



NORTHAMPTON HOUSING AUTHORITY

Approved – JUNE 6, 2018 MINUTES

Members of the Northampton Housing Authority met in Regular Session at “McDonald House” at 49 Old South St. Northampton, Ma. on Wednesday, June 6, 2018.

The Chairperson called the meeting to order at 7:35 PM.

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

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

ABSENT: None

ALSO PRESENT: Cara Clifford; Deb Dunphy; Jack Redman; Maria Walton; Sharon Kimble; Keith Walsh; John Wyda; Tom O'Connor; Larry White; Edgardo Cancel; Brenda Thompson; Roy Martin; Rosa Figueroa; Christine Haigney; Heidi Sousse; Joella Tarbutton-Springfield; Erika Krause; Diane Mader.

EMPLOYEE AND TENANT ISSUES

Employee Issues: None.

TENANT ISSUES:

Roy Martin – Salvo – Parking Dept. not reading the Parking Signs, Roy called the Mayor's office and said the City doesn't have anything to do with it. Roy also tried calling the Police Chief. Roy also stated that the gardens are doing o.k.

Diane Mader – Salvo – said found someone in her garden removing things & breaking plants, was re-arranging things and throwing out trash into another garden. She called the police as she left her purse behind. The next day everything was neat and picked up. There was a fight in the stairwell Tuesday night, man naked from bottom down & had fallen down the stairs, there were other men there also and they left behind a towel, belt & clothes. The Buses are narrowly missing people & cars and other people can't get in because buses are always parked. Cara responded to get the Bus number and call the Bus Company.

John Wyda – Salvo - Are buses allowed in the back parking lots? They go through Salvo pretty fast.

Cara – Speed bumps are here & ready to be installed.

John also said that in the front of the building around the 6th floor (maybe #603 or # 604) someone is hanging clothes off of the balcony.

Heidi Sousse –Salvo- Apologized for swearing. There was a doorway blocked to a tenants apartment and they couldn't get into the hallway – new move in's. Cara- When that happens call Maintenance – NHA can't do anything more as it is a tenant issue.

Heidi called the Police and they moved a couch, etc. Heidi also wished we had a Maintenance Appreciation Day – she feels they have a lot of pressure and stress. She wants to clean up the alcohol & drug use- Lots of crime, drug deals, etc. There needs to be consequences.

Edgar Cancel – Hampshire Heights- NHA does have a good maintenance staff. Is there a possibility of installing cameras? He would like to have a dialog with NHA & Hampshire Heights. Cara said to make an appointment to discuss. Edgar said he has not had a response and would like to have a meeting with the group.

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Jada Tarbutton - Salvo-said she too likes the Maintenance Day idea. People are loading/unloading in the front & back near the kitchen; they were parked there for a while to 2nd floor – there needs to be clear parking signage. There are phantom drug dealers- she came face to face with one man on the 2nd floor. She was coming in and saw someone in a wheelchair with a person escorting them. She called non-emergency police department. No Trespass- if Cara does a no trespass and a tenant invites them in, then the no trespass is null and void. The cameras and Photo ID equipment is in – these will hopefully change things.
Jada thanked Cara for helping with the no Smoking issues.
Cara said she and Jack measured 25 feet from the building-signs & markers are coming.

Roy- Salvo- said he spoke to the woman in 604 who was in Diane's garden and said to check with NHA before touching people's garden. He saw a black fellow in the hallway and he thinks we have a restraining order on him. He would like a paper with names of the trespassers.
Cara- will check with DHCD & council.

Erica- #207 McDonald-said everyone is doing a good job! And she is allowed to have a cat!

Larry White-Salvo – Can they have a bench for the smoking huts as well as buckets?
Cara said she ordered tables & benches.

Diane Mader-Salvo- She has a lot of plants, she wants to put plants in smoking huts. Cara said for her to call Lisa Donoghue from NHA to go look at it.

Approval of the May 2018 Minutes

Chairperson Jones asked the Board if there is any discussion of the minutes.
Budgar- error page 3 – the question should be people who smoke applying to become tenants.
Commissioner Brooks put forth the motion to approve the minutes, seconded by Commissioner Richards.

VOTING AYE: Commissioner Brooks, Hebert, Richards, Budgar and Chairperson Jones.
VOTING NAY: NONE
Whereupon Chairperson Jones approved the May 2018 Minutes.

OLD BUSINESS:

NONE.

NEW BUSINESS:

MOTION TO APPROVE THE FY19 FEDERAL BUDGET PACESETTER

Ms. Clifford said that each fiscal year is different from ours – it runs off the prior year Budget until the new budget is approved
Commissioner Budgar asked about line 700 - \$182,151 reduction in reserve? Cara responded that those are residual receipts and on line 810 for \$183,151 is what we need from them.
Sharon Kimble NHA CAO said that HUD has a calendar year budget and DHCD has a fiscal year Budget. HUD is based on DHCD guidelines, so we use a pacesetter from the approved FY18 budget. When the guidelines come in from DHCD the Federal Budget for FY19 is then revised.
Chairperson Jones- will this happen again where they approve the budget at the 11th month?
Ms. Kimble replied – yes, it could, DHCD guidelines have been late the last few years.

Commissioner Brooks put forth the motion to approve the FY19 Federal Budget Pacesetter, seconded by Commissioner Richards.
VOTING AYE: Commissioner Brooks, Budgar, Hebert, Richards and Chairperson Jones.
VOTING NAY: NONE
Whereupon Chairperson Jones approved the Motion.

MOTION TO APPROVE THE PURCHASE OF BUDGETED VEHICLE REPLACEMENTS

Currently we have budgeted to purchase two vehicles. By using the state purchase pre negotiated contract VEH98 with Marcotte Ford, we have located the vehicles to purchase.

Commissioner Brooks asked how many vehicles NHA has and will each Maintenance person have their own vehicle?

Cara will get back to him on the number of vehicles we have, and no, maintenance personnel do not have their own vehicle, we replace them as they reach their life expectancy.

Commissioner Budgar – regarding the second vehicle we are purchasing – the snow plow cost down from \$6,000 to \$5400 – are they that expensive? If he purchased these vehicles how much would he pay? Ms. Clifford said about \$10,000.00 more for both.

Commissioner Brooks put forth the motion to approve the Executive Director to purchase two new vehicles, seconded by Commissioner Hebert.

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

VOTING NAY: NONE

Whereupon Chairperson Jones approved the motion.

MOTION TO APPROVE RESOLUTION # 1169 – ADOPTING AMENDMENTS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY AND SECTION 8 ADMINISTRATIVE PLAN

Commissioner Budgar asked if there were any major policy changes? Chairperson Jones said there is a problem because we really don't know what we are looking at. Cara said she and Jack Redman went through the updates – some changes were put in place two years ago. They ordered a new book through Nan McKay to make sure they were in compliance. Chairperson Jones asked if the Housing Authority orders the book and what period does it cover. Ms. Clifford said July 1, 2017 – they will send revisions and we pull out and insert the new ones in. It is three large books to update.

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

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

VOTING NAY: NONE

Whereupon Chairperson Jones approved the motion.

MOTION TO APPROVE THE 2018 FLAT RENTS IN ACCORDANCE WITH AGENCY GUIDELINES

This is derived from the HUD fair market rents. Commissioner Budgar asked how many pay flat rent? Cara said two. This only affects Federal properties. Commissioner Budgar asked if the tenants have been notified. Ms. Clifford responded only during recertification.

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

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

VOTING NAY: NONE

Whereupon Chairperson Jones approved the 2018 Flat Rents.

MOTION TO APPROVE RESOLUTION #1170

AUTHORIZING THE CHANGE TO THE PROCUREMENT POLICY THAT GUYDER & HURLEY RECOMMENDED IN THE FY 17 AUDIT & HUD REQUIRED

NEW RESOLUTION: WHEREAS: The NHA wishes to amend the procurement Policy on small purchases not exceeding \$50,000 and on Publicly Advertised procurements greater than \$50,000.00.

THEREFORE BE IT RESOLVED: that the Board of Commissioners of the Northampton Housing Authority does hereby approve the changes to the procurement policy for small purchases under \$50,000, the PHA may use small purchase procedures, the NHA shall obtain a reasonable number of quotes (preferably 3) however, and purchases of less than \$3,000 only one quote is required. For publicly Advertised Procurements of over \$50,000, shall be conducted in accordance with appropriated publicly advertised procurement method.

FURTHER, that the Authority, and Executive Director in their name, shall be authorized on and after the execution of said contract to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all obligations of the Contract Amendment, and

BE IT RESOLVED: THAT THIS Resolution shall take effect immediately.

Chapter 30 B – State Requirements

Davis Bacon Act- Federal

Chairperson Jones stated that one or more Board members have asked what is the past practice.

Commissioner Budgar- do we have to abide by these particular numbers? Can we go lower than \$50,000? We were \$25,000 before? Can't we be more stringent?

Cara- The state is more Stringent – the Law says \$50,000.

Commissioner Budgar- small purchase procedures found on page 2 – Amorphous?

Ms. Clifford said that we typically use the low bidder but you can say you are not going with the lowest bidder if they are doing a bad job.

Commissioner Richards- It's not forcing you to take the lowest bid.

Commissioner Richards put forth the motion to approve, Commissioner Hebert seconded the motion.

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

VOTING NAY: NONE

Whereupon Chairperson Jones approved the Motion to approve Resolution #1170.

MOTION TO APPROVE 2018 HUD PUBLISHED PAYMENT STANDARDS

The "Payment Standard" is the maximum monthly rental assistance that the NHA can pay to a landlord who rents to a family that has been issued a section 8 voucher.

Move: To approve the NHA's Calendar year 2017 payment Standards which are attached, for all bedroom sizes, at 108% of the FY18 Fair Market Rents for the Springfield MSA.

This is as opposed to 106%.

2017 Based - \$743 - \$798

\$894 - \$1155

\$1401 - \$1512

\$1662 - \$1757

Commissioner Budgar- Are you able to find enough housing with those numbers?

Commissioner Budgar put forth the motion to approve the 2018 Payment Standards, seconded by Commissioner Brooks.

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

VOTING NAY: NONE

Whereupon Chairperson Jones approved the Motion.

At this time, the Executive Director's Report Was Read

Ms. Clifford – regarding the Website – at the next Board meeting they will present who they have picked.

Salvo Community Gardens - the staff worked with residents. A lot of new people signed up - six more plots added. The staging area in Salvo will be dedicated to the Budgar family the first weekend in August- Invitations will go out.

Commissioner Budgar stated that it is in memory of his parents, not his family, and it happened before he became a Board Member.

Ms. Clifford went through the total rents collected, recertifications and work orders for the month. 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 8:55 p.m., seconded by Commissioner Brooks.