

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, January 12, 2021 at 4:30 p.m.
The meeting was called to order by C. May at 4:30 p.m.

1. Roll Call: Present – C. May, Chairman/State Appointee, D. Kirby, Treasurer, T. Sorrentino, member, Deb Prew, member, Kim Graham, member, B. Heaphy, Executive Director, J. Mercer, Commercial Property Mgr.

Sue Honeycutt, accountant from Fenton, Ewald and Assoc. presented the FY21 Budget: Rental income is down \$25,000. No salary increase allowed for Executive Director. An increase above 3% has been requested for admin. assistant since her responsibilities, Not hours, have increased. Property insurance cost has increased 120%. \$4,000 has been Budgeted for legal fees. Motion made by T. Sorrentino, seconded by D. Kirby to approve the FY2021 budget as presented. All members voted in favor.

- a. **Tenant Forum:** No requests.
- b. **Minutes:** Motion made by K. Graham, seconded by D. Kirby to approve the minutes of the November 2020 meeting. All members voted in favor.
- c. **Curtis Commercial Space:**
J. Mercer reported that Lenox Yoga has until the end of January to decide on lease renewal. Ed from Apella asked if they could put carpeting down in their offices. It would be tacked down instead of glued. The board agreed it would be ok and would also like office carpet to go with the hallway carpeting.
- d. **Accounts Payable:**
Barbara reported that as of November 30, 2020, 689 balance is \$88,625.26. 4001 balance is \$146,044.63. Commercial balance is \$126,900.68. Commercial savings is \$60,506.97. All but one rent is paid. Tenant has been making partial monthly payments as per repayment agreement.

Old Business:

Vacancies –There are two vacancies at the Curtis. There is one 2-bedroom family and one three-bedroom unit vacant. There are two vacancies at Turnure Terrace. The three - bedroom family unit and one at Turnure Terrace are being shown on Wed., the 13th.
Prospects for apartments in the Curtis. Have to wait for income verification.
Apartments have been very difficult to rent because of COVID and also the CHAMP waitlist process. Waivers for extensions to vacancy time allowed have been requested and granted.

Waitlists – 734 elderly- 6 local, 19 veterans, 2 local/vet. 1999 families- 10 local, 14 veterans. There are around 644 family applicants that don't qualify here because there are only two- and three-bedroom apartments and they've requested a different bedroom size.

Building Property Maintenance – The Curtis parking lot was complete but reseeding and Planting will be done in the spring. Brick repointing is complete so far with capital funds That were allocated. Upcoming projects for FY21 are: Exterior door replacement at Turnure Terrace, painting window trim at the Curtis and bathroom renovation on West Street.

Regulatory Updates – Because we are a small Housing Authority, we have entered into An emergency mutual aid agreement with Lee Housing Authority to provide mutual Cooperation and assistance to each other if needed during the COVID-19 state of Emergency. If a Housing Authority becomes significantly without staff due to COVID Related illness or quarantine, they can request assistance from the other Housing Authority.

Town of Lenox – Cell antenna: The board would like hired consultant to draw up contract That would address specific concerns such as: aesthetics, roof access, rental revenue, Number of carriers. Board would have to approve it before signing and moving forward.

Personnel Issues – Shannon is back to work, part time in the office and part time working From home.

Public Housing Notices- PHN 2020-41- December Corona Relief Bill and State aided Public Housing: \$600 stimulus check excluded from rent determination. Enhanced Unemployment benefit include in rent determination. Corona virus Relief fund extension To December 2021. Lenox HA received \$35,000 in COVID-19 relief funds. Barbara will look

into

An air purifier for the office and will price a steam cleaner.

New Business:

The AUP (Agreed Upon Procedures) audit was completed and there was one finding. Maintenance salaries was more than 3% over budget. This was due to retiring maintenance Mechanic's earned time being paid from maintenance salaries.

The PMR (Performance Maintenance Review) with DHCD is scheduled for January 20th.

Adjournment:

Motion made by D. Kirby, seconded by D. Prew to adjourn at 5:35 p.m. All Members voted in favor.

Next meeting – February 2 or 9 @ 4:30

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director