

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING November 5, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, November 5, 2018 at the office of the Reading Housing Authority, Reading, MA. Chairman, Richard Robbins, called the meeting to order at 5:30 p.m.

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

Members Absent: None

Others Present: Julie M. Johnston, Executive Director; Teresa Ewald, CPA

FY 2019 4001 Budget **Move** Diane Cohen **Second** Timothy Kelley **Vote** **4-0**

19-030 VOTED: To approve and sign the FY 2019 4001 Budget as presented.

FY 2019 689 Budget **Move** Diane Cohen **Second** Timothy Kelley **Vote** **4-0**

19-031 VOTED: To approve and sign the FY 2019 689 Budget as presented.

FY 2019 Executive Director Board Approved Salary

Move Diane Cohen **Second** Timothy Kelley **Vote** **4-0**

19-032 VOTED: To approve and sign the FY 2019 Executive Director Salary Calculation Worksheet in the amount of \$76,298.00.

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

19-033 VOTED: To accept for the record the Minutes of the Regular Business Meeting of October 1, 2018, as presented.

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

19-034 VOTED: To approve and sign the checkroll/billroll for October 2018 for Accounts Payable Checks numbered 7534 through 7579, as presented; Payroll Register for October 2018 as presented; and, Section 8 Voucher Program wire transfer for November 2018 in the amount of \$115,491.94 as presented.

Finances **Move** Timothy Kelley **Second** Diane Cohen **Vote** **4-0**

19-035 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month ending September 30, 2018.

Trash Removal Contract **Move** Diane Cohen **Second** Timothy Kelley **Vote** **4-0**

19-036 VOTED: To authorize the Executive Director to sign a one-year service agreement with J.R.M. Hauling & Recycling at a cost not to exceed \$1,050.00 per month for pick up at our 667 Tannerville housing development including dumpster service on an as needed basis at a rate of \$90.00 per pick up. Vendor is to supply the necessary insurance coverage before the commencement date of the contract.

Section 8 Payment Standards **Move** Timothy Kelley **Second** Charles Adams **Vote** **4-0**

19-037 VOTED: To approve and adopt the updated FY 2018 schedule for Section 8 Payment Standards for Reading Housing Authority based on HUD's reconsideration of the FY 2019 Boston-Cambridge-Quincy Fair Market Rents effective December 1, 2018 as presented.

Agency Hours of Operation/Open to the Public **Move** Timothy Kelley **Second** Charles Adams

19-038: To change the current hours of operation that the RHA is open to the public from 27 hours per week to 28 hours per week as presented effective January 1, 2019.

Motion Withdrawn by Mr. Kelley and withdrawn upon Unanimous Consent of the Board.

FY2019 Budget and Executive Director Salary: RHA Fee Accountant, Teresa Ewald, CPA presented the FY 2019 budget for the 4001, 689, 705, RHA Owned Properties and the DHCD Executive Director Salary Calculation Worksheet that became effective 07/01/2017.

Director's Report/Program Updates:

Vacancy Report: Unit 30-1 (667-2) vacated 10/31/2018

Section 8 Housing Choice Voucher Program Update:

November 2018: 103 Vouchers Leased; 6 Vouchers Ported Out; 2 Vouchers Pending. Total HAP Paid \$109,891.64 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery \$17.50 = \$115,491.94

Maintenance Work Orders from 07/01/2018 to 10/31/2018: Total Count: 222; Completed: 219; Incomplete: 3

Training/Meetings: 12/3 & 12/4/18: MassNAHRO fall Conference in Natick, Julie and Diane attending.

12/19/2018: MassNAHRO Rent Calculation in Peabody, Julie and Susan attending.

Resident Events: 10/30/18 (Tuesday) - Tannerville Spooky Tea with 16 residents attending; 11/4/18 – Sunday Brunch hosted by RHS Honor Society; 11/14/18 - (Wednesday) Tannerville Turkey Tea; 12/11/18 – (Tuesday) Holiday Luncheon

Audits: 10/30 & 10/31/2018: Agreed Upon Procedures (AUP) Audit & HUD Audit

11/13/2018: Auditors will be testing a sample of RHA files in Chelsea HA

11/6/2018: Performance Management Review Audit

Property Updates: 10/16/18 -Summit Village Meeting (Gazebo Circle); 10/23/18 – Old Reading Schoolhouse (ORSH) Meeting

Monthly Reporting Requirements: **DHCD:** Board Attendance Submitted for October 2018 Meeting; TAR Reporting & Vacancy Ledger submitted for Qtr. end 09/30/18; **Town of Reading and RHA Website-Board Agenda** Posted for November 5, 2018 Meeting; Board Approved Minutes posted for September 10, 2018 Meeting

Trash Removal Contract: Board Members discussed the offers proposed by J.R.M. Due to the Town being unable to waive RHA disposal fees, which would have allowed RHA to join in the recycling program, the Board determined the best option would be the most cost effective one of \$1,050.00 per month for pick up at our 667 Tannerville housing development including dumpster service on an as needed basis at a rate of \$90.00 per pick up.

Section 8 Payment Standards: HUD has granted the Boston HA's request for reevaluation of the FY19 Fair Market Rents for the Boston-Cambridge-Quincy, area. HUD further directs all affected LHAs to continue using FY 2018 FMRs until further notice.

Hours of Operation: Director Johnston reviewed the current employee work schedules and agency hours of operation. After Board discussion it was determined that RHA would remain open Monday through Thursday, 9:00 a.m. to 4:00 p.m., and Friday 9:00 a.m. to 12:00 p.m.

NEXT BOARD MEETING: December 3, 2018 @ 5:30pm

19-039 VOTED TO ADJOURN: 6:45 P.M. Move Timothy Kelley Second Diane Cohen Vote 4-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director