



NORTHAMPTON HOUSING AUTHORITY

OCTOBER 2020 MINUTES

Approved December 22, 2020 By Northampton Housing Authority Board

Members of the Northampton Housing Authority met via “Zoom” on Monday, October 26, 2020 at 3:00 P.M.

The Chairperson called the meeting to order at 3:09 P.M.
Upon Roll Call, those present and absent were as follows:

PRESENT: Chairperson Richards; Commissioner Brooks, Commissioner Laufer

ABSENT: Commissioner Silver, Commissioner Jones

ALSO PRESENT: Cara Leiper; Jack Redman; Keith Walsh; Sharon Kimble; Deb Dunphy Smith; Attorney Tom O'Connor; Donyael Parrish; Jose Cruz; Heather Maxwell; Lisa Donohue; Maitty Delhoyo; Gary DePace; Roy Martin; Jada Tarbutton; Jen Kirkpatrick and Katherine Messina.

The Executive Director asked Chairperson Richards if it would be alright if Mr. DePace presented the FY 21 budget before the tenant comment of the meeting.

NOTE: ALL MOTIONS VOTED ON IN ROLL CALL VOTE FASHION TO COMPLY WITH OML.

MOTION TO APPROVE FY2021 BUDGETS FOR PROGRAMS 400,689, MRVP, SECTION 8, AND FEDERAL 26 1&2.

Mr. DePace asked the Board to go to the 3rd page – calculation of subsidy DHCD appendix B. The ANUEL is \$1,760,066.00. Last year we received a 10% increase – this years’ budget is reduced by 4% to \$1,689,663.00. However, we can add in exemptions. There is a new COVID Cares Act on the State side that we received \$154,297.00. This year the budget is cut by DHCD but increased from a different pot so overall there is no impact to this years’ Budget. In 2021 we will replace a dump truck bed for \$17,000.00 and purchase work sheds for Bridge Street and State Street. Salaries all fall into DHCD guidelines – no more than 3% unless under extenuating circumstances. Mr. DePace also went over the reserves for the programs.

In regards to the Hampshire County Regional Housing Authority, where we have taken over the operation, their revenues and expenses have been added to the FY21 budget. The Budget overall is well balanced and stays within guidelines.

Commissioner Brooks asked Mr. DePace if the Section 8 population is down. Mr. DePace replied, “No”. Chairperson Richards – what is the most vulnerable part of the Budget?

Mr. DePace – None, really. In two or 3 years it may be different because of the unknown. Right now this gets us through June 30, 2021.

Commissioner Brooks – The Budget was sent to us twice – what did you have to re-do?

Mr. DePace – the calculating of the subsidies. On Net metering – we were able to keep all of the savings but had to give part back to DHCD – energy credits. I had to change the formula.

Chairperson Richards put forth the Motion to approve, seconded by Commissioner Brooks.

VOTING AYE: Chairperson Richards, Commissioner Brooks and Commissioner Laufer.

VOTING NAY: NONE

Therefore, Chairperson Richards approved the Motion.

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MOTION TO APPROVE CERTIFICATION OF THE 1ST QUARTER FY2021 FINANCIALS

Mr. DePace presented the first quarter financials which is using FY2020 budget numbers for the first quarter. There was also two months where there were five pay periods which have caused a few line items to be over where we would ordinarily be in line. Once the budget is approved and put in place the overages will even out. Overall, we are doing very well.

Chairperson Richards – we are currently sticking with the numbers from the old budget?

Mr. DePace – yes for now, next month will include the new figures.

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

VOTING AYE: Chairperson Richards, Commissioner Brooks and Commissioner Laufer.

VOTING NAY: NONE

Therefore, Chairperson Richards approved the Motion.

TENANT COMMENTS

Roy Martin - Salvo – Tenants are asking when the Community Room will be opened? He worked on the flowers out front and it looks good – 3 tenants donated money for them – Cara should come by and look at them. Roy put his name in for the Board member position. Also, Sally Johnson comes in after Jose leaves and she stayed all weekend – called the police but there is nothing they can do as tenants are inviting her in. On the weekend Roy cleans the elevator and the laundry rooms.

Jada Tarbutton = Salvo – Board should congratulate the number of tenants that are getting out there and voting – seeing lots going on at the Senior Center next door. The resident squatter couple has moved.

Regarding the Community Room – people are asking her about opening it. She was wondering if Housing can offer tenants Comcast as an addendum to rent. Even if they owe back rent, if they pay \$5.00 they could get Comcast. Jada got another vehicle but still has a lease on a vehicle – please don't ticket her. On the special meeting, tenants could not ask questions. Found information about the second meeting where she could speak during that meeting which made her feel included.

Jen Kirkpatrick – Hampshire Heights – there have been incidents where people are getting aggressive especially with voting coming up. Animals are pooping around the garden area. There is general hostility at Hamp Heights and what is NHA doing about it? Are you getting Police reports? They also finally have water source for the gardens.

Katherine Messina - Salvo – she is worried about COVID and the ventilation as the germs can stay in the air for a few hours – adapt for tenant safety.

STAFF COMMENT – NONE

PUBLIC COMMENT – NONE

APPROVAL OF SEPTEMBER 2020 MINUTES

Commissioner Brooks put forth the motion to approve, seconded by Chairperson Richards

VOTING AYE: Chairperson Richards, Commissioner Brooks and Commissioner Laufer.

VOTING NAY: NONE

Therefore, Chairperson Richards approved the September Minutes.

APPROVAL OF OCTOBER 6, 2020 SPECIAL MEETING MINUTES

Commissioner Brooks put forth the motion to approve, seconded by Chairperson Richards

VOTING AYE: Chairperson Richards, Commissioner Brooks and Commissioner Laufer

VOTING NAY: NONE

Therefore, Chairperson Richards approved the October Special Minutes.

OLD BUSINESS: NONE

MOTION – APPROVE HUD ANNUAL PLAN AND 5 YEAR PLAN

Both plans were completed in February and scheduled for Public Hearing in April but were canceled due to the COVID-19 pandemic. HUD waived the requirement to reschedule public hearing since we did not have any changes related to Section 18, Section 22, or the Rental Assistance Demonstration (RAD), that would normally trigger significant amendment requirements of the PHA plan. Included in the plan is the capital fund which the Board has previously approved. The only major change allows us to administer the Mainstream Voucher program which you are all familiar with and this does not negatively impact any of our residents or Section 8 participants.

Commissioner Laufer checked to see if she was looking at the right information. She asked if the new Housing Authority was included in this plan.

Jack Redman stated no, next year we will have a state plan.

Cara – this Board will vote on nothing pertaining to the other Housing Authority.

Commissioner Laufer – is any work reflected in this Budget?

Cara – only the income and expenses.

Commissioner Laufer – what does that mean regarding salaries and where do we see that extra work?

Cara – they do not have an Executive Director or someone like Jack, or any accounting people. Only one property manager will be affected and it will not affect her time at our properties. She will do work on the days she is not at NHA properties.

Chairperson Richards – They have their own Board and they are responsible for their properties. Only the Management contract will be brought before our Board.

Cara – the Income and Expenses have to appear on our budget.

Chairperson Richards – Jack anything to add? Jack went on to say that the Section 8 department managed to lease up more VASH vouchers this past year – that is Veteran Vouchers. Got close to a 98% increase. Wanted to make sure they were recognized for their efforts.

Chairperson Richards - Congratulations! Great to know we are helping our Veterans.

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

VOTING AYE: Chairperson Richards, Commissioner Brooks and Commissioner Laufer

VOTING NAY: NONE

Therefore, Chairperson Richards approved the Motion

Cara spoke about the cameras at Salvo – they are in the installation process. Carpets and cove base have been picked out.

Jack – the wiring from the 1st to the 7th floor has been done it will be another 2 – 3 weeks before completion. The carpets will be 4 weeks to delivery, so the timing is good. Before year end the cameras will be installed and the carpet will be on every floor, the lobbies and vestibules.

Commissioner Brooks – that is great!

Chairperson Richards – grateful the carpeting and the cameras will be installed. Regarding the new law of the membership increase of our Board. I have talked to the Mayor and he is in the process of adding two members.

Cara – information about this process is on our website and they have also done a mailing to residents regarding this.

Commissioner Brooks put forth the motion to adjourn the October meeting at 4:05 P.M., seconded by Commissioner Laufer.