

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING November 4, 2019**

A regular business meeting of the Reading Housing Authority was held on Monday, November 4, 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, Teresa Ewald, CPA/Fee Accountant

**FY 2020 4001 Budget**      **Move** **Timothy Kelley**      **Second** **Diane Cohen**      **Vote** **5-0**

**20-041 VOTED:** To approve and sign the FY 2020 4001 Budget, as presented.

**FY 2020 689 Budget**      **Move** **Timothy Kelley**      **Second** **Marie Hanson**      **Vote** **5-0**

**20-042 VOTED:** To approve and sign the FY 2020 689 Budget, as presented.

**FY 2020 Executive Director Board Approved Salary**

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

**20-043 VOTED:** To approve and sign the FY 2020 Executive Director Salary Calculation Worksheet in the amount of \$84,010.00.

**(Note: Diane Cohen unavailable for vote due to being excused from meeting at 6:24 p.m.)**

**Minutes**      **Move** **Charles Adams**      **Second** **Marie Hanson**      **Vote** **4-0**

**20-044 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of October 7, 2019, as presented.

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

**20-045 VOTED:** To approve the check-roll/bill-roll for September 2019 Accounts Payable Checks numbered 8005 through 8047, as presented.

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

**20-046 VOTED:** To approve the Payroll Register for October 2019, as presented.

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

**20-047 VOTED:** To approve the Section 8 Voucher Program wire transfer for November 2019 in the amount of \$128,352.90, as presented.

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

**20-048 VOTED:** To certify receipt of FY20 monthly operating statements for all RHA programs for the two months ending September 30, 2019.

**Trash Removal Contract**      **Move** **Charles Adams**      **Second** **Timothy Kelley**      **Vote** **4-0**

**20-049 VOTED:** To authorize the Executive Director to sign an extended year service agreement with J.R.M. Hauling & Recycling at a cost not to exceed 3% over last year's rates, as presented.

**Lock Replacement Project Contract Award**      **Move** **Timothy Kelley**      **Second** **Charles Adams**      **Vote** **4-0**

**20-050 VOTED:** To award the Contract for FISH #246065, Lock Replacement Project to Independent Hardware Inc., of Philadelphia, PA, in the amount of \$17,000.00, and appoint Director Julie Johnston as Contract Officer and Chairman Richard Robbins as Alternate Contract Officer.

**FY2020 Budget:** Fee Accountant, Teresa Ewald/CPA, presented the Board with the State 400-1 and 689-1 Budget for Fiscal Year 2020 including the Executive Director Salary Calculation Worksheet for FY2020 and answered all related questions.

**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 11/01/19.

**Maintenance Work Orders from 07/01/2019 to 10/31/2019:** Total Count: 299; Completed: 296; Incomplete:3

**Reporting Requirements:** A list of events and reporting submittals for HUD, DHCD, Town, and RHA Website was presented. DHCD Performance Management Review scheduled for 11/18/2019.\|

**RHA Owned Properties:** Director reports \$84,000 transferred from RHA Owned Money Market to RHA Owned Property Account bringing balance to \$245,000. Transfers made to make Loss Assessment payment to ORSH Condominium. Director reports informational meeting with Reading Cooperative Bank to secure \$200,000 line of credit on 2 ORSH Condominiums, if needed.

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

**20-051 VOTED TO ADJOURN: 6:46 P.M. Move Timothy Kelley Second Marie Hanson Vote 4-0**

Respectfully submitted,

*Julie M. Johnston*

Julie M. Johnston  
Secretary/Executive Director