LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting February 18, 2025, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:40 pm

Members in Attendance: Sandra Cozzaglio, Chairperson

 Jennifer Heath

 Thomas Logsdon

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Unsworth

 Marjorie Donovan

1. Public Speak (two minutes) on any Agenda Item

None

2. Minutes of the Regular Meeting of September 17, 2024.

Due to the lack of presence of member Unsworth, the meeting minutes for September 17, 2024, were postponed to the next meeting

Minutes of the Regular Meeting of January 21, 2025

Member Logsdon made a motion to approve the minutes of the Regular Meeting of January 21, 2025, as presented. Member Heath seconded the motion. Vote 3-0

3. Programs

667 Currently there are no vacant units at Brown Memorial Court. Current Waitlist: 2,261

705 Currently, there is (1) vacant unit at Clarke Court; Unit #40, extensive rehab will need to be done prior to renting. Current Waitlist: 8,320

689 Both properties are running well.

4. Old Business

No Old Business

5. New Business

1. Designation/Nomination of additional board member for signatory on the designated operating account.

The board will need to nominate an additional signer for the operating account while member Unsworth, treasurer, is on leave from the board. To be compliant with the operating account, two signers must be listed on the checks.

Chairperson Cozzaglio made a motion to nominate member Logsdon to be the additional signer for the operating account. Member Heath seconded the motion. Vote 3-0

Member Logsdon agreed to be the additional signer.

The director stated that she would get the proper signatory information from the bank and arrange for member Logsdon to be added to the account.

6. Financial

1. Monthly check register for January 31, 2025

The Monthly Check Register for January 31, 2025, was presented to the board. After review, a motion was made by member Logsdon to accept the check register for January 31, 2025, as presented. The motion was seconded by member Heath. Vote 3-0.

1. Monthly Balance Sheets as of December 31, 2024

The balance sheets for the month ending December 31, 2024, were presented to the board.

The balance sheets for the month ending December 31, 2024, were presented to the board.

The reserve level as of December 31, 2024, for the 4001 program is 70.32% The 689-program reserve level is at 274.01% as of December 31, 2024.

1. Quarterly Operating Statements and Modernization Cost Reports as of Decembern31, 2024.

Quarterly Operating Statements and Modernization Cost Reports as of December 31, 2024, were presented to the board for approval.

A motion was made by member Logsdon to accept the Quarterly Operating Statements and Modernization Cost Reports for the Lee Housing Authority 4001 and 689 programs as of December 31, 2024. The motion was seconded by member Heath. Vote 3-0.

1. Write off Account for deceased tenant in the amount of $519

The director informed the board that the LHA had a write-off account in the amount of $519 for well over a one-year period resulting from a deceased tenant at Brown Memorial Court. This amount will not be recovered.

Member Logsdon made a motion to approve the write-off in the amount of $519. Member Heath seconded the motion. Vote 3-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of February 18, 2025

Vacation: 37.5 Personal: 13.5 Sick: 247.66

The director reminded all board members that if they have not already done so, they need to complete the EOHLC Board Member Training as well as the Conflict of Interest for the State. Each member should have received a link to both trainings. This is mandatory training, and it is renewed every two years. The PMR will give the LHA a finding for any board member who has not completed the board member training.

1. Resident Services Coordinator Report for the month ending January31, 2025

The director presented the report for the month ending January 31, 2025

8. Community Preservation Committee Report

There were no updates.

9. Any topic the Chairperson could not reasonably anticipate.

None.

10. Adjournment

With no other business to come before the board, a motion to adjourn was in order.

Member Logsdon made a motion to adjourn the meeting. The motion was seconded by member Heath. Vote 3-0.

The meeting was adjourned at 4:53 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 18, 2025**

Submitted by:

Deborah M. Pedercini

Executive Director