The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, March 21, 2023, at 4:30 p.m. at The Curtis, 6 Main Street

1. The meeting was called to order by Chairperson D. Prew at 4:32 p.m.
2. Roll Call: **Present –** Deb Prew, Chairman, Kim Graham, Vice Chair, Carol Ramsey,

Treasurer, Shannon Cella, Executive Director, James Mercer,

Commercial Property Manager, Amy Judd, LTO President, Ellen

Jacobson, Tenant

**Absent –** Diana Kirby, Member

1. **Tenant Forum:** LTO President Amy Judd stated that tenants have been going to her concerned with the new dumpster at Turnure Terrace. Shannon reported that there is a 3-year contract with Casella Waste Management that was signed in January for both properties. Kim Graham reported that she spoke with maintenance and there are quite a few tenants who are happy with the new dumpster. She also stated that if an attempt was made by the tenant to contact family and caregivers to have help with their garbage and no help is offered, that the tenant could ask the maintenance staff for help. It was again mentioned that this was independent living, not an assisted living facility. Shannon has called other companies with no resolutions. There are two totes next to the dumpster for those who cannot reach the opening. The office is looking into purchasing 1 cart for each building, 12 in total.
2. **Minutes:**  Carol Ramsey made a motion to approve the minutes of the regular board meeting on February13, 2023 as presented. Motion seconded by Kim Graham. Vote 3-0.
3. **Commercial Space:** Jim Mercer reported that the new ADA bathroom in the commercial space is complete and looks great. He will take us over to look if we want after the meeting. There were some complaints regarding the snow storm from last week, but otherwise everything is good.
4. **Accounts Payable:** As of January 2023, 689 balance is $110,632.24. 400-1 balance is $10,233.90. Commercial balance as of January 2023 is $155,170.20. Commercial Savings statement as of January 2023 is $60,835.68.
5. **Old Business:**
6. Vacancies: There are 2 vacancies at Turnure Terrace – 40-1B & 32-3A. A list has been pulled for both units. Units 208 & 210 at the Curtis were rented out on March 1st and March 7th. One transferred from Turnure Terrace and the other is from Berkshire County. Units 40-4D and 32-5B were also both rented on March 1st to residents from Berkshire County.
7. Waitlist: 1785 Total Elderly/Handicapped, 4979 total Family

Elderly list – 738 Elderly, 627 Handicapped

24 Local, 48 Veterans, 2 local/vet

Family list – 31 Local, 80 Veteran, 2 Local/Vet

2895 2br, 1622 3br

1. Rent Collection: All but 1 rent was paid in February. That tenant owes $18.00 and is on a payment plan.
2. Building Property Maintenance: Maintenance has been working on the apartment turnovers and have been doing the work orders as they come in. The storm last week kept Mike and Tim very busy. Blake Cella came in both Tuesday and Wednesday to help the guys with the shoveling and snow removal. The LHA also had to hire JR Flynn to use his loader to clear the snow as there was too much to put in the parking lots. Many tenants have expressed their gratitude for all that they have done with the snow. Curtis tenant Rob Gaherty has been extremely helpful at keeping the Curtis cleared of snow as well. The LHA used to pay him for his help, but he would not take any money, so with approval from fee accountant, Sue Honeycutt, the LHA purchased a $50.00 gift certificate to Loeb’s Market to show our appreciation.

**Partial Roof Replacement at The Curtis** – This project was to begin March 20th, but with the snow, it has been pushed back to March 28th.

**Bathroom Fan Installation at Turnure Terrace** – Project is complete, no complaints or tenant issues.

**Garbage Policy at Turnure Terrace** – Casella has a 6-yrd dumpster on order for us with a slide top so it will be easier to open and close. We are unsure of when it will be in.

1. Town of Lenox: None
2. Personnel Issues: Tim has helped us change our internet from Verizon to Spectrum in the office and so far it has made a huge difference in the speed of our computers. There is also WIFI in both of the community rooms.
3. Public Housing Notices: PHN 2021-01 – Changes Pertaining to Town Appointed Board Members

PHN 2023-02 – Updated Release of Information form for Applicants, Tenants and Voucher Holders – This is a universal General Authorization for Release form that will be included with the CHAMP application. It will replace the old release forms that were for specific housing authorities.

PHN 2023-03 – Wage Match for State Housing Program Tenants – This explains the wage match system and explains the confidentiality of the tenants private information. This PHN required Board Approval to verify that all authorized employees have signed and read all forms included with this PHN. Deb Prew made a motion to approve Executive Director/Board Approval Regarding Wage Match Form, v2. Kim Graham seconded the motion. Vote 3-0.

1. **New Business:**
2. Change Order – FISH #152100 – Turnure Terrace Bath Fans: Deb Prew made a motion to approve the Change Order – FISH #152100 – Turnure Terrace Bath Fans. Carol Ramsey seconded the motion. Vote 3-0.
3. Certificate of Substantial Completion – FISH #152100 – Turnure Terrace Bath Fans: Motion was made by Kim Graham to approve the Certificate of Substantial Completion for FISH #152100 Turnure Terrace Bathroom Fans. Deb Prew seconded the motion. Vote 3-0.
4. Certificate of Final Completion – FISH #152100 – Turnure Terrace Bath Fans: Carol Ramsey made a motion to approve the Certificate of Final Completion for FISH #152100 – Turnure Terrace Bathroom Fans. The motion was seconded by Deb Prew. Vote 3-0
5. Application and Certificate for Payment #1 – FISH #152104 – Commercial Bathroom: Motion was made by Deb Prew to approve the Application and Certificate for Payment #1 in the amount of $23,132.50 for FISH #152104 – Commercial Bathroom. Motion was seconded by Kim Graham. Vote 3-0.
6. Application and Certificate for Payment #2 -FISH #152104 – Commercial Bathroom: Motion was made by Deb Prew to approve the Application and Certificate for Payment #2 in the amount of $11,940.55 for FISH #152104 – Commercial Bathroom. Motion was seconded by Kim Graham. Vote 3-0.
7. Certificate of Substantial Completion – FISH #152104 – Commercial Bathroom: Kim Graham made a motion to approve the Certificate of Substantial Completion for FISH #152104 – Commercial Bathroom. Deb Prew seconded the motion. Vote 3-0.
8. Certificate of Final Completion – FISH #152104 – Commercial Bathroom: Kim Graham made a motion to approve the Certificate of Final Completion for FISH #152104 – Commercial Bathroom. Motion was seconded by Carol Ramsey. Vote 3-0.
9. Application and Certificate for Payment #3 – FISH #152104 – Commercial Bathroom: Kim Graham made a motion to approve the Application and Certificate for Payment #3 for FISH #152104 – Commercial Bathroom. Motion was seconded by Deb Prew. Vote 3-0
10. Performance Management Review (PMR) Shannon reported that the LHA had its PMR on February 15th 2023. There were no findings in the desk audit. The maintenance section had a few issues, but nothing major. We had a bulbs out in fire exits, a plug cover missing and the fire extinguisher inspections were out of date. All were addressed and completed in the required 48 hours.
11. New Payroll Company Proposed: Shannon presented the idea of switching to Harpers Payroll Company from Adirondack Payroll Company. Harpers will cost the LHA $474.56 less per year than Adirondack. There were some issues with Adirondack Payroll that caused problems with employee payrolls and retirement payments which is the main reason for switching companies. Harpers has been around for a long time an has a great reputation.
12. Adjournment**:**  Motion was made by Deb Prew to adjourn, seconded by Kim Graham to adjourn. Vote 3-0.

Meeting adjourned at 5:12 p.m.

Next Meeting: April 11, 2023 at 4:30 p.m. at The Curtis

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director