

## MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting for the City of Tomah was held on the 12<sup>th</sup> of April 2023 at 4:15 P.M. in the Kupper-Ratsch Senior Center, 1002 Superior Av, Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Max Brohaugh,

Non-member(s) present: Carrie Nilssen

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Meeting called to order at 4:18 p.m. by Chairman Rick Murray. Roll call taken.

Richard Yarrington moved seconded by Max Brohaugh that the minutes of the March 8, 2023 meeting be approved. All Ayes motion carried.

### **Discussion/Action – Manor Occupancy**

One out of six Manor units have been occupied. The other two units are in the application process with projected occupancy date of June 2023.

### **Discussion/Action – Manor Carpet Square Replacement**

The third-floor hallway carpet replacement has been completed.

### **Discussion/Action – Interviews**

Interviews for the Part Time position are ongoing

### **Discussion/Action – TDS/Fiber Installation**

Discussion was held on the fiber installation project TDS is doing within the City. TDS is asking if the Housing Authority would provide them Right of Entry into the Manor to install their system. The Board wondered if we currently had a contract with Spectrum. The Director contacted Spectrum and we currently do not have a contract with Spectrum.

### **Discussion/Action – Manor Guthrie Fire Alarm System**

Per the representative from Guthrie Fire Alarm System, the Hochiki products we have been purchasing and installing within the Manor System will no longer be supported after December 31, 2023 due to a change in technology. It was recommended to install Silent Knight Intelligent Line Isolator Module, Pull Stations, Photo Smoke Detectors, Heat Detector, Mini Monitor Module and Relay Module for an estimated total of \$35,140.00 All of these are compatible with the current panel and battery backup system at the Manor. Richard Yarrington moved seconded by Max Brohaugh.

### **Discussion/Action – Spring Conference**

It was moved by Max Brohaugh seconded by Richard Yarrington to approve the Spring WAHA Training Conference in LaCrosse, WI for the Director on April 18, 19 and 20<sup>th</sup> for \$500.

### **Discussion/Action – Monthly Meeting Locations**

Richard Yarrington moved seconded by Max Brohaugh to hold the May Board Meeting at the Manor Community Room at 901 McLean Ave. Tomah, WI 54660

### **Discussion/Action – Lock Out Policy**

	<b>Business Hours</b>	<b>Non Business Hours</b>
1 <sup>st</sup> Time	0.00	50.00
2 <sup>nd</sup> Time	25.00	50.00
3 <sup>rd</sup> Time	50.00	75.00
4 <sup>th</sup> Time	50.00	75.00
5 <sup>th</sup> Time	50.00	75.00
6 <sup>th</sup> plus additional Times	75.00	100.00

Richard Yarrington moved seconded by Max Brohaugh

**Discussion/Action – Hire a Part Time Seasonal Worker**

A part time seasonal worker could be used to power wash, rake, pick up trash & cigarette butts, paint, caulk, etc. Someone who could do the small jobs around the properties that are in need of attention. It was recommended to contact Tina Thompson and the High School Trades Teacher for any available students. Max Brohaugh moved seconded by Rick Murray.

**Discussion/Action – Bank Statements**

The Fee Accountant is working on the monthly financial reports.

There being no additional business for the Tomah Public Housing Authority Max Brohaugh moved seconded by Richard Yarrington to adjourn meeting at 5:40pm.

Submitted by: Carrie Nilssen