupancy Policy to assure compliance with regulatory changes, and WHEREAS, the Authority's review of the ACOP, Exhibit D, Cablevision Service Policy, revealed the need for revision for cable/internet monthly service fees, now; therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR ILLINOIS:

Section 1. That the Admissions and Continued Occupancy Policy be hereby revised as shown in the attachment.

Section 2. That the staff of the Decatur Housing Authority is authorized to implement the changes effective September 1, 2015.

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Section 3. That the staff of Decatur Housing Authority make the revised policies available for review at DHA's office at 1808 E. Locust.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Terri Goodman reported this resolution authorizes a change to the cable vision policy to update the charges and to state we only offer cable in the highrises now.

Hearing no comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Chairperson Campbell-Hein presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION 15-24**

AUTHORIZING AND APPROVING A NEW POLICY FOR CHECKS  
RETURNED FOR NON-SUFFICIENT FUNDS FOR THE DECATUR  
HOUSING AUTHORITY

WHEREAS, the Authority continually seeks to review and update policies to assure compliance with regulatory changes, and

WHEREAS, the Authority's review of Operations, revealed the need for a policy for checks returned by the banks for Non-Sufficient Funds, now; therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR ILLINOIS:

- Section 1. That the policy for Non-Sufficient Fund Checks (NSF) be approved as shown in the attachment.
- Section 2. That the staff of the Decatur Housing Authority is authorized to implement the changes effective September 1, 2015.
- Section 3. That the staff of Decatur Housing Authority makes policies available for review at DHA's office at 1808 E. Locust.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated that HUD is getting more strict about policies so we formalized this policy in writing.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-25**

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AUTHORIZING AND APPROVING AWARD OF CONTRACT TO TICA, INC. FOR WINDOW AIR CONDITIONER REPLACEMENT AT THE HARTFORD, AMP ILL 12-23, PROJECT CFP IL06-P012-50113/50114

WHEREAS, the Authority solicited bids for Window Air Conditioner Replacement at the Hartford, and

WHEREAS, plans and specifications for this work were prepared by Blank, Wesselink, Cook, and Associates, Inc., and

WHEREAS, the low bid was submitted by TICA, Inc., and

WHEREAS, the low bid is within the allowable percentage of the pre-bid estimate, and

WHEREAS, funds are available within the Authority's Capital Fund Program IL06-P012-50113/50114; now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That award of contract to TICA, Inc. for Window Air Conditioner Replacement at the Hartford, CFP IL06-P012-50113/50114 is authorized and approved.

Section 2. That the contract amount is FORTY-NINE THOUSAND, THREE HUNDRED SEVENTY FIVE AND NO/100 DOLLARS and the time for completion is 120 days from issuance of the Notice to Proceed.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that this work is included in the Capital Fund Program. The low bid was received by TICA, Inc. of Decatur.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-26**

AUTHORIZING AND APPROVING AWARD OF AN INDEFINITE QUANTITY CONTRACT TO FLOORING AMERICA FOR CARPET REPLACEMENT IN VACANT UNITS

WHEREAS, the Authority did formally solicit and receive bids for supply and installation of carpet and pad in vacant units during the coming year on a unit cost basis, and

WHEREAS, two bids were received for this work, and

WHEREAS, the low bid was submitted by Flooring America of Decatur, and

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WHEREAS, funds are available within the Authority's Operating Budget; now, therefore  
BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR  
HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That award of contract to Flooring America is authorized and approved.
- Section 2. That the contract be for the purchase and installation of carpet and pad in vacant units at a cost of \$18.45 per square yard for Condition 1, \$19.35 for Condition 2, \$19.35 per square yard for Condition 3, \$19.35 per square yard for Condition 4 and the term of the contract is 12 months.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated two bids were received. The low bidder was Flooring America. We will award a contract to Flooring America if approved by the board.

Hearing no further comments, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-27**

AUTHORIZING AND APPROVING AWARD OF CONTRACT TO  
ADVANCED DISPOSAL SOLID WASTE MIDWEST SERVICES LLC FOR  
SOLID REFUSE REMOVAL AND RECYCLING SERVICES FOR DECATUR  
HOUSING AUTHORITY

WHEREAS, the Authority did publicly solicit and receive competitive bids for Solid Refuse Removal and Recycling Services for all Decatur Housing Authority properties, and

WHEREAS, the term of the contract will be 24 months, and

WHEREAS, the low bid was submitted by Advanced Disposal Solid Waste Midwest Services LLC, and

WHEREAS, funds are available within the Authority's Operating Budget, now, therefore

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR  
HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That award of contract to Advanced Disposal Solid Waste Midwest Services LLC for all work of the Base Proposal for Solid Refuse Removal and Recycling Services for Decatur Housing Authority be authorized and approved.
- Section 2. That the contract amount is SIXTY-TWO THOUSAND, AND NO/100 DOLLARS (\$62,000.00) for the Base Proposal, and the service continue uninterrupted for 24 months.

Section 3. That the Executive Director or Contracting Officer be authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi reported that every two years we solicit bids for our garbage service. We have been designated as commercial now so we can use the same hauler for all properties. Advanced Disposal was the low bidder. We will award a contract if approved by the board.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-28**

**AUTHORIZING AND APPROVING CONTRACT AWARD TO THOMPSON ELECTRONICS FOR FIRE ALARM SYSTEM MONITORING AND TESTING, AMP ILL 12-22, 12-23, 12-28**

WHEREAS, the Authority solicited proposals for Fire alarm System monitoring, maintenance, and annual testing, and

WHEREAS, the proposal of Thompson Electronics is the most cost effective and responsive for the monitoring and annual testing, and

WHEREAS, funds are available within the Authority's Operating Budget; now, therefore

**BE IT HEREBY RESOLVED BY THE BORAD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:**

Section 1. That a contract with Thompson Electronics for a Fire Alarm System Monitoring and Testing at AMP ILL 12-22, ILL 12-23, and ILL 12-28 is authorized and approved.

Section 2. That the contract amount for the annual test is \$3,927.00 and the cost for the monitoring is \$90 per month plus an initial investment of \$1,120 for programming and the terms of the contract is 24 months.

Section 3. That the Executive Director or designee is authorized to execute all necessary documents.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated in the past we were able to perform some of this work in-house. We no longer have a certified technician on staff to do the annual testing so we issued a RFP. We asked for a proposal for three elements. Monitoring, Testing, and Maintenance. Thompson Electronics  
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was the low bidder. They installed the equipment originally so they are quite familiar which allowed them to be more competitive.

Hearing no further comment, Commissioner Hansbro called a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-29**

AUTHORIZING AND APPROVING THE EXECUTION OF AN AGREEMENT BETWEEN THE DECATUR HOUSING AUTHORITY AND TEAMSTERS UNION LOCAL NO. 279 FOR THE PERIOD OF APRIL 1, 2015 THROUGH MARCH 31, 2016.

WHEREAS, the Decatur Housing Authority desires to consider an Amendment to the Agreement between the Authority and Teamsters Union Local No. 279, an affiliate of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, covering the Authority's regular Maintenance Personnel, and

WHEREAS, the Executive Director has entered into negotiations regarding said Agreement with appropriate representatives from Teamsters Union Local No. 279, and

WHEREAS, these negotiations in accordance with the existing conditions of the Agreement were to consider wages and other benefit provisions, and

WHEREAS, the attached copy of the Agreement is a factual representation of the Agreement that has been reached by both parties as a result of the aforementioned negotiation sessions, and

WHEREAS, the members of the bargaining unit have approved the Agreement as presented; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:

- Section 1. That the attached Agreement between Teamsters Union Local No. 279 and the Authority for the one year period beginning April 1, 2015 and ending March 31, 2016 be, and the same is, hereby approved.
- Section 2. That upon adoption of this Resolution, the Chairperson and Executive Director are authorized to execute all documents necessary for the formalization of this matter subject to formal acceptance by the Department of Housing and Urban Development.
- Section 3. That the Executive Director is instructed to transmit one Certified copy of this Resolution and all other appropriate documentation to the Department of Housing and Urban Development for concurrence and approval.
- Section 4. That upon receiving formal concurrence and approval from the Department of Housing and Urban Development, the Executive Director or designee is instructed to implement the provisions of the Agreement.

Commissioner Sykes moved to accept the resolution as presented, Commissioner Gosch seconded the motion.

Mr. Alpi reported that negotiations were started back in December or January. He further stated that the main point of contention was the health insurance. We will begin negotiations again after we hear what congress passes for a budget. We will be soliciting bids for health insurance. This contract expires March 31, 2016.

Hearing no further comment, Commissioner Hansbro called a roll call vote. All voted "Aye". The motion carried.

Old and New Business

Commissioner Hansbro presented the following resolution for Commissioners' consideration and approval:

**RESOLUTION NO. 15-30**

**AUTHORIZING AND APPROVING A ROOFTOP LEASE AGREEMENT  
WITH SMSA LIMITED PARTNERSHIP d/b/a (VERIZON WIRELESS)**

WHEREAS, SMSA Limited Partnership d/b/a Verizon Wireless have expressed an interest in leasing the Hartford Highrise roof top for installation of a cellular phone system antenna, and

WHEREAS, the Authority requires HUD approval to lease property for cellular antennas, and

WHEREAS, the proposed lease will be for a term of five years with four five year extensions, and

WHEREAS, Verizon will pay all costs of installation and maintenance of their equipment with no cost to the Authority, and

WHEREAS, lease payments from Verizon to the Authority will be treated as other income, and not reduce HUD funding; now, therefore

**BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DECATUR  
HOUSING AUTHORITY OF THE CITY OF DECATUR, ILLINOIS:**

- Section 1. That a rooftop lease agreement with SMSA Limited Partnership d/b/a Verizon Wireless for installation of a cellular antenna at Hartford is authorized and approved.
- Section 2. That the term of the lease shall be 5 years with four automatic 5 year extensions.
- Section 3. That the lease payments shall initially be \$14,400 per year payable monthly and increased by 3% per year in second and subsequent years.
- Section 3. That the Executive Director or designee is authorized to execute all necessary documents contingent upon HUD approval of the lease agreement.

Commissioner Sykes moved to accept the resolution as presented. Commissioner Gosch seconded the motion.

Mr. Alpi stated we received a call asking if we would be interested in leasing a part of the rooftop at the Hartford highrise for a cell phone antenna. We will be submitting the agreement to



HUD for approval. Legal counsel has negotiated terms prepared a lease agreement that is favorable to the Housing Authority and will generate a small amount of income with no cost to the Housing Authority.

Hearing no further comment, Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Mr. Alpi stated that is there in front of you is our annual SEMAP certification for the HCV program. We are scored as a high performer in the HCV department. Mr. Alpi expressed gratitude to staff for a job well done.

Mr. Alpi stated that Commissioner Gosch has been re-appointed for an additional five year term so on behalf of the staff and the Board, thank you for your service. Commissioner Gosch expressed that it is a pleasure to serve.

Hearing no further comment, Commissioner Hansbro called for a motion to go into closed session pursuant to 5 ILCS 120/2 (c) (21), and 5 ILCS 120/2 (c) (1). Commissioner Sykes moved and Commissioner Gosch seconded the motion to go into closed session at 4:28.

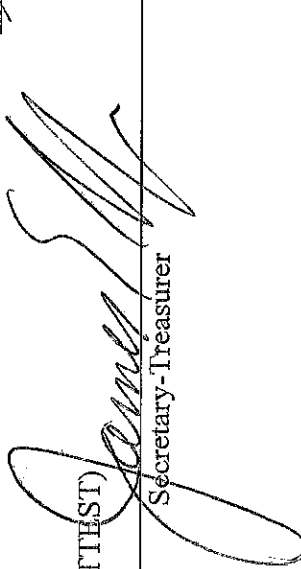
The board returned to open session at 4:47.

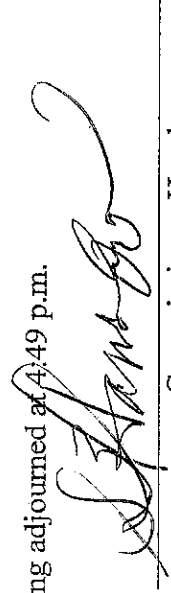
Commissioner Hansbro called for a motion to approve opening the closed minutes of February 11, 2015 at 4:11 and May 14, 2015 at 4:08 and all other closed session minutes shall remain closed. Commissioner Sykes moved and Commissioner Gosch seconded the motion to open the closed minutes from February 11, 2015 at 4:11 and May 14, 2015 at 4:08 and keep all other closed minutes closed. Commissioner Hansbro called for a roll call vote. All voted "Aye". The motion carried.

Commissioner Hansbro stated there was no further business to come before the Board. Commissioner Sykes moved to adjourn and Commissioner Gosch seconded the motion. Upon a call of the roll, the Commissioners voted as follows:

Commissioner Sykes, "Aye",  
Commissioner Gosch, "Aye" and  
Commissioner Hansbro - "Aye".

The motion carried unanimously. The meeting adjourned at 4:49 p.m.

(ATTEST)  
  
Secretary-Treasurer

  
Commissioner Hansbro