

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

October 20, 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 member Frank Mariano. Amy Klingler and Kelli Ward was excused. Quorum was noted. Executive Director Laura Werner and Beth Marchal Finance Director were also present. The regular scheduled meeting was called to order at 12:06 p.m.

2. Approval of September 2025 Board Meeting Minutes.

No concerns voiced. Vice Chairman Dmitri Williams made a motion to approve the minutes. Frank Mariano seconded. All ayes heard. Motion carried.

3. Approval of September 2025 Financial Report.

Items in the report were discussed. Frank Mariano made a motion to approve the Financial Report. Vice Chairman Dmitri Williams 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. 29 vouchers given to families. 218 receiving Housing Assistance Payments. 6 move outs and 5 move ins. VASH is at 9 for a total of 227 vouchers and spending \$95,656.00. Public Housing has 1 vacant unit, 1117 Hilltop Ave. #F. 53 Public Housing applications on file and 98% of rents collected, 1 eviction given for non-payment of rent, 2 move outs and 2 move ins.

5. Old Business

A. Complex/Maintenance Update

Director Werner stated the overgrown vegetation and curb appeal is complete. Moving forward, maintenance will properly maintain it.

The trash compactor at Jackson Towers was started up. Maintenance ran into a problem with an eye sensor, so the part had to be ordered. Director Werner is hopeful that it will be up and running this week.

Director Werner explained there were rusty flue pipes at Shelby Manor, but they have all been repaired by Area Energy & Electric. The olds caps on the roofs were not the correct caps and water was leaking into the buildings.

The Maintenance Department is up to date on work orders.

Director Werner should be receiving quotes to replace the wooden dumpster enclosures. Some of the wooden enclosures need repaired, but Director Werner would like to replace the wooden enclosures with block.

Sollmann Electric replaced the meter center at the 714 building. Code has changed since they did this replacement and now a surge actuator is required to be installed. This will increase the cost of each center.

Director Werner advised that she contacted GameTime for playground repairs at Hewitt Villa and Hilltop. Hewitt Villa playground is not up to code and a handicap/disabled platform for children will be installed. The playground at Hilltop is too old for repairs and must be replaced. A grant was received from GameTime and they will match funds for new playground. After discussion, it was recommended that Director Werner proceed with ordering from GameTime.

6. New Business.

A. Cost of Living Increase

The salary recommendation worksheet showing current wages and the proposed cost of living increase was handed out to board members. Director Werner expressed that her employees have consistently met or exceeded performance standards, and she recommends a 3% cost of living adjustment as it is reasonable and sustainable within the budget and aligns with other surrounding Housing Authorities. Chairman James Frye called for a motion to approve a 3% increase for 2026 wages. Vice Chairman Dmitri Williams made the motion. Seconded by Frank Mariano, all ayes heard. Motion carried.

B. 2026 Proposed Budget

Director Werner advised board members that the 2026 budget reflects tighter expense controls compared to 2025. Previously, the Housing Authority was able to rely on shortfall funding provided by HUD, which offered additional flexibility in covering expenses. However, that shortfall funding has been fully expended. As a result, the 2026 budget does not include that extra financial cushion, and expenses have been adjusted accordingly to reflect a leaner operating plan. After a brief discussion, Chairman James Frye asked for a motion to approve the PHA Board Resolution 2025-05. Frank Mariano made a motion to approve. Vice Chairman Dmitri Williams seconded. All in favor. Motion carried.

C. Procurement Policy

Director Werner explained she was reviewing the Procurement Policy to ensure compliance. Currently, the policy for the small purchase threshold is between \$10,000 and \$50,000. However, since 2007, regulations have allowed this threshold to be as high as \$100,000, and HUD has recently increased it to \$250,000. Director Werner would like to update the policy to reflect the current threshold amounts. Following a short discussion, Chairman James Frye asked for a motion to approve Resolution 2025-06 Adoption of Updated Procurement Policy. Vice Chairman Dmitri Williams made a motion to approve. Frank Mariano seconded. All in favor. Motion carried.

7. Adjournment.

Chairman James Frye asked for a motion to adjourn. Frank Mariano moved to adjourn. Vice Chairman Dmitri Williams seconded. All in favor. Motion carried. Meeting adjourned at 12:35 p.m.

Submitted by Beth Marchal, Finance Director