

**SHELBY METROPOLITAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING**

August 18, 2025

1. Roll Call.

Chairman James Frye called the meeting to order. Present upon roll call were Chairman James Frye, Vice Charman Dmitri Williams, board members Frank Mariano, Amy Klingler and Kelli Ward. Quorum was noted. Executive Director Laura Werner and Beth Marchal Finance Director were also present. The regular scheduled meeting was called to order at 12:10 p.m.

2. Approval of July 2025 Board Meeting Minutes.

No concerns voiced. Kelli Ward made a motion to approve the minutes. Amy Klingler seconded. All ayes heard. Motion carried.

3. Approval of July 2025 Financial Report.

No questions or concerns. Frank Mariano made a motion to approve the Financial Report. Amy Klingler seconded the motion. All ayes heard. Motion carried.

4. Directors Report

Director Werner reviewed the report that board members received. There are 112 Section 8 applications on the waiting list. 8 vouchers given to families. 218 receiving Housing Assistance Payments. 5 move outs and 7 move ins. VASH remains at 10 for a total of 228 vouchers and spending \$94,676.00. Public Housing had 3 vacant units, 824 #F, 1213 #D, and 513. 53 Public Housing applications on file and 98% of rents collected, 3 move outs and 4 move ins.

5. Old Business

A. Complex/Maintenance Update

Director Werner stated the Maintenance Department has started working on the vegetation, overgrown shrubs, trimming bushes, and spraying all the weeds on curbs and sidewalks at all the complexes. This is not included with the mowing that Samson's Lawn Care provides, which averages around \$10,000 a month for mowing and trimming.

Director Werner has contacted Samson's Lawn Care to get an estimated start date for the new soil and grass seeding in the bare yards at Mt. Vernon. She is waiting to hear back from Sam on a date.

1209 Hilltop Ave. #A bathroom damage is completed. Director Werner spoke with Rusty at the Health Department, and he has signed off that the repairs have been done. The tenant has moved out, avoiding eviction and the unit is currently being rehabbed.

Mr. Freytag has finished bricking up all the old A/C openings in all units. This should help with air infiltration and cut costs on heating and cooling for tenants.

The mailboxes at Hilltop were damaged by teens. Several teens rocked them until the bolts came loose from the cement. A neighbor witnessed the vandalism and caught it on video. Director Werner contacted the Sidney Police Department and is pressing charges on the teens for the damage.

Director Werner has also had reports of underage drinking and kids hanging out late at night. Conferences are set for this week to talk to some of the parents. The Sidney Police Department is also aware.

6. New Business.

A. 2026 Utility Allowances

Director Werner has contacted The Nelrod Company to complete the 2026 utility allowances. The Nelrod Company researches local utility rates and specializes in HUD compliant utility allowances.

B. New Administrative Plan & Admissions and Continued Occupancy Policy (ACOP) Plan

These policies are how the Section 8 and Public Housing programs run from start to finish. The policies haven't been updated for seven years. We have been on a waiting list for over a year with Dennis Morgan of DL Morgan and Associates to update. Director Werner has been in contact with Dennis, and he hopes to have the plans updated by the end of August.

C. Fall OHAC Conference

Classes offered at the Fall OHAC Conference include Rent Calculation and Financial Nuts & Bolts. All office employees have already completed the Rent Calculation training and Beth has already attended Financial Nuts & Bolts. Director Werner noted that she will be going the first day for the Sharp Insurance Pool meeting and the Directors meeting.

D. Maintenance Clinic

OHAC is offering a Maintenance Clinic in October. Director Werner is sending two maintenance employees to the Clinic. Brian will be attending the HVAC/Refrigeration training and Corey will be taking residential wiring, furnace troubleshooting/repair, unit turnaround and fair housing. Brian's course is two full days, with an EPA Certification test. Corey's sessions are half a day so he will have the opportunity to attend more training sessions.

7. Adjournment.

Amy Klingler moved to adjourn. Kelli ward seconded. All in favor. Motion carried. Meeting adjourned at 12:27 p.m.

Submitted by Beth Marchal, Finance Director