



NORTHAMPTON HOUSING AUTHORITY

Approved – FEBRUARY 12, 2018
MINUTES

Members of the Northampton Housing Authority met in Regular Session at “Tobin Manor” at 56 Maple Street, Northampton, Ma. on Monday, February 12, 2018.

The Chairperson called the Annual Meeting to order at 7:32 PM.

Upon Roll Call, those present and absent were as follows:

PRESENT: Commissioner Brooks, Commissioner Hebert, Commissioner Wallace, Commissioner Budgar & Chairperson Jones.

ABSENT: None

ALSO PRESENT: Cara Clifford; Deb Dunphy; Maria Walton; Betsy Medina; Sharon Kimble; Gary DePace; Thomas O'Connor; Jack Redman; Roy Martin; Jason Potts; Sandy Heywood; Linda Rockett; Gwen Lehan; John Wyda; Larry White; Isidro Pinto; Erika Krause; Edgardo Cancel; Peter Cushing; Jada Tarbutton; Steven Brown.

APPROVAL OF THE 2017 ANNUAL MEETING MINUTES

Commissioner Budgar put forth the motion to approve, Commissioner Brooks seconded the motion.

VOTING AYE: Commissioners Budgar, Hebert, Brooks, Wallace and Chairperson Jones.

VOTING NAY: NONE

ELECTION OF OFFICERS

CHAIRPERSON – JEFFREY JONES

VICE CHAIRPERSON – JAMES BROOKS

TREASURER – RON HEBERT

SECRETARY - CARA CLIFFORD

ELECTION OF COMMITTEE MEMBERS

Grievance Panel – Commissioner Budgar & Vice Chairman Brooks

Personnel Sub Committee – Chairperson Jones & Commissioner Brooks

Housing Partnership Officer – OPEN

Community Preservation Act Officer – Chairman Jones

Procurement Officer – Cara Clifford

Mr. Hebert stated that he enjoys being a Board Member.

Lynne Wallace will not be re-appointed – she read a letter to the Board stating her resignation.

Chairperson Jones complimented Ms. Wallace as being a rock of stability and also helpful during the Executive Directors search. She will be extremely hard to replace. Ms. Clifford said that the guidance from Lynn was a tremendous help and she will be missed.

Motion to adjourn the Annual Meeting by Commissioner Budgar, seconded by Commissioner Wallace.

VOTING AYE: Commissioners Budgar, Wallace, Hebert, Brooks and Chairperson Jones.

VOTING NAY: NONE

Whereupon the Chairperson declared the Annual Meeting adjourned at 7:43 p.m.

The Chairperson called the Regular Session Meeting to order at 8:01 p.m.

Upon Roll Call, those present and absent were as follows:

PRESENT: Commissioner Brooks, Commissioner Hebert, Commissioner Wallace, Commissioner Budgar & Chairperson Jones.

ABSENT: NONE

ALSO PRESENT: Cara Clifford; Deb Dunphy; Maria Walton; Betsy Medina; Sharon Kimble; Gary DePace; Thomas O'Connor; Jack Redman; Roy Martin; Jason Potts; Sandy Heywood; Linda Rockett; Gwen Lehan; John Wyda; Larry White; Isidro Pinto; Erika Krause; Edgardo Cancel; Peter Cushing; Jada Tarbutton; Steven Brown.

EMPLOYEE AND TENANT ISSUES

Employee Issues: None.

TENANT ISSUES:

Peter Cushing - Forsander - Is there a date for inspections? Jack Redman replied yes, notices will go out on Friday - they will be the last three days of the month. Peter also stated that the community room ceiling has needed to be painted since 2012. The Maintenance crew does a good job at Forsander.

Roy Martin - Salvo - by the front door on the glass, there were no trespass notices posted that shows their name and social security numbers. Jack Redman will check into this. The Corkboard - good idea but then it got locked up; one side filled up and old notices are still in there. Maybe leave one side open. Ms. Clifford said that the notices have to be posted by the RSC or Administration. Mr. Martin also said he would like to see the monthly meeting minutes. Mr. Martin stated that he believes that Ms. Clifford should not be the Secretary to the Board.

Larry White - Salvo - Will they be getting new stoves this year. Ms. Clifford said that they are in the capital plan not on this year's list but she will put it on next year's list. Mr. White also said that a new tenant has curtains on his balcony - can he get some of those. Ms. Clifford told him to put it in writing to Jack Redman.

Approval of the January 2018 Minutes

Commissioner Hebert put forth the motion to approve the minutes, seconded by Commissioner Wallace.

VOTING AYE: Commissioner Brooks, Hebert, Wallace, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSENT: NONE

Whereupon Chairperson Jones approved the January 2018 Minutes.

Approval of the December 2017 Minutes

The approval of the December Minutes was tabled at the January meeting - Commissioner Budgar suggested that they approve the December minutes.

Commissioner Brooks put forth the motion to approve the December minutes, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Brooks, Hebert, Wallace, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSENT: NONE

Whereupon Chairperson Jones approved the December 2017 Minutes.

NEW BUSINESS:

Motion to Approve the Quarterly Financials .

Commissioner Budgar asked Mr. DePace if there is anything we need to be careful of. Mr. DePace replied no, we are under budget at this time.

Commissioner Wallace put forth the motion to approve the Quarterly Financials, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Brooks, Hebert, Wallace, Budgar and Chairperson Jones.

VOTING NAY: NONE

Whereupon Chairperson Jones approved the Quarterly Financials.

Gary DePace presented the 2018 Annual Budget.

We have five months left – DHCD did not release the guidelines until early February, however, we are within our Budget. On the 400 Account - DHCD gave a 10% increase to the annual non-utility expense level. State units have been underfunded for many years and are finally getting some increased money. Administration not more than a 5% increase. We have a \$ 10,000.00 grant for technology upgrade. Section 8 is operating at a deficit. Admin fee is not 100% funded. Not all units are occupied. Section 8 needs to be balanced.

Commissioner Wallace asked Mr. DePace what is the proration amount. Mr. DePace said 94%.

DISCUSSION

Received Federal Lawsuit Money in the amount of \$370,987.00. Right now it is being kept in the Enterprise Fund. This money will be used to replace our 2009 Ford Escape and appliances for the Federal Units.

Commissioner Budgar stated that when the Budget is presented to the Board there is also a narrative – this Budget is just numbers, he would like a narrative.

Ms. Clifford said there is the annual budget and the 5 year capital plan. Other items like doors, security, etc. are not in the plans but would be day to day operations. Commissioner Budgar asked that we present what we will do with the money we have.

Attorney O'Connor spoke about the Treasury Funds – the State was not giving us the funding a few years ago; we got on board with the lawsuit and won \$370,987.00 which came in last week. Ms. Clifford recommends that we invest this money into a six month CD until HUD gives us direction on how to spend the money.

Commissioner Jones asked what the award letter said. Mr. DePace replied that the Inspector General has not issued guidelines and stated that we don't put the funds into the Federal program but into the Enterprise Fund. The ultimate decision is that of the Board on how the money will be spent.

Motion to Allow the Executive Director to invest the class action funds that were awarded into a 6 month CD.

Commissioner Budgar put forth the motion to approve the investment of the class action funds into a 6 month CD, Commissioner Wallace seconded the motion.

VOTING AYE: Commissioner Wallace, Brooks, Hebert, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE WORK PLAN 5001 IN THE AMOUNT OF \$736,209.00

NHA to enter into an amended Contract with the State of MA for Financial Assistance in the form of Resolution #1170 which accepts the increase in funds by \$736,209.90. Fish #'s 214068, 214104, 214094, 214098 & 214099.

Commissioner Budgar asked what were the specific projects? Ms. Clifford replied Extraordinary Maintenance i.e. Cameras; Electric stove replacement, repair roofs. DHCD give us assistance – they have recalculated the figures and extended the contract from 6/30/19 to 6/30/2020. This amendment is to accept the funds.

Commissioner Wallace put forth the motion to approve the Amendment, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Wallace, Brooks, Hebert and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: Commissioner Budgar

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE FY18 STATE BUDGETS FOR THE 400-C, 689, AND MRVP PROGRAMS.

Commissioner Wallace put forth the motion to approve the motion, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Wallace, Brooks, Hebert, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE EXECUTIVE DIRECTOR TO ENTER INTO AN MOU WITH THE CITY OF NORTHAMPTON FOR PURCHASE OF SAND/SALT.

We found documents from 1950, 1979 and 1994 with no expiration dates. It is a valid contract that we have with the City. The documents have been forwarded to the Mayor's office.

Commissioner Budgar asked if we can't work out the gas issue, what would NHA do. Ms. Clifford responded that other Housing Authorities use credit cards and some get gas from their City. The Mayor will let us continue with the MOU. Chairperson Jones said the Mayor wants something documented and will be amenable. The City Solicitor needs to weigh in now and we are waiting for their response. This should be tabled.

MOTION TO APPROVE AN EASEMENT AGREEMENT WITH THE CITY OF NORTHAMPTON TO FACILITATE THE ESTABLISHMENT AND OPERATION OF THE PIONEER VALLEY'S BIKE SHARE ONCE AMENDED BY OUR ATTORNEY.

Wayne Feiden from the City, says it will be a kiosk to rent bikes which are partially electric. It would tap into NHA electricity and it would partially be on our property.

Commissioner Wallace asked if any particular items need to be fine-tuned and where would the kiosk be? Ms. Clifford said there are a number of items to be fine-tuned and the location has not yet been determined.

Commissioner Budgar put forth the motion to approve this motion, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Wallace, Brooks, Hebert, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE EXECUTIVE DIRECTOR TO DONATE OR DISPOSE OF THE 2002 RANGER & THE 2000 F150 WHICH NO LONGER WORK.

These vehicles are 16 & 18 years old and are beyond their life expectancy, will not pass inspection, are dangerous and a liability for employees to use. They can be donated to the VA as the veterans have a program for this.

Commissioner Wallace put forth the motion to approve this motion, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Wallace, Hebert, Brooks, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR FISH # 214101 REPLACEMENT OF DHW TANKS TO M&W HEATING, INC.

Commissioner Budgar asked if the engineering firm has been paid in full. Ms. Clifford responded that DHCD has gone through and issued the final punch list. This is a grant we have been given for this project; any changes, DHCD has approved and funded.

Commissioner Wallace put forth the motion to approve this motion, seconded by Commissioner Brooks.

VOTING AYE: Commissioner Wallace, Hebert, Brooks and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

OPPOSED: Commissioner Budgar.

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE APPLICATION & CERTIFICATION OF PAYMENT # 3 TO M & W HEATING IN THE AMOUNT OF \$45,576.16

This is for the replacement of the gas fired domestic hot water tanks at Hampshire Heights.

Commissioner Hebert put forth the motion to approve the motion, seconded by Commissioner Brooks.

VOTING AYE: Commissioner Wallace, Brooks, Hebert and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

OPPOSED: Commissioner Budgar.

Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE CHAIRMAN TO SIGN THE DHCD FIVE (5) YEAR CONTRACT AND JOB DESCRIPTION WITH THE EXECUTIVE DIRECTOR IN ACCORDANCE WITH THE TERMS SET FORTH BY DHCD.

See the Extract Minutes Attached.

Commissioner Brooks put forth the motion to accept the motion, seconded by Commissioner Hebert.

VOTING AYE: Commissioner Wallace, Brooks and Hebert.

VOTING NAY: NONE

ABSTAIN: Commissioner Budgar and Chairperson Jones.

Whereupon Chairperson Jones declared the Motion carried.

MOTION TO APPROVE THE ORGANIZATION CHART WHICH CREATES A SENIOR MANAGER POSITION TO OVERSEE BOTH SECTION 8 AND PUBLIC HOUSING, ADDS TWO OCCUPANCY SPECIALISTS, AN ADDITIONAL ADMINISTRATIVE SUPPORT AND A RESIDENT SERVICES COORDINATOR FOR THE FAMILY PROPERTIES AND MCDONALD HOUSE.

These changes do not have any financial impact on the authority or its budgets. Commissioner Jones asked if there would be any layoffs or pay cuts. Ms. Clifford responded no to both questions as Ann Daley who was the Controller left as well as Lisa Felty who was the Section 8 Manager. This is just re-arranging personnel, no impact on the budget.

Commissioner Hebert put forth the motion to approve the motion, seconded by Commissioner Brooks.

VOTING AYE: Commissioner Wallace, Brooks, Hebert, Budgar and Chairperson Jones.

VOTING NAY: NONE

ABSTAIN: NONE

Whereupon Chairperson Jones approved the Motion.

At this time, the Executive Director's Report was read.

Ms. Clifford went through the total rents collected, re-certifications for the month, and wait list numbers. Total work orders for the month was 329, uncompleted from previous month is 63, work orders completed for the month is 260, and work orders incomplete is 69. We had a MCAD case dismissed. DHCD upgraded us to a higher rating as a Small PHA Deregulation. Dollar Tree donated toys for our family residents with the help of Lynn King our RSC who picked up the donations.

Employee Update: The Public Housing Assistant Manager left for a change in her career. We still have (1) Workman's Comp still pending and there were four new hires. We welcome two new Porters - Gamaliar Claudio and Biagio Cordiano as well as Admin. Support Temp. Heather Maxwell. Marian Tombri, Occupancy Specialist was promoted from temporary to permanent employee.

Commissioner Budgar asked Ms. Clifford how many legal actions do we have against us. Ms. Clifford said (2) came in today from MCAD from former employees who were terminated.

At this time, Chairperson Jones asked if there were any questions or any other Business.

Commissioner Budgar put forth the motion to adjourn the meeting at 9:19 p.m. , seconded by Commissioner Wallace.