

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING September 10, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, September 10, 2018 at the office of the Reading Housing Authority, Reading, MA. Vice-Chair, Timothy Kelley, called the meeting to order at 5:30 p.m.

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

Members Absent: Richard Robbins

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** Diane Cohen **Second** Charles Adams **Vote** 4-0

19-020 VOTED: To accept for the record the Minutes of the Regular Business Meeting of August 13, 2018, as presented.

Minutes **Move** Charles Adams **Second** Diane Cohen **Vote** 4-0

19-021 VOTED: To accept for the record the Minutes of the Special Business Meeting of August 28, 2018, as presented.

Finances **Move** Charles Adams **Second** Bea Perkins **Vote** 4-0

19-022 VOTED: To approve and sign the checkroll/billroll for August 2018 for Accounts Payable Checks numbered 7460 through 7499, as presented; Payroll Register as presented for August 2018; Section 8 Voucher Program wire transfer for September 2018 in the amount of \$117,732.48 as presented.

Finances **Move** Diane Cohen **Second** Bea Perkins **Vote** 4-0

19-023 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month ending July 31, 2018.

Section 8 Utility Allowance Schedule: **Move** Charles Adams **Second** Bea Perkins **Vote** 4-0

19-024 VOTED: To approve the Section 8 Program's *Summary Allowance for Tenant Furnished Utilities and Other Services* as presented, prepared by Happy Software, Inc., on behalf of the RHA effective October 1, 2018.

Director's Report/Program Updates:

Vacancy Report: No vacancies. 100% Occupancy through August 31, 2018.

Section 8 Housing Choice Voucher Program Update: September 2018: 103 Vouchers Leased; 6 Vouchers Ported Out; 1 Voucher Pending. Total HAP Paid \$112,132.18 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery \$17.50 = **\$117,732.48**

Maintenance Work Orders from 07/01/2018 to 08/31/2018:

Total Count: 136 Completed: 128 Incomplete: 8

Implemented a Routine cleaning plan to address common hallways in each building; Landscape maintenance work at family sites; Deferred maintenance issues: Bathroom vent fans excessively noisy; Insect Control – building 4, treated for Mediterranean roaches

Personnel Changes: Susan McLaughlin, new Housing Manager, started on 09/05/2018. Susan is being trained by Julie on Application Data Entry and Annual Rent Recertifications. Julie is doing Housing Manager's duties and responsibilities to keep up with program requirements. Personnel Policies and new hire documents have been completed on Susan's behalf. New emails have been established for Susan and Commissioner Beatrice Perkins. Mrs. Perkins does not have a personal email and RHA is providing her with one that will be channeled through the RHA. Correspondence for Mrs. Perkins will be monitored by the Director and forwarded to her in a timely manner.

Tannerville Cookout: Wednesday, Sept. 12th at noon This is the final cookout of the season. We anticipate a great resident turnout. Town employees have been invited and will hopefully be able to stop by.

Monthly Reporting Requirements:

DHCD: Board Attendance Submitted for August 2018 Meeting

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

Working with PHA-Web to correct problems with uploading Mandatory Data Reporting to DHCD.

Tenant Issues: Due to ongoing resident complaints about noise due to poor sound barriers between walls, floors, ceilings (building 4 & 17), RHA has purchased another Sound Therapy Noise Cancelling Machine and will issue RHA inventory number and allow resident in building 17 to use the machine to alleviate the disturbance caused by normal sounds throughout building.

1004 Gazebo Circle: Final payment was made to the RHA in the amount of \$71,250.00 representing the RHA's share of the sale of the unit. RHA issued the Compliance Certificate-Certificate Releasing Deed Restriction which was recorded by Middlesex South Registry of Deeds.

Old Reading Schoolhouse Condominium: Commissioners received, and reviewed Property Update email dated 08/21/2018.

CIP Approval for Reading Housing Authority for FY 2019:

Commissioners were given the notice of CIP approval from DHCD. Two projects have already been completed, Tree Removal throughout Tannerville as well as Cement Walkway repairs at 74 Bancroft Ave property. Pending projects include Entrance and Balcony Area Repairs and Exterior Door Replacement at Tannerville. We will be working with our RCAT representatives to move these projects forward to completion on or before 06/30/2019.

Approval of Sec 8 Utility Allowance Schedule effective 10/01/2018: Average increase over 2017 Utility Allowances for a 2 Bedroom Unit is \$13.00 and a 3 Bedroom Unit is \$17.00. Board approved the 2018 Utility Schedule prepared by HAPPY Software effective 10/01/2018, as presented.

Trash Removal Service: Despite leaving several messages for Tom Flanagan, JRM Hauling & Recycling, RHA has not received a return call to begin negotiations allowing RHA to utilize trash removal services under the Town's current contract. Director Johnston will reach out to Jane Kinsella to confirm we have the correct contact information.

Correspondence in Support of HCV Administrative Fee Funding: Board reviewed copy of letter sent by Commissioner Cohen to Representative Moulton, and Senators Markey and Warren addressing the need for their understanding the importance of the Housing Choice Voucher Administrative Fees and requesting their support by urging Congress to adopt the Senate's FY 2019 funding level during the final negotiations of spending in FY 2019.

Board Schedule

NEXT BOARD MEETING: October 1, 2018 @ 5:30pm

19-025 VOTED TO ADJOURN: _6:22 _ P.M. Move Charles Adams Second Bea Perkins Vote 4-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director