#### MIDDLEBOROUGH HOUSING AUTHORITY

# Board of Commissioner's Meeting Wednesday January 22, 2020

Present: Thomas White, Stephen McKinnon, Veronica Haywood

Absent: Nancy Thomas, Robert Eatherton

Also Present: Josephine Ruthwicz

The Chairman called the meeting to order at 4:30 pm in the community room of the Janice C. Parent Community Center, 8 Benton Street, Middleboro.

#### **MINUTES:**

The minutes of the Regular Session meeting of 12/11/19 were reviewed. MOTION: To approve the 12/11/19 regular session minutes, as submitted.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

## **FINANCIAL REPORTS**:

The financial statements and investment balances were reviewed. The account payable checks were reviewed and signed. The credit adjustments to tenants' accounts receivables for 2020 is \$5.00.

## **EXECUTIVE DIRECTOR'S REPORT**

Vacancies- Archer Court-1; Riverview-0; Nemasket-2; Section 8-1.

Maintenance staff- The employee that has been out for a non-work related medical issue has returned. Section 8 HAP - We received \$4,000 less in HAP funds for January than what was needed to pay landlords. We have been informed that in February we will receive \$50,000 less than needed. At this time we have sufficient

funds in reserves to cover this shortfall.

Section 8 admin fee –We are still only receiving 79% of admin fee.

<u>Inspection training-</u> The Maintenance Supervisor & State Housing Coordinator have completed a DHCD certified inspection course. This is anticipated to improve our annual inspections of units

<u>Elderly exclusion</u> – DHCD has increased the income exclusion to \$13,260 for the over 62 residents resident that continue to work

SOHA- DHCD will begin a new State Oversight of Housing Assistance program soon

Annual report – A copy of the annual report was submitted to the board. This will be submitted to the Town.

MOTION: To approve the MHA annual report for 2019, as submitted.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

<u>Affordable Housing</u> - <u>Water St Crossing</u> – No vacancies. <u>Star Mill</u> – One 2bedroom unit is available. New contracts will be sent to both these owners for a 3 year term rather than doing new contract amendments annually. <u>Nemasket River Landing</u> – Two mortgages have been signed, the P &S for the 3<sup>rd</sup> unit is expected to be signed before the end of the year <u>Residences at Nemasket River</u>- One mortgage has closed and two P & S have been signed and should close soon <u>Rhode Island Road</u> – this new development in Lakeville will have 16 units with 4 affordable ownership units

MOTION: To authorize the Director to enter into three year contracts for the recertification of the affordable units at both Star Mill Lofts & Water Street Crossing

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

Chap 235 update - 1) CHAMP wait list – Additional training will be held 1/28/20. Mass NAHRO hopes to begin doing the initial intake & screening process in May. 2) Annual Plan- DHCD will be having training for this new requirement; at this time we are still unsure what it entails other than the entire process is anticipated to take 6 months to complete. This will mean we will need to begin in June. 3) Tenant board member – This legislation has been approved by Senate & is now at the House. If approved, Ms. Thomas will be the MHA board member whose term expires in April 2021 and would not be able to run for re-election. 4) CapHub –On 1/16/20, we had training for this new online capital improvement inventory & invoicing program 5) ED contracts- MassNAHRO has filed a lawsuit with DHCD in Superior Court regarding DHCD's interference with Directors salaries and especially withholding operating funds if ED's do not have a DHCD approved contract. 6) PMR - as of 2021 CHAMP will be a compliance item in the PMR

## MAINTENANCE REPORT

The Maintenance report for December was presented.

#### **OLD BUSINESS**

CPA projects - Vareika Construction has completed the re-roofing of 140 Sproat Street at a cost of \$9,826. The Town will reimburse us through CPA funds for this work. TBA Architects has put the 11 Park & 120 Sproat Street roof project out to bid, with bids due 2/5/20.

FY20 Budget– The state budgets have been submitted and we are awaiting approval.

Health & Safety Grant – Although we have not received notice of award, this grant is showing up in our online funding report. This grant application was in the amount of \$14,400 for replacement windows at Archer Court. Creative Place Making grant – This state grant is due 4/15/20 with a maximum request of \$500,000. On 12/5/19 we met with the tenants to determine their wants. We have also met with a few local artists for their input as required in the grant. Additionally we have had discussions with the Old Colony YMCA, Middleboro, who have committed to donating a treadmill, recumbent bike and weights for this space. We will meet with the tenants again 2/6/20

<u>Section 8 Admin Plan</u> – Chapter 9 Section F on Rent Limitations was reviewed at the last meeting with a request to have input from legal counsel. Attorney Driscoll tried to clarify the information by including exact language from the HUD CFR

MOTION: To approve the Section 8 Admin Plan change as proposed by legal counsel By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

### **NEW BUSINESS**

HUD Financial Health letter – We were notified by phone in December that we would be receiving a letter from HUD on our Section 8 financial health. We received the letter 12/17/19 from HUD Boston stating that we have a \$325,000 deficit in the Admin Account. After discussions with our fee accountant, we believe this is due to the GASB health insurance and retirement set asides that are required by the IRS and responded as such on 12/27/19. Our accountant provide further backup 1/21/20. A conference call with HUD Boston, DC, our accountant & the Director is scheduled for tomorrow 1/23/20.

Legal Counsel Contract – Driscoll & Driscoll P.C. has submitted a new legal services contract. The rate will increase from \$150 per hour to \$160 per hour. The Director noted that they have not requested an increase in over 10 years.

MOTION: To accept and authorize the Director to sign the legal service contract with Driscoll & Driscoll P.C. at a rate of \$160 per hour for a three year term.

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

Formula Funding - DHCD has notified us that we will be receiving \$158,362 in Formula Funding for capital improvements for FY23

FYE 19 certifications —The fiscal year end certifications reports were presented for review. Included were the Compliance with Lead Paint Laws and the Top 5 Compensation form. Members can choose to certify or decline to certify one or both, but all board members are required to sign these forms before submittal to DHCD.

MOTION: To authorize Board members to sign the fiscal year end 2019 certifications forms

By: Stephen McKinnon Second By: Veronica Haywood VOTE: 3-0-0

The next meeting is scheduled for 2/19/20

MOTION: To adjourn the Regular S	Session meeting. The meeting was a	djourned at 5:40 PM
By: Stephen McKinnon	Second By: Veronica Haywood	VOTE: 3-0-0
Respectfully Submitted:		
Josephine A Ruthwicz, Secretary/Ex	xecutive Director Stephen Mc	Kinnon, BOC Vice Chairman

## List of Documents and Other Exhibits Used By The Body At The Meeting:

1. 12/11/19 minutes 2. Financial Reports 3. Annual Report 4. Maintenance report 5. Section 8 Admin Plan

6. HUD Financial Ltr 7) Legal contract 8) Formula Funding award 9) FYE certs