

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING July 9, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, July 9, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Diane Cohen, called the meeting to order at 5:30 p.m.

Members Present: Diane Cohen, Richard Robbins, Timothy Kelley, Beatrice Perkins, Charles Adams

Members Absent:

Others Present: Julie M. Johnston, Executive Director

Welcome Beatrice Perkins and Charles Adams as newly appointed RHA Commissioners. RHA Members expressed gratitude to Mrs. Perkins and Mr. Adams for volunteering to serve on the Board.

ANNUAL REORGANIZATION: Chair requests Secretary to assume the Chairmanship for reorganization.

To nominate Chairman **Move** Timothy Kelley **Second** Diane Cohen **Vote** 5-0

19-001 VOTED: To nominate Richard Robbins for position of Chairman.

To nominate Vice-Chair **Move** Richard Robbins **Second** Diane Cohen **Vote** 5-0

19-002 VOTED: To nominate Timothy Kelley for position of Vice-Chairman.

To nominate Treasurer **Move** Diane Cohen **Second** Timothy Kelley **Vote** 5-0

19-003 VOTED: To nominate Beatrice Perkins for position of Treasurer.

To nominate Asst. Treasurer **Move** Timothy Kelley **Second** Richard Robbins **Vote** 5-0

19-004 VOTED: To nominate Charles Adams for position of Asst. Treasurer.

To elect officers for upcoming year **Move** Timothy Kelley **Second** Diane Cohen **Vote** 5-0

19-005 VOTED: To elect the following slate of officers for Fiscal Year 07/01/2018 to 06/30/2019:

<u>Chairman –</u>	<u>Richard Robbins</u>
<u>Vice- Chairman-</u>	<u>Timothy Kelley</u>
<u>Treasurer –</u>	<u>Beatrice Perkins</u>
<u>Asst. Treasurer -</u>	<u>Charles Adams</u>
<u>Member -</u>	<u>Diane Cohen</u>

To return floor control to new Chair **Move** Diane Cohen **Second** Richard Robbins **Vote** 5-0

19-006 VOTED: To have Secretary, Julie Johnston, return floor control to newly elected Chair, Richard Robbins.

Minutes **Move** Timothy Kelley **Second** Diane Cohen **Vote** 5-0

19-007 VOTED: To accept for the record the Minutes of the Regular Business Meeting of June 11, 2018, as presented.

Finances **Move** Diane Cohen **Second** Timothy Kelley **Vote** 5-0

19-008 VOTED: To approve and sign the checkroll/billroll for June 2018 for Accounts Payable Checks numbered 7379 through 7418, as presented; Payroll Summary as presented for June 2018; Section 8 Voucher Program wire transfer for July 2018 in the amount of \$ 112,302.56 as presented.

Finances **Move** Timothy Kelley **Second** Diane Cohen **Vote** 5-0

19-009 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month ending May 31, 2018.

Certificate of Final Completion: Shutter Replacement Project #246056

Move Timothy Kelley **Second** Beatrice Perkins **Vote** 5-0

19-010 VOTED: To approve the Certificate of Final Completion and Application for Payment #2 in the amount of \$1,230 for FISH project number 246056 associated with the Shutter Replacement Project at Tannerville, as presented.

Director's Report/Program Updates:

Vacancy Report:

Unit	Vacant	Maint. Ready	Leased	# Days Vacant
30-8	05/31/18	06/18/18	06/26/18	26
37-2	05/31/18	06/25/18	06/25/18	25
08-6	06/30/18			

Section 8 Housing Choice Voucher Program Update:

July 2018: 98 Vouchers Leased; 8 Vouchers Ported Out; 2 Vouchers Looking. Total HAP Paid \$106,702.26 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery \$17.50 = **\$112,302.56**

Maintenance Work Orders for June 2018:

Total Count: 54 Completed: 31 Incomplete: 23

*RHA Owned, 501 Gazebo Circle – Air Conditioner compressor replacement \$2500/All Season's Cooling & Heating performing the work. If compressor replacement does not resolve problem than the cooling system & hydro coil will need replacing, All Seasons provided quote of \$7900.

Staff Training:

CHAMPS Training attended by Julie Johnston, E.D. and Emily LaMacchia, H.M. on 07/16/18

Postage Meter Lease Cancellation:

Lease with Pitney Bowes to expire 09/29/2018. Postage Meter no longer needed due to significant mail decrease from Section 8 Department and DHCD conversion to Central Wait List for applicants on 01/01/2019. Cost to lease & supplies \$638/year. Metered stamps only saved us 0.03 cents per first class postage. To purchase a small scale (\$26) to weigh heavier envelopes. Stamps will be stored in E.D. office and disbursed to staff upon request, authorized by E.D.

Monthly Reporting Requirements:

DHCD: Board Attendance Submitted for June 2018 Meeting

Town of Reading and RHA Website: Board Agenda Posted for July 2018 Meeting; Board Approved Minutes posted for May 2018 Meeting

RHA Property & Construction Project Updates:

-Tannerville: Shutter Replacement Project Final Completion Certificate & Application for Payment #2 was reviewed and approved by the Board. Board commented on the nice appearance of the black shutters throughout the complex.

-74 Bancroft Street Cement Walkway and Stair repairs were completed in-house by Maintenance, Ed Bennett. Once DHCD assigns a FISH # we will submit receipts and labor costs for capital project reimbursement.

- Tannerville: Tree Removal work completed by Northeast Tree for \$9400. Once DHCD assigns a FISH# we will submit invoice for capital project reimbursement.

Old Business:

-1004 Gazebo Circle: Attorney for seller sent email stating the property is under agreement for sale to a market rate buyer for \$375,000, set to close on 08/08/2018, and requests RHA forward a draft of the proposed terms and release. Vice-Chair, Timothy Kelley, offered to work on a draft for review.

-Old Reading Schoolhouse Condominium Update per email dated 06/21/2018 was reviewed.

New Business:

-Harpers Payroll Services were implemented today for first paycheck in FY2019, dated 07/12/2018.

Board Schedule

NEXT BOARD MEETING: August 13, 2018 @ 5:30pm

19-011 VOTED TO ADJOURN: _6:27 _ P.M. Move Diane Cohen Second Beatrice Perkins Vote 5-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director