

AMHERST HOUSING AUTHORITY  
REGULAR MEETING MINUTES  
Wednesday February 23,2022 @ 1:00 P.M.

**PRESENT:** Michael Burkart, Chair; David Williams, Treasurer; Nancy Schroeder, Member.

**ALSO, PRESENT:** Pamela Rogers, Executive Director; Kerry Momaney, staff accountant; Chad Howard, Asset Manager; Mary Billion, Director of Public Housing; Erin Cassidy, Director of Leased Housing; Pam Creek, Office Administrator

- **AGENDA ADOPTION/CHANGES:**

A motion was made by M. Burkart to accept the agenda as presented: motion was seconded by N. Schroeder. Vote 3-0.

- **APPROVAL OF MINUTES: JANUARY 2022**

Upon motion by M. Burkart, seconded by N. Schroeder, the January 31, 2022, Regular Meeting Minutes were adopted as presented. Vote 3-0.

- **FINANCIALS**

**WARRANT REPORT – JANUARY 1,2022 – JANUARY 31, 2022**

Upon motion by N. Schroeder, seconded by M. Burkart. The Warrant Report for January 2022, totaling \$329,863.09, was accepted as presented. Vote 3-0. Discussion on a bill from R.E. Cluett for a refrigerator, versus using the G.E. account, due to supply issues as well as it being an emergency a floor model was used. The water bill for 57 FF was brought up to keep an eye on as it seems remarkably high. Language Connections INC. was explained that a translator needed to translate from English to Spanish. Syska Hennessy GRP that amounts to \$21,033 was for JE elevator upgrades.

**TREASURER'S REPORT**

Upon motion by N. Schroeder, seconded by M. Burkart, Treasurer's Report, dated January 2022, was accepted as presented. Vote 3-0. A brief discussion on the 669's and MRVP accounts to make sure that they are in decent shape and within the margins allowed. Kerry assured the board that both accounts are in decent shape and within the allowable margins.

**TAR WRITE OFFS**

Upon a motion by M. Burkart, seconded by N. Schroeder, the TAR Write Off for February 2022 for \$ 13,235.94 was accepted as presented. Vote 3-0. It was explained that this is from tenants that have left, owing a balance, tenants that are deceased, and a large amount was due to S8 Fraud, HUD is aware.

- **PROPERTY MANAGEMENT REPORT(S)**

- UNIT VACANCIES & TENANT ACCOUNTS RECEIVABLE

- M. Billions presented the tenant accounts receivables and vacancies for public housing. A recent pull was done, and screening applicants is starting for the vacancies. Jean Elder building is turning into a full group home, if the whole building is leased it could generate more revenue. Currently BHN is leasing and has shown interest for the whole building. The maintenance would move their office to the A.W. building. The Housing Authority is continuing to work with tenants to help them apply for RAFT, or MASS Emergency to help them pay back rent.

- **LEASED HOUSING REPORT(S)**

- E. Cassidy presented the PIC report for leased housing.
  - E. Cassidy presented Leased Housing Departments proposed new utility allowance charts, which will be effective March 1, 2022. Motion by M. Burkart, seconded by N. Schroeder. Vote 3-0

- **ASSET MANAGEMENT & MODERNIZATION**

- Award & Bid Bond Discussion: Jean Elder Elevator Upgrade Project #8075. C. Howard gave the board an update, the Otis company, which was the second bid, has also fallen through. The reason is not clear, but Otis missed the responding deadline, DHCD, and decided to keep Otis's bond. The third bid came from Associated Elevator. Once it looks like Associated Elevator will be the one. This will be brought to the board for a vote.

## **COMMISSIONERS DISCUSSION**

The Current waste and recycling contract

M. Burkart asked about the length of the contract and when it would be up for renewal. C. Howard stated that the current contract goes from 2019 to the fall of 2022. If you have options with other companies, bidding will need to start about 60 days before end of the contract. This will be discussed at a later meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

P. Rogers informed the board that tenant member K. Collins' term expired on 11/2/2021. The Housing Authority was just informed via email from the Town Clerk. The Housing Authority reached out to DHCD for guidance, they were also confused by the term ending. The next appointment will be for a 5-year term limit. A new election will need to be held, separate flyers next month for ballots will need to go out. Office Staffing updates, our new Amherst Property Manager is Maryah Colon, she is working out of the Amherst Office. Maryah comes with private property experience and should fit in well. Our new Belchertown and Hadley Property Manager is Lisa Donaghue, she will be splitting her time between both Belchertown and Hadley. Lisa worked for both Northampton and Springfield Housing Authority and brought much experience with her. Both are under the guidance of Mary Billions. Our Applications Coordinator, Sam Cohen,

is already moving on, his last day was Thursday. We are advertising this position and hope to find someone soon. Section 8 department is short a position and are doing the best they can. For now, a temporary worker, Erin Murphy, is working 3 days a week to help with the workload. She has a MANORHO scholarship. Covid has played a role in the workforce issues that we face today, more than 3 million women alone have left the workforce since Covid. As well as guiding the skills and pay scale of positions. UMASS oversees the Board training that DHCD needs, P. Rogers will let the board know what is needed.

**ADJOURN**

Upon motion by M. Burkart, seconded by N. Schroeder, the meeting was adjourned at 2:25 PM. Unanimous.

**NEXT MONTHLY BOARD MEETING: WEDNESDAY MARCH 30, 2022 @ 2:00 PM**