

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING APRIL 5, 2021

A regular business meeting of the Reading Housing Authority was held on Monday, January 4, 2021. In accordance with Governor Baker's 3/12/2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §18, and the Governor's 3/23/2020 Revised Guidance Order Prohibiting Assemblage of More than Ten People, this meeting of the Reading Housing Authority was conducted via remote participation to the greatest extent possible. In person attendance by members of the public is prohibited, and all efforts will be made to permit public attendance of this meeting via remote access by telephone (conference call-in). Chair, Richard Robbins, called the meeting to order at 5:30 p.m upon having a quorum.

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

Members Absent:

Others Present: Executive Director; Kathryn Gallant

Minutes **Move** *Charlie Adams* **Second** *Marie Hanson* **Vote** *5-0*

21-080 VOTED:

To accept for the record the Minutes of the Regular Business Meeting of March 1, 2021 as presented.

Finances

21-081 VOTED: **Move** *Marie Hanson* **Second** *Diane Cohen* **Vote** *5-0*

To approve the check-roll/bill-roll for March 2021 Accounts Payable Checks numbered 8583 through 8615 as presented.

21-082 VOTED: **Move** *Diane Cohen* **Second** *Timothy Kelley* **Vote** *5-0*

To approve the Payroll Register for March 2021, as presented.

21-083 VOTED: **Move** *Marie Hanson* **Second** *Timothy Kelley* **Vote** *5-0*

To approve the Section 8 Voucher Program wire transfer for April 2021 in the amount of \$172,126.77 as presented.

21-084 VOTED: **Move** *Timothy Kelley* **Second** *Diane Cohen* **Vote** *5-0*

To certify receipt of FY21 operating statement for all RHA programs for the month of February 2021.

21-085 VOTED: **Move** *Timothy Kelley* **Second** *Marie Hanson* **Vote** *5-0*

To approve and accept the Marcum LLC independent audit and audit of Agreed Upon Procedures for the year ended June 30, 2020.

21-086 VOTED: **Move** *Diane Cohen* **Second** *Timothy Kelley* **Vote** *5-0*

To approve and adopt the HUD published fiscal year 2021 Income Limits by household size for determining admission to the HUD Housing Choice Voucher Program effective April 1, 2021, as presented.

21-087 VOTED: **Move** *Diane Cohen* **Second** *Charlie Adams* **Vote** *5-0*

To approve the increase in maintenance salaries in accordance with the Department of Labor Standards effective April 2, 2021, with Maintenance Supervisor/General Maintenance at a rate of \$31.23 plus \$1.50 per hour for supervisory position and Maintenance Main II at a rate of \$29.23 per hour.

21-088 VOTED: **Move** *Diane Cohen* **Second** *Marie Hanson* **Vote** *5-0*

To approve and accept the Reading Housing Authority Fiscal Year 2022 Annual Plan as presented.

Executive Director, Kathryn Gallant reported the following:

COVID-19: First Vaccination Clinic held on Tuesday, March 23, 2021. Forty-eight residents vaccinated, second clinic tentatively scheduled for April 19, 2021.

Section 8 Housing Choice Voucher Program Update:

100 Vouchers Leased (5 vouchers out searching)

Maintenance Work Orders December 2020:

Total Count: 78 Completed: 77 Incomplete: 1

UPDATES

RHA Staffing updates and vacant unit turnovers.

Board member Charlie Adams suggested reaching out to Representative Jones' office to request proclamation of service for RHA employee Catherine "Cassie" Sutherland.

Potential Mold issue at 705 Family property on Waverly Road. Will be hiring remediation company to examine.

NEXT BOARD MEETING: Monday, May 3, 2021,

Kathryn Gallant

Kathryn Gallant, Secretary/Executive Director