

The Regular Meeting of the South Hadley Housing Authority was held on May 21, 2019, at 12:00 pm

The members of the South Hadley Housing Authority of Commissioners met in regular session at 69 Lathrop Street in the Town of South Hadley, MA , at 12:00 pm.

The following attendance was recorded: Members present were James Menard/Chair, Christine Blaney/Vice Chair, John Duda/Treasurer, Matthew Brunell/Assistant Treasurer and Annie Perez/Member. Others in attendance were Jean Leonard and Bridgette Sullivan.

**Minutes:**

Minutes for the regular meeting held on March 21, 2019 were unavailable at the time of the meeting.

**Maintenance:**

-Maintenance Reports submitted by David Ludwig, dates May 13 & May 21, 2019 were reviewed.

-Discussion concerning the time and dates that GTC mows the lawns at Abby Lane and the moving of the articles so that the mowing can be completed free of obstruction was discussed.

-The possibility of subbing out the replacement of damaged floors was discussed. In addition to current vendors Mercier Flooring would be consider.

-Currently the SHHA has a gentleman working part time along with the SHHA maintenance man. He will continue to work doing the painting of the vacant units.

-Members of the board reviewed job applications for the Maintenance Supervisor. The most qualified will be contacted and interviews will be set up. Two members of the board will sit in on the interviews.

**Vacancy Report:**

-Currently there are 4 units to be turned over and 1 unit off line.

**Financial Reports:**

-The Commissioners reviewed the Treasurer's Report, Accountant's monthly report and accountants' receivables report for months ending March 31, 2019 and April 30, 2019. Following the review of all submitted reports, John Duda made the **motion** to accept the financial reports as of March 31, 2019 and April 30, 2019, the **motion** was seconded by Christine Blaney. The motion was approved 5-0.

-Quarterly Reports as of March 31, 2019 were reviewed. Christine Blaney made the **motion** to accept the quarterly reports as submitted for Chapters 400, MRVP and 689 programs, Matthew Brunell seconded the **motion**. Upon roll call vote the Ayes 5 and Nays 0. The Chair declared the motion passed.

#### Approval of Bills:

-After review of the Accounts Payable Warrant Report, John Duda made the **motion** to approve the bills dated March 19,2019 to May21, 2019 as presented, the **motion** was seconded by Christine Blaney and approved 5-0.

#### New Business:

-In the absence of the Executive Director a new CORI Officer will need to be appointed by the board to screen the future applicates for housing and employment. John Duda made the **motion** to appoint Bridgette Sullivan as CORI Officer for the SHHA, seconded by Matthew Brunell and the **motion** was carried 5-0.

-During the temporary absence of the Executive Director it will be necessary to be proactive in keeping the South Hadley Housing Authority in compliance with DHCD and the daily and monthly business of the authority. Therefore, the following action was taken in order to complete the required paperwork needed and organization of such to insure a continued smooth operation. John Duda made the **motion** to hire Jean Leonard and Christine Evans part time at a rate of \$25-\$30 per hour to oversee and organize the operation of the housing authority, Christine Blaney seconded the **motion** and the **motion** was approved 5-1. The fee accountant will be contracted about the budget restraints and payroll.

-In the initial absence of the keys to access the ED office it was suggested the locks should be changed.

-At the next regular board meeting the reorganization of the board will take place.

-John Duda made the **motion** to adjourn at 1:00 pm., seconded by Annie Perez and the chair declared the meeting closed.

Respectfully submitted,

Jean Leonard/Acting secretary to the Board