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APRIL 30, 2020  
APPROVED APRIL MINUTES – SPECIAL MEETING

Members of the Northampton Housing Authority met “Virtually” at 1:00 P.M. on Thursday, April 20, 2020.

The Chairperson called the meeting to order at 1:00 p.m.

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

**PRESENT:** Vice Chairperson Brooks, Commissioner Jones and Chairperson Richards.

**ABSENT:** Commissioner Laufer and Commissioner Silver.

**ALSO PRESENT:** Cara Leiper; Deb Dunphy; Sharon Kimble; Jack Redman; Jose Cruz, Angel Sadlowski; David Arce; Gary Depace; Hildegard Freeman.

Chairperson Richards stated that she hopes everyone is safe and well and would like to commend the staff at the Northampton Housing authority for all that they are doing during this pandemic. This is a special meeting, so there will be no public or resident comment.

**NEW BUSINESS:**

**MOTION TO APPROVE QUARTERLY FINANCIALS**

Gary Depace, Fee Accountant, stated that as of the third quarter Northampton Housing is at 75% of the Budget. As we are three quarters through the fiscal year, we are over spending on account # 4190 and 4130 and under spending on contract costs, account #4430. Due to Covid 19 we are not doing many contracts. The 4190 account which is the administrative account and the 4130 account which is the Legal account are over budget. DHCD extended deadlines, but did not change the budget changes for June 30<sup>th</sup> which are due to them by May 1<sup>st</sup>. The bottom line of the budget remains the same.

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

**VOTING AYE:** Commissioner Jones, Brooks and Chairperson Richards.

**VOTING NAY:** None

Whereupon Chairperson Richards approved the Motion.

**RESOLUTION # 1186 – APPROVE FY20 STATE 400 BUDGET REVISION**

Gary DePace will be presenting the budget revision that is due to DHCD for May 1, 2020. As you know from hearing about the 3rd Quarter Financials, our overall financials look strong. We are under Budget and doing well. However because we have an overage in some accounts and shortage in others due to COVID-19 it makes sense for us to move those dollars to accounts that need them. The accounts that are over are – 4190 Administrative account and 4130 which is our legal account. Contract account #4430 is being underspent due to contracts not being done at this time. The bottom line of the budget will remain the same. The 4190 account is over due to the setting up of offices at all properties and the setting up of employees to work remotely during the pandemic. We moved \$100,000.00 from contract account to these two accounts: Account # 4190- \$84,000.00 Account #4130 - \$16,000.00

Commissioner Jones asked about the 4430 account

Gary stated that this is our maintenance contract Account.

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

**VOTING AYE:** Commissioner Jones, Brooks and Chairperson Richards.

**VOTING NAY:** None

Whereupon Chairperson Richards approved the Motion.



**MOTION – ACCEPT THE APPLICATION AND CERTIFICATE FOR PAYMENT #1 – SALVO CAMERAS FISH #214105.**

Goodless Electric will be getting the first payment of \$36,352.00.

Chairperson Richards asked what is the timeline?

Cara responded that DHCD is working remotely and is trying to figure the timeline out.

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

VOTING AYE; Commissioner Jones, Brooks and Chairperson Richards.

VOTING NAY: None

Whereupon Chairperson Richards approved the Motion.

**MOTION – ADOPT SELECTED HUD WAIVERS, PRO HUD NOTICE PID 2020-05 FOR FEDERAL, PUBLIC HOUSING AND SECTION 8.**

Adopt waivers due to Covid 19 for public housing federal and section 8 tenants due to loss of income due to the pandemic. This will extend voucher timelines. Inspections to be done no later than October, 2020. This will go into effect May 1, 2020.

Chairperson Richards – does it look reasonable for us to make the deadlines?

Chairperson Brooks – changes are until ends of this yea?

Cara – yes.

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

VOTING AYE; Commissioner Jones, Brooks and Chairperson Richards.

VOTING NAY: None

Whereupon Chairperson Richards approved the Motion.

Commissioner Brooks - asked if there were any deaths in the Housing Authority due to the virus.

Cara – I have been in communication with the City Health Director, and she cannot release this information. We are in contact with residents and are asking them if they are feeling ok, and if they are well.

I did a memo to all sites regarding social distancing and prohibiting visitors in the building. Asked if a resident has a visitor to go outside of the buildings. On April 28<sup>th</sup> DHCD released a PIH 2020-20 “Restricting access to high rise developments.” The Mayor of Northampton also received this information. Cara will be reaching out to the Health Director to see if they can help the housing authority with enforcing guidelines.

Cara also noted that the NHA staff has worked more in this pandemic situation than they do when in the office. Jack and Sharon have been working very hard. NHA is also working with agencies to get tenants food, employees are volunteering delivery.

Chairperson Richards – Hear, Hear from the Board! Amazing! Thank You!

Chairperson Richards put forth the motion to adjourn the April Special Meeting at 1:38 p.m.