

# CORPORATE MINUTES - BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2025

March 26, 2025

Westhill Garden Community Room

Attending: Chairman Josh Howroyd  
Paul Rubin, Vice Chairman  
Timothy Becker  
Eileen Remillard – Tenant Commissioner  
Joseph D'Ascoli, Executive Director

Absent: Lisa O'Neill

I. Meeting Called to Order

Chairman Howroyd called the meeting to order at 6:32 pm.

Chairman Howroyd called for a motion to suspend the rules and move to executive session to discuss pending litigation and take Item 3 of the agenda. Mr. Becker so moved. Mr. Rubin seconded. Motion passed 4-0 at 6:33 pm.

Chairman Howroyd called for a motion to adjourn the executive session. Mr. Becker so moved. Ms. Remillard seconded. Motion passed 4-0 at 6:59 pm. No votes were taken.

II. Adoption of Minutes February 19, 2025

Chairman Howroyd called for a motion to approve the minutes of the meeting of February 19, 2025. Mr. Rubin so moved: Mr. Becker seconded. Motion passed 4-0.

III. Special Guests

Attorney Michael Wrona – Handled in Executive Session

IV. Correspondence - None

V. Accounts Payable – February 2025 Payment Summary & Detail Report

Mr. D'Ascoli reported business as usual. MHA is in good financial shape.

VI. Executive Report

A. Financial Statements – MHA

Mr. D'Ascoli reported AMP I reports administrative \$392k, expenses \$264k shows a gain of \$128 k. AMP II has a gain of \$90k. RAD shows a gain of \$60K for the first month of the fiscal year. Congregate is 8 months into their reporting year and they are doing well. The COCC has an overall gain of \$7,600. The SERP money does not get added until the end of the year. Section 8 has \$83k in admin and \$7,600 HAP. The John D'Amelia program has retained earnings of \$32k. Mr. D'Ascoli added that next month the expenses will be higher due to increased heating costs and snow removal.

B. Vacancy Reports – February 2025

Mr. D'Ascoli reported we are at 97% of collected rents. Two units are off-line, which HUD has approved and MHA continues to be paid.

C. General Information

1. Circle of Friends  
Mr. D'Ascoli shared the latest edition and commended Shannon McKay on a job well done.
2. Memo – Second Phase of RAD Deal – Closing effective 5/1/2025  
Mr. D'Ascoli explained that 48 units will be removed from Public Housing and transferred to RAD as of May 1, 2025.
3. Memo – NAHRO Legislative Conference Capitol Hill Visit on March 12, 2025  
Mr. D'Ascoli said the conference was very well attended. He was able to get meetings with MHA legislative representatives.
4. Memo – New MHA Hires  
Mr. D'Ascoli explained MHA has hired new staff. Two in Section 8 . An administrative assistant that will help in all departments and comes to MHA from Scan Optics. This an advantage for MHA as this person is familiar with converting files electronically. This will save MHA money from having to send files out to be scanned.
5. NAHRO 2025 Summer Symposium – July 16-18, 2025 Midtown NY  
Mr. D'Ascoli asked if any board members are interested in attending to let him know so he can get them registered.
6. Any Other Information

Mr. D' Ascoli shared he will be submitting a request to CDBG Block Grant to replace two generators. One for West Hill Garden Administrative office/community room and Mayfair Garden community room.

Mr. D'Ascoli reported an insurance issue with HAI Group. MHA needed to have the roof repaired at a building at Westhill Garden. The adjuster from United Restoration came out and inspected the damage. Mr. D' Ascoli received a formal letter stating the claim would not be paid. He will appeal this denial and report back to the board.

Mr. D'Ascoli received a letter regarding changes to MERS Plan deferred retirement option plan. The changes to the plan will effect 5 employees and their retirement date.

Mr. D'Ascoli mentioned that he has been nominated to be President of NERC NAHRO for a two-year term.

Mr. D'Ascoli reported that a company - EarthLight had reached out to MHA to possibly rent space for antennas/cell towers at the MHA property. He will get more information as to what this entails and report back to the board.

VII. Old Business - None

VIII. New Business - None

IX. Items for Future Agenda

Chairman Howroyd requested board members send any items for future agenda to Mr. D'Ascoli or him.

X. Executive Session – See above

XI. Adjournment

Chairman Howroyd called for a motion to adjourn the meeting. Mr. Rubin so moved; Ms. Remillard seconded. Motion passed 4-0 to adjourn at 7:42 pm

Respectively Submitted

  
\_\_\_\_\_  
Joseph D'Ascoli, Recording Secretary

Attest:  4/23/2025  
\_\_\_\_\_  
Josh Howroyd, Chairman