

GHA Board of Commissioners

Regular Meeting

February 1, 2022, at 4:00 PM

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, February 1, 2022, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:00 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, William Mason

Commissioners Absent: Trish Leonard

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski

Others Present: Gary DePace (FEE Accountant), Robert Williford

1. ACTIONS

Minutes of the 12-14-21 Regular Board Meeting: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the December 14, 2021, Regular Board meeting.

22-02 Voted 4 in favor; 0 opposed
No discussion.

Minutes of the 1-18-22 Regular Board Meeting: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the January 18, 2022, Special Board meeting.

22-03 Voted 3 in favor; 0 opposed
No discussion

Monthly Staff Report for December 2021: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for December 2021.

22-04 Voted 4 in favor; 0 opposed
Discussion: The length of time to complete turnovers was discussed again this month. Executive Director Guerino stated that the maintenance staff is on track to get the maintenance portion of the lease-up rate minimized. The CHAMP program still bears some responsibility in the length of time it takes to get a unit leased up.

Monthly Financials/Quarterlies for December 2021: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the December monthly financials and the Quarterlies from the 3rd quarter.

22-05 Voted 4 in favor; 0 opposed

Discussion: FEE Accountant, Gary DePace, stated that the financials are right on track for where they should be for the 3rd quarter.

Payment Summary for December 2021: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the Payment Summary for the month of December 2021.

22-06 Voted 4 in favor; 0 opposed

No discussion

DHCD Project #113102- ET Roof – Change Order #1: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve Change Order #1 for the Elm Terrace Roof Replacement (Building 15-17) in the amount of \$2,250.

22-07 Voted 4 in favor; 0 opposed

Discussion: The Change Order represents the cost to replace the sheathing that was rotted.

DHCD Project #113102 – ET Roof - Certificate of Substantial Completion: Commissioner Parks motioned and Commissioner Mason seconded a motion to accept the date of January 5, 2022, as the date the project was accepted from the contractor as being substantially complete. There is no punch list associated with the CSC.

22-08 Voted 4 in favor; 0 opposed

No discussion

DHCD Project #113102 - Certificate of Final Completion: Commissioner Mackin motioned and Commissioner Parks seconded a motion to accept the Certificate of Final Completion for the Elm Terrace Roof Project for the final adjusted contract amount of \$24,218.

22-09 Voted 4 in favor; 0 opposed

No discussion

DHCD Public Housing Notice (PHN)2021-24 – Removal of Congregate Program from CHAMP: Commissioner Mackin motioned and Commissioner Parks seconded a motion to accept the Congregate Tenant Selection Plan and the Congregate Priority Plan as outline in PHN 2021-24.

22-10 Voted 4 in favor; 0 opposed

Discussion: Director of Leased Housing, Ann Borkowski, explained that this change in removing the Congregate Housing from the CHAMP program and putting the waitlist back into the hands of the LHA should help reduce the length of lease up time. The change in the priority system in which granting a Priority 1 to those applicants who have been given a MAT (Multi-disciplinary Assessment Team) recommendation will further vet out those who do not qualify for Congregate Housing.

HUD – Expedited Waivers for the Housing Choice Voucher Program (PIH 2021-34) and Housing Choice Voucher (HCV) program Payment Standard: Commissioner Mackin motioned and

Commissioner Mason seconded a motion to accept the FY Payment Standards for the HCV program. The new payment standard is available through the use of the expedited waiver which allows payment standards to increase from 111 to 120% of Fair Market Value.

22-11 Voted 4 in favor; 0 opposed

Discussion: The FY22 Fair Market Rents (FMR) were lowered due to the reclassification of Franklin County being placed in the Springfield Metropolitan Area. Utilizing the Expedited Waiver, GHA was able to raise the Payment Standard from 111% to 120% of the FMR. The other Expedited Waiver allows GHA to waive the application of SEMAP.

Reasonable Accommodation Policy: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the updated Reasonable Accommodation Policy for the Greenfield Housing Authority.

22-12 Voted 4 in favor; 0 opposed

Discussion: DHCD offered a template for a Reasonable Accommodation Policy. GHA needed to update its policy and utilizing the template and personalizing it fit the GHA's needs made sense.

FY23 Budget: Executive Director, Tom Guerino, requested that discussions to finalize the FY23 Budget be deferred. He has been in contact with DHCD to let them know that the GHA FY23 Budget will be submitted at a slightly later date.

2. **Reports and Updates**

- ET Bath Exhaust Project on hold for now given the current COVID situation. GHA to reach out to ascertain a potential start date.
- GHA is in the process of vetting out applicants and setting up interviews for the Front Desk and Maintenance Director positions.

Tenant Concerns: No items to report.

3. **ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to adjourn the meeting at 4:33 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director

Andi Guy

From: Thomas Guerino
Sent: Tuesday, February 08, 2022 11:44 AM
To: Jodi Clough; Andi Guy; Mark Courtemanche
Subject: General Mechanical Contractors quote for installation of 4 boilers at Oak Court

All:

For the file record only.

I called Josh Cayea from the above company at 11:40 A.M on 2/8/22 to assure that the quote/bid/provided on the 4 boilers and hot water units took into consideration the current prevailing wage rates. Mr. Cayea assured me that it did.

TG