

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING October 7, 2019

A regular business meeting of the Reading Housing Authority was held on Monday, October 7, 2019 in the Community Room 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, Marie Hanson, Charles Adams, Diane Cohen

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

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

20-029 VOTED: To accept for the record the Minutes of the Regular Business Meeting of September 9, 2019, as presented.

Finances **Move** Diane Cohen **Second** Charles Adams **Vote** **5-0**

20-030 VOTED: To approve the check-roll/bill-roll for September 2019 Accounts Payable Checks numbered 7973 through 8004, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **5-0**

20-031 VOTED: To approve the Payroll Register for September 2019, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** **5-0**

20-032 VOTED: To approve the Section 8 Voucher Program wire transfer for October 2019 in the amount of \$124,349.90, as presented.

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

20-033 VOTED: To certify receipt of FY20 monthly operating statements for all RHA programs for the two months ending August 31, 2019.

Section 8 Utility Allowance Schedule **Move** Diane Cohen **Second** Charles Adams **Vote** **5-0**

20-034 VOTED: To approve the Section 8 Program's *Summary Allowance for Tenant Furnished Utilities and Other Services* prepared by Happy Software, Inc., effective for the December 1, 2019 recertifications, as presented.

Certificate of Substantial Completion: Exterior Door Replacement & Entrance Repair Project #246062

Move Marie Hanson **Second** Timothy Kelley **Vote** **5-0**

20-035 VOTED: To approve the Certificate of Substantial Completion for FISH number 246062, Exterior Door Replacement and Entrance Repairs project, as presented.

Certificate of Final Completion: Exterior Door Replacement & Balcony Repair Project #246062

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

20-036 VOTED: To approve the Certificate of Final Completion and Application for Payment #2 in the amount of \$5,829.87 for FISH number 246062 associated with the Exterior Door Replacement and Entrance Repairs project, as presented.

Thermostat Replacement Contract FISH# 246066 **Move** Marie Hanson **Second** Diane Cohen **Vote** **5-0**

20-037 VOTED: To award the Contract for FISH number 246066, Thermostat Replacement project for Tannerville to the lowest responsible bidder, HZ-Supply Company of Springfield, MA in the amount of \$14,878.50, as presented, and to appoint Director Julie Johnston as Contract Officer and Chair Richard Robbins as Alternate Contract Officer.

RCAT Contract Extension: **Move** Marie Hanson **Second** Diane Cohen **Vote** **5-0**

20-038 VOTED: To authorize Executive Director to sign the Terms of Service Agreement renewal with the North East Regional Capital Assistance Team (RCAT) extending RHA participation in the program through 6/30/22, as presented.

Old Reading Schoolhouse Condominium: **Move** Marie Hanson **Second** Timothy Kelley **Vote** **4-0**

(Note: Charles Adams unavailable for vote due to being excused from meeting)

20-039 VOTED: To approve payment in full of the Old Reading Schoolhouse 2019 Insurance Loss Assessment

for units 103, 303, 304, and 305 in the amount of \$190,020.00.

Directors Report/Program Update -

Vacancy Report: All units leased up to date.

Section 8 Housing Choice Voucher Program Update: 101 Total Vouchers leased up for 10/01/19.

Maintenance Work Orders from 07/01/2019 to 09/30/2019: Total Count: 229; Completed: 226; Incomplete:3

Tenant Damages: Discussion took place regarding payment for tenant caused damages and RHA procedures for charging tenants due to damage regardless of negligence or intentional act of Tenant. Diane Cohen stated that the Chelsea Housing Authority charges all tenants for damage beyond normal wear and tear resulting from tenant action or failure to act. Director and Maintenance staff will update the 2014 list of RHA resident charges for services or repairs and notify all residents of changes and procedures once approved by Board.

Events: A list of events, meetings, conferences for September 2019 was presented.

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

Other: Teresa Ewald, CPA – reviewed and recommended acceptance of quote from Marcum to perform the FY 2019 audits, (AUP & HUD), for RHA.

Section 8 Utility Allowance Schedule: Board reviewed and voted.

Certificate of Substantial Completion: Exterior Door Replacement & Entrance Repair Project #246062:

Board reviewed and voted.

Certificate of Final Completion: Exterior Door Replacement & Balcony Repair Project #246062: Board reviewed and voted.

Thermostat Replacement Contract FISH# 246066: Board reviewed and voted.

RCAT Contract Extension: Board reviewed and voted.

Old Reading Schoolhouse Condominium: Board reviewed and voted. Director will look into process of securing a line of credit with Reading Cooperative Bank.

Meeting Day/Time for RHA Board: Board will receive email meeting invitations for future Board meetings for scheduling ease.

NEXT BOARD MEETING: November 4, 2019; December 2, 2019; January 6, 2020

20-040 VOTED TO ADJOURN: 6:32 P.M. Move Timothy Kelley Second Marie Hanson Vote 4-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director