

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING January 6, 2020

A regular business meeting of the Reading Housing Authority was held on Monday, January 6, 2020 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** **Marie Hanson** **Vote** **4-0**

20-059 VOTED: To accept for the record the Minutes of the Regular Business Meeting of December 2, 2019, as presented.

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

20-060 VOTED: To approve the check-roll/bill-roll for December 2019 Accounts Payable Checks numbered 8072 through 8099, as presented.

(Charles Adams attended meeting at 5:37 p.m.)

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

20-061 VOTED: To approve the Payroll Register for December 2019, as presented.

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

20-062 VOTED: To approve the Section 8 Voucher Program wire transfer for January 2020 in the amount of \$127,560.70, as presented.

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

20-063 VOTED: To certify receipt of FY20 monthly operating statements for all RHA programs for the four months ending November 30, 2019.

Director's Report/Program Update -

Vacancy Report: One unit vacant at Tannerville. Applicant reviews in process.

Section 8 Housing Choice Voucher Program Update: 102 Total Vouchers Leased through 01/2020.

Maintenance Work Orders from 07/01/2019 to 12/31/2019: Total Count: 451 Completed: 449 Incomplete: 2
RHA Maintenance has begun work on Entry Guard Replacement Project.

Reporting Requirements: A list of December events and reporting submittals for HUD, DHCD, Town and RHA Website was presented. Element Care has permission to use Community Room for presentation to Tannerville residents in early spring.

Incident Report: RHA Maintenance, Joe Costello, while plowing during snowstorm on 12/3/19 accidentally backed the 2016 Ford F250 truck into the corner of the administration building causing damage to driver side taillight and fender. Insurance issued RHA \$1197.50, after \$500 deductible.

Formula Funding Award: RHA was awarded \$75,546 for FY2023 for capital improvements.

Annual Audit: Auditors, (Marcum), have begun gathering data for FY2019 audit. They are scheduled to be onsite 02/10 through 02/12/2020.

Capital Improvement Projects: Lockset Replacement Project - Notice to Proceed signed at Pre-Construction meeting establishes completion date 02/05/2020. Thermostat Replacement Project - Thermostats being shipped to RHA from HZ Electric Supply. Once received will schedule dates/times for RHA Maintenance, Joe Costello,

to begin installation on overtime hours. Joe's overtime labor will be reimbursed by DHCD.

RHA Owned Properties: Old Reading Schoolhouse condominium construction continues. Tentatively scheduled to receive Certificate of Occupancy by 02/01/2020.

NEXT BOARD MEETING: February 3, 2020; March 2, 2020

20-064 VOTED TO ADJOURN: 6:07 P.M. Move Timothy Kelley Second Diane Cohen Vote 5-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director