

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING August 5, 2019

A regular business meeting of the Reading Housing Authority was held on Monday, August 5, 2019 at the office of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Diane Cohen, Marie Hanson

Members Absent: Charles Adams

Others Present: Julie M. Johnston, Executive Director; Scott Wolf, Managing Partner on behalf of the Trustees
Old Reading Schoolhouse condominiums

Old Reading Schoolhouse Condominium – Unit Owner Vote

Move Diane Cohen Second Marie Hanson Vote 4-0

20-001 VOTED: To move forward on Old Reading Schoolhouse Condominium (ORSH) consent to \$4,500,000.00 loan and approve the execution of notes and mortgages or other instruments by the ORSH Condominium Association securing the same, as presented.

ANNUAL REORGANIZATION: Chair requests Secretary, Julie Johnston, to assume the Chair for reorganization.

To nominate Chair Move Diane Cohen Second Marie Hanson Vote 4-0

20-002 VOTED: To nominate Richard Robbins for position of Chair.

To nominate Vice-Chair Move Diane Cohen Second Richard Robbins Vote 4-0

20-003 VOTED: To nominate Timothy Kelley for position of Vice-Chair.

To nominate Treasurer Move Timothy Kelley Second Diane Cohen Vote 4-0

20-004 VOTED: To nominate Marie Hanson for position of Treasurer.

To nominate Asst. Treasurer Move Richard Robbins Second Timothy Kelley Vote 4-0

20-005 VOTED: To nominate Diane Cohen for position of Asst. Treasurer.

To elect officers for upcoming year Move Timothy Kelley Second Diane Cohen Vote 4-0

20-006 VOTED: To elect the following slate of officers for the upcoming year:

Chair – Richard Robbins

Vice- Chair – Timothy Kelley

Treasurer – Marie Hanson

Asst. Treasurer – Diane Cohen

Member – Charlie Adams

To return floor control to new Chair Move Timothy Kelley Second Diane Cohen Vote 4-0

20-007 VOTED: To have Secretary, Julie Johnston, return control of the floor to newly elected Chair, Richard Robbins.

Minutes Move Timothy Kelley Second Diane Cohen Vote 4-0

20-008 VOTED: To accept for the record the Minutes of the Regular Business Meeting of May 6, 2019, as presented.

Finances Move Timothy Kelley Second Marie Hanson Vote 4-0

20-009 VOTED: To approve the check-roll/bill-roll for May, June, July 2019 Accounts Payable Checks

numbered 7812 through 7928, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **4-0**

20-010 VOTED: To approve the Payroll Register for May, June, July 2019, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **4-0**

20-011 VOTED: To approve the Section 8 Voucher Program wire transfer for June 2019 in the amount of \$115,976.90, July 2019 in the amount of \$116,899.90, and August 2019 in the amount of \$127,079.90, as presented.

FY2019 Year End Certification of Compliance-Lead Paint Laws

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

20-012 VOTED: To certify RHA compliance with notification procedures for federal and state lead paint laws and regulations for fiscal year ending June 30, 2019, as presented.

FY2019 Year End Certification of Top 5 Compensation Form

Move Diane Cohen **Second** Marie Hanson **Vote** **4-0**

20-013 VOTED: To certify receipt of the Top 5 Compensation Form submitted to DHCD for fiscal year ending 06/30/2019, as presented.

FY2019 Year End Financial Statements and Tenants Accounts Receivables Data

Move Diane Cohen **Second** Marie Hanson **Vote** **4-0**

20-014 VOTED: To certify receipt of Year End Financial Statements and Tenants Accounts Receivables Data for programs 400-01 and 689-1, as presented.

State Wage Match Certification **Move** Diane Cohen **Second** Marie Hanson **Vote** **4-0**

20-015 VOTED: To certify that all authorized employees at Reading Housing Authority have read and understand the contents of Public Housing Notice 2019-16 on the proper use and compliance with Wage Match for State Housing Program Tenants.

Write-off Bad Debt **Move** Marie Hanson **Second** Timothy Kelley **Vote** **4-0**

20-016 VOTED: To authorize Executive Director to write off vacated account receivable as a collection loss totaling \$1,273 of one-month's rent owed to the State 705 family housing program, as presented.

HUD Civil Rights Certification **Move** Timothy Kelley **Second** Diane Cohen **Vote** **4-0**

20-017 VOTED: To certify that the Reading Housing Authority is in compliance with the provisions set forth in the HUD Civil Rights Certification, as presented.

Administrative Plan Amendment for Section 8 Centralized Waiting List

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

20-018 VOTED: To adopt the Administrative Plan Amendment Relating to the Reading Housing Authority's Application Process and Use of a Centralized Housing Choice Voucher Waiting List effective July 1, 2019, and to execute the GoSection 8 Sub-License Agreement with MassNAHRO, as presented.

Directors Report/Program Update

Vacancy Report: Report presented to the Board. Currently RHA has only one vacancy at unit 17-5 Tannerville.

Section 8 Housing Choice Voucher Program Update:

June 2019- 99 Vouchers Total; July 2019- 99 Vouchers Total; August 2019- 102 Vouchers Leased

Maintenance Work Orders from 07/01/2018 to 06/30/2019:

Total Count: 760 Completed: 747 Incomplete: 13

Capital Improvement Plan Update

1. Meeting with RCAT 8/5/19 to review FY2020 projects to include replacement of thermostats at Tannerville and installation of lever handles for all apartment doors at Tannerville.
2. Exterior Door and Balcony Repair Update – Asbestos Abatement begins 8/5/19

Tenant Issues:

1. Water Damage to Building 17 Frank Tanner Drive – Friday, 5/17/19. Insurance claim filed.
2. Extermination Building 4 Frank Tanner Drive – 08/07/19
3. Vandalism at 32-3 Frank Tanner Drive – Update per DHCD attorney regarding issuing a No Trespass.
4. DHCD Resident Survey was distributed and discussed.

Personnel Issues:

1. Jessica Trinh, High School Student at Central Catholic, started working part-time on 7/8/19. Jessica works Mon-Thurs 9:00 a.m. to 3:00 p.m.
2. Susan McLaughlin, Housing Mgr. is expected to return to work sometime between 8/19 and 9/3.
3. Dental Insurance change: No longer insured by Delta Dental. New carrier is Reliance Standard SmartChoice Dental Insurance.

Events: A list of events, meetings, conferences for May through July were presented.

Reporting Requirements: A list of reporting submittals for HUD, DHCD, Town, and RHA Website was presented.

Samuel Pierce Condominium Trust: The Board of Trustees has voted to implement an additional condo fee to cover monies owed for 2019 snow removal costs and recuperate operating funds from prior year deficits. RHA's portion of the supplemental fee for our one unit at 13 Pierce Street is \$1,548.00.

Old Reading Schoolhouse Condominium: Scott Wolf, Managing Partner on behalf of the Trustees Old Reading Schoolhouse condominiums provided an update of the progress since the fire in June 2017 with emphasis on the financial condition and loss assessment. He anticipates occupancy before the end of 2019.

Other agencies requesting to post on RHA website: Discussion took place regarding outside agencies posting their information, etc., on RHA website. It was determined that each request would be reviewed on an individual basis prior to approval.

NEXT BOARD MEETING: September 9, 2019 (Monday after Labor Day Holiday)

20-019 VOTED TO ADJOURN: 7:01 P.M. Move Timothy Kelley Second Marie Hanson Vote 4-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director