

**BEDFORD TOWNSHIP HOUSING COMMISSION**  
**Regular Board Meeting**

Ivor J. Lindsay Housing Complex  
July 24, 2024

**CALL TO ORDER:** Vice President Jacob Armentrout called the regular meeting of the Bedford Township Housing Commission Board to order at 12:36 p.m.

*Roll Call Board Members:* Teresa Burrows, Sandy Taylor, Jacob Armentrout  
*Excused:* Lisa Janos

*Staff:* Kaitlin Ruppel, Darla McCarty, Dave Gardner

*Residents:* Tammy Kaman

**APPROVAL OF AGENDA:**

*A motion to approve the agenda was made by Sandy Taylor, supported by Teresa Burrows.*

*Yes: Sandy Taylor, Teresa Burrows, Jacob Armentrout*  
*No: None*

**APPROVAL OF MINUTES:**

*A motion to approve and place on file the minutes of June 18, 2024 Public Meeting was made by Sandy Taylor, supported by Teresa Burrows.*

*Yes: Sandy Taylor, Teresa Burrows, Jacob Armentrout*  
*No: None*

*A motion to approve and place on file the minutes of June 18, 2024 Regular Meeting was made by Sandy Taylor, supported by Teresa Burrows.*

*Yes: Sandy Taylor, Teresa Burrows, Jacob Armentrout*  
*No: None*

**FINANCIAL REPORT:**

**F-1 Financial Report**

*A motion to approve the financial report for the month of June 2024 was made by Sandy Taylor supported by Teresa Burrows.*

*Yes: Sandy Taylor, Teresa Burrows, Jacob Armentrout*  
*No: None*

## **FINANCIAL REPORT (cont.):**

### **F-2 Checks for Approval:**

*A motion to approve June check numbers: 626-D1 – 710-D4 in the amount of \$15,302.15, 2 IRS payments in the amount of \$4,873.86, check #'s: 24965 - 25005 in the amount of \$140,973.83 for a grand total of \$161,149.84 was made by Sandy Taylor supported by Teresa Burrows.*

*Roll Call Vote: Sandy Taylor; yes, Teresa Burrows; yes, Jacob Armentrout; yes*

### **F-3 Statement of Income:**

*A motion to approve the Statement of Income & Expenses for the month of June 2024 was made by Sandy Taylor, supported by Teresa Burrows.*

*Yes: Sandy Taylor, Teresa Burrows, Jacob Armentrout  
No: None*

### **G: CORRESPONDENCE:**

None

### **H: OLD BUSINESS:**

None

### **I: EXECUTIVE DIRECTOR REPORT:**

At present 7 showers of 10 have been completed with an expected end date of August 9<sup>th</sup>.

Held a patio wall / fence preconstruction meeting with Kent from the Buehrer Group and Steve with Marleau Hercules fence company.

They should have product to start the project mid-July and would like to begin installation in August. Construction would begin with the B Building with an estimated completion time frame of 6 weeks.

The agency 5-year plan has been entered into the EPIC system, awaiting approval from MSHDA and then submit to HUD. Once completed, the 2024 funds will be released.

## **J: PUBLIC COMMENTS:**

None

## **K1: FLAT RENT**

Yearly flat rent rates are reviewed and if needed adjusted. An increase to the following amount is presented for approval. One bedroom unit \$653.00, Two-bedroom unit \$862.00.

*Theresa Burrows made a motion to approve the increase to flat rent for 2025 effective October 1st as presented in Resolution 2024-05, supported by Sandy Taylor*

*Roll Call Vote: Teresa Burrows; yes, Sandy Taylor; yes, Jacob Armentrout; yes*

## **K2: STAFF COLA**

Request for approval for staff to receive a cost of living adjustment of 3% with the opportunity for 2% performance increase. Presently social security is projected to increase between 2.57 and 3.2%.

*Sandy Taylor made a motion to approve the 3% cost of living with the option for 2% merit increase for annual evaluations, supported by Teresa Burrows.*

*ROLL CALL VOTE: Sandy Taylor; yes, Teresa Burrows; yes, Jacob Armentrout; yes*

A subcommittee will need to be created with 2 board members to complete the Executive Director's annual evaluation. Jacob Armentrout has volunteered to serve on the sub-committee and requested that additional time be given to see if Lisa Janos, who was excused from the July Meeting be available to assist with the evaluation. This will be revisited at the August board meeting.

## **K3: PATIO POLICY**

A proposed policy for the new patio walls and unit exterior is provided for review and approval to provide to residents for a 30-day period for comments.

## COMMENTS FROM THE PUBLIC

None

**ADJOURNMENT:** If there is no other business to come before the board the regular meeting will be adjourned.

The regular meeting of the Bedford Township Housing Commission was adjourned at 1:16 p.m.

Darla McCarty  
Administrative Assistant  
Recording Secretary

*Jacob Armentrout*

Jacob Armentrout  
Vice President, Bedford Township Housing  
Commission