

March 21, 2018

Mayfair Gardens Community Room

Attending: Chairman Josh Howroyd
Paul Rubin – Vice Chairman
Timothy Becker
Lisa O'Neill
Joseph D'Ascoli, Executive Director
Absent Judith Taylor – Tenant Commissioner

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:34 pm.

II. Adoption of Minutes – Meeting of February 21, 2018

Chairman Howroyd called for a motion to approve the minutes of February 21, 2018. Mr. Becker so moved; Mr. Rubin seconded, and motion passed 3-0. Ms. O'Neill had not arrived at the meeting.

III. Correspondence

Mr. D'Ascoli shared that Mr. Tim Burke, Maintenance Foreman resigned. Mr. David Daigle has agreed to be Interim Foreman. The position will be posted within a couple of weeks.

A. **Accounts Payable** - February 2018 Payment Summary & Detail Report
No comments from the Board.

IV. Executive Director's Report - None

A. Financial Statements

Mr. Robert Counihan commented MHA's financial status looks good and he added a summary of income and expense to the sheets to give the Board a clearer picture of MHA's finances thus far. Overall MHA is in very good shape. We are watching the HCV Section 8 because HUD is not sending as much money as we are spending. The fiscal year end for the Congregate and North Elm Street is June 30 so we are about half way through the year and their finances are in good shape.

B. Vacancy Report – February 2018

Mr. D'Ascoli praised the maintenance staff for doing an excellent job keeping up with getting units ready for lease up. We have had several snow storms that required maintenance to clear snow from the property.

Mr. Rubin asked about vacant units at the Congregate during the renovation. Mr. D'Ascoli shared that ideally the construction company would like to renovate 4 units at a time. To date we have 3 vacancies that will be used a swing space while tenants units are being renovated. Should it be necessary for tenants to move to a motel, CHFA will subsidize MHA until their unit is ready for occupancy. He explained further that the closing for this project will be April 13, 2018.

C. General Information

a. Modernization Report – Mr. D'Ascoli reviewed the various projects MHA is working on. We have an RFP out to replace several roofs and once the weather gets nicer we will be

able to start on those. Question was asked about the solar panels and he explained they are up and running. Once the weather improved a ribbon cutting ceremony will be scheduled.

- b. NERC-NAHRO Annual Conference – Mr. D’Ascoli asked that board members let him know if they are planning on attending so he can make their reservations.
- c. Circle of Friends – Mr. D’Ascoli handed out copies of the latest Circle of Friends Publication published quarterly by MaryAnn Murray.

V. Chairman’s Report - None

VI. Old Business

A. Resolution 2018-2 New and Revised Personnel Policies

Chairman Howroyd called for a motion to pass Resolution 2018-2 – New and Revised Personnel Policies. The board raised several questions and there was a brief discussion about these items. The board asked Mr. D’Ascoli go back to Attorney Forsythe to discuss these items and come back to the board at the next meeting. Motion was made by Mr. Becker to table this item. Ms. O’Neill seconded. Motion to table passed 4-0.

VII. New Business

A. Resolution 2018-4 Small Area Fair Market Rent (SAFMR)

Mr. D’Ascoli reported he went to Philadelphia to attend a meeting to discuss SAFMR procedures. He explained MHA has two separate zip codes and HUD is requiring us to use two separate payment standards starting April 1st to the end of September. His concern is that HUD has been cutting back on the funding being sent to MHA and if we are raising the payment standard this will mean more money being paid out by MHA. He and Mr. Counihan will watch the financial status of this. Chairman Howroyd called for a motion to pass Resolution 2018-4 Small Area Fair Market Rent (SAFMR). Mr. Rubin so moved; Mr. Becker seconded. Motion passed 4-0.

B. Resolution 2018–5 SSHP Funding for Spencer Village

Mr. D’Ascoli remarked that while we have not received the funding for the project we do owe the architect for the plans and he is willing to accept \$50k which will need to be paid out of the COCC. With this amount, the architect will be preparing along with our consultant firm, J. D’Amelia and Associates, a scope of services for the revitalization of the Spencer Village Housing Complex and have it submitted to CHFA by the April 27, 2018 deadline. Mr. Becker asked about the cost of renovating these units. Mr. D’Ascoli explained the cost to renovate each unit is about \$25k and they are all zero bedroom units. We have prioritized the items parking lot, heating/air conditioning, roofs, new kitchen cabinets, flooring. Motion was made by Ms. O’Neill to approve Resolution 2018-5 SSHP Funding for Spencer Village. Mr. Rubin seconded; motion passed 4-0.

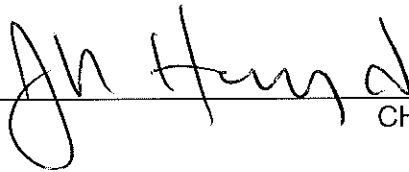
VIII. Items for Future Agenda

Chairman Howroyd noted two items for next month’s agenda; tenant commissioner election process and the Personnel Policies approval. He asked that any other items be forwarded to him or Mr. D’Ascoli.

IX. Executive Session – None

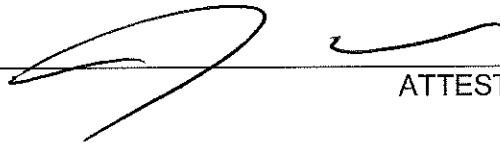
X. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved; Mr. Becker seconded. Motion passed 4-0 and the meeting adjourned at 7:31 pm.



4/18/2018

CHAIRMAN



4/18/18

ATTEST: