

The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, January 10, 2023, at 4:30 p.m. at The Curtis, 6 Main Street.

- A. The meeting was called to order by Chairman D. Prew at 4:31 p.m.
 - B. Roll Call: Present – Deb Prew, Chairman, Kim Graham, Vice Chair, Diana Kirby, Member, Carol Ramsey, Treasurer, Jim Mercer, Commercial Property Manager, Barbara Heaphy, Retiring Executive Director, Shannon Cella, New Executive Director, Kay Oft, Public Member
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- 1. **Tenant Forum:** There were no requests.
 - 2. **Minutes:** Motion made by Kim Graham to approve the minutes of the December 13, 2022 regular board meeting as presented. Motion seconded by Diana Kirby. Vote 4-0.
 - 3. **Commercial Space:** Jim reported that the commercial bathroom is coming along well, hoping by the next meeting we can take a look at the progress. Jim has also noticed some draining issues near the back door of the Curtis, that will need to be addressed in the near future.
 - 4. **Accounts Payable:** As of November 2022, 689 balance is \$102,719.11. 400-1 balance is \$33,265.35. Commercial balance as of November 2022 is \$188,498.92. Commercial savings statement as of November 2022 is \$60,809.85.
 - 5. **Old Business:**
 - a. Vacancies: There are two vacancies at the Curtis. There is 1 vacancy at Turnure Terrace. The family unit that became vacant on September 30th was offered and accepted on January 9, 2023 and the new tenant and her daughter will move in January 15, 2023.
 - b. Waitlists: 1283 total elderly/handicapped. 4156 total family
Elderly/handicapped list – 687 elderly, 596 handicapped
21 local, 48 veterans, 2 local/veteran
Family list – 2661 2-bedroom. 1495 3-bedroom
25 local, 78 veterans, 2 local/veteran
- Rent Collection: All but two rents were paid in December. One tenant owes \$56 and is on a repayment plan. One tenant owes \$258 and has been notified again, however this tenant has been sick for quite a while.
- c. Building Property Maintenance: Mike and Tim are working well together at the day-to-day work orders and apartment turnovers. Shannon would like to address the idea of putting Tim on payroll as a part time maintenance mechanic with 20 hours a week. The pay rate for Tim would change from his outside contractor rate of \$20.00 per hour to the rate set by the Department of Labor which is \$23.10. The board seemed to be in agreement that the idea of having a part time maintenance mechanic on the

payroll would be a good idea, especially in the circumstances of illness, vacation or time off for the head maintenance mechanic. Diana Kirby made a motion to add part time maintenance mechanic to the LHA payroll at the rate of \$23.10 per hour. Carol Ramsey seconded the motion. Vote 4-0.

- d. Town of Lenox: The Council on Aging came on December 8, 2023 to do Holiday Bingo with the tenants. The tenants who went enjoyed it and had a great time. We are hoping to have more contact with the Council on Aging to do more activities with the tenants.
 - e. Personnel Issues: COVID hit the staff around the holidays with Barbara, Tim and Mike all being out sick. Everyone is back and healthy. Shannon spoke with Adams Community Bank about putting her name on the accounts there. For her to do so, she needs to bring a letter or meeting extracts that report she is the new director and an existing member on the account will need to accompany her.
 - f. Public Housing Notices: None
6. **New Business:**
- a. Employee Vision/Dental Insurance: Shannon presented the idea of vision and dental insurance for the full-time employees. The idea has been tabled until next month where there will be more information available.
 - b. Administrative Assistant Search: Shannon reported that there were multiple applicants for the Administrative Assistant job and after interviewing 5 of those applicants, Sharon Faber will be starting on February 6, 2023.
 - c. ARPA Contract – 25 West Street Fire Alarms: Kim Graham made a motion to approve the ARPA Award for Federal Pacific Panel and Fire Alarm System Replacements – Round 1 at 25 West Street. Diana Kirby seconded the motion. Vote 4-0.
7. **Adjournment**: Motion made by Deb Prew to adjourn, seconded by Diana Kirby to adjourn at 5:11 p.m. Vote 4-0.

Next Meeting: February 13, 2023 at 4:30 at Turnure Terrace.

Respectfully Submitted,

Shannon Cella
Secretary/Executive Director