

WINCHESTER HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Minutes of Regular Business Meeting – July 13, 2021

REMOTE PARTICIPATION

(Due to State of Emergency COVID-19)

7:00 PM

CALL TO ORDER — Members present: Chair, Stephen Carr Anderson, Rod Gay, Brenda Kleschinsky, and Catherine Camp Boyle. Also present Executive Director Susan Cashell and Program Administrator Denise Lynch

1. MINUTES The Board reviewed and approved the Minutes of the Regular Board Meeting of June 8, 2021 as presented.

Moved to approve by Catherine Boyle and seconded by Rodney Gay. Voted 4-0.

2. DIRECTOR'S REPORT

Vacancy Report – No Vacancies.

Maintenance and Capital Projects:

- a) The maintenance staff has been busy working on routine work orders, unit turnovers, landscaping, and plumbing issues.
- b) The Sidewalk Replacement Project is complete for paving and landscaping, currently there is a change order for two railings as a reasonable accommodation.
- c) The WHA has recently hired a part-time maintenance person.
- d) The Community Resource Officer for the Winchester Police Department has reached out to the housing authority to introduce himself and create an open line of communication in an effort to assist our residents.
- e) The Winchester Housing Authority has been awarded the Mount Vernon Grant to help some of our most vulnerable residents.

3. TENANT'S OPEN FORUM

There were no tenants or public present.

4. FINANCIALS

The Board reviewed and approved the Accounts Payable Warrant totaling \$ 65,229.86 for the period from June 1, 2021 to June 30, 2021.

Moved to approve by Brenda Kleschinsky and seconded by Rodney Gay, Voted 4-0.

The Board received and reviewed the gross figures for Payroll, Section 8 and FSS payables for the period from June 1, 2021 through June 30, 2021.

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| a. Payroll | \$ 25,419.24 |
| b. Section 8 Account | \$182,700.00 |
| c. FSS | \$ 5,458.00 |

5. COST COMPARATIVES JULY 1, 2020 THROUGH MAY 31, 2021

Moved to approve by Brenda Kleschinsky and seconded by Catherine Boyle. Voted 4-0.

6. SECTION-8 PROGRAM STATISTICS FOR JUNE 2021

141 VOUCHERS ACTIVE, 4 SEARCHING

Moved to approve by Catherine Boyle and seconded by Rodney Gay. Voted 4-0.

7. REVIEW AND VOTE OF AIR CONDITIONER POLICY

The Board reviewed and approved the air conditioner policy.

Moved to approve by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

8. VACATED TENANT RENT WRITE-OFFS FOR FISCAL 2021

Moved to approve Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

9. DISCUSSION ON RESIGNATION AND REPLACEMENT OF BOARD MEMBER

10. REVIEW AND APPROVAL OF PAYMENT FOR PAVING CONTRACT

Moved to approve Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.

11. COMMITTEE REPORTS

a) WINCHESTER HOUSING PARTNERSHIP/AFFORDABLE HOUSING COMMITTEE

b) GROUP HOMES

12. ADJOURNMENT

Moved to adjourn at 7:41 PM by Catherine Boyle and seconded by Brenda Kleschinsky. Voted 4-0.