

Meeting Minutes for the Warren Housing Authority Board of Commissioners

Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island

January 25, 2016 6:30 p.m.

Meeting Called to Order:

The January 25, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30 p.m. at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.

1. Roll call:

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, Commissioner Mansi

Absent: Commissioner Ryan

Executive Director Gordon states that Commissioner Ryan phoned him and will not be attending the meeting and will be sending Chairman Alfano a resignation letter.

2. Reading and approval of the Minutes of the Previous Meeting:

a. Approval of Meeting Minutes

- December 21, 2015**

Motion by Vice Chairman Rego seconded by Commissioner Cotta to approve December 21, 2015 minutes. Motion is unanimous.

3. New Business

a. Discussion and action regarding a Resolution or Policy as to the method and

authorization of payments due from the Warren Housing Authority.

Procurement of Services and Supplies Valued at Less than \$5,000

Therefore be it resolved that the Executive Director may purchase, buy, rent, lease or otherwise obtain any supplies or services, related to the operations of the Warren Housing Authority, valued at five-thousand dollars (\$5,000.00) or less, without pre-authorization or co-signature by the Board of Commissioners as a whole or any individual Commissioner.

All payments made pursuant to this resolution shall be reported to Warren Housing Authority Board of Commissioners on a monthly basis.

Executive Director Gordon states to have bills paid in a timely matter his suggestion is ask the board to allow him to do online banking, for amounts less than \$5,000. All payments are subjected to the board of the Housing Authority for monthly reporting.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Resolution and may purchase, buy, rent, lease or otherwise obtain any supplies or services, related to the operations of the Warren Housing Authority, valued at five-thousand dollars (\$5,000.00) or less, without pre-authorization or co-signature by the Board of Commissioners as a whole or any individual Commissioner ...”.

b. Discussion and action regarding a Resolution as to “Direct Deposit” and/ or “wire transfer” of funds due from the Warren Housing Authority as related to the Housing

Choice Voucher program and / or employee pension contribution requirements.

Authorization of Executive Director of the Warren Housing Authority to Engage in “Direct Deposit” and/ or “Wire Transfer of funds”

So as to streamline, expedite and reduce administrative costs associated with programs such as, but not limited to Housing Choice Voucher, Employee Pension Contributions and other recurring payments of the Authority.

It is hereby resolved, that the Executive Director is authorized on

behalf of the Warren Housing Authority to make direct deposits and/or cause the wire transfer of funds for amounts of up to two-thousand five-hundred dollars (\$2,500.00). All direct deposits and wire transfers made pursuant to this Resolution shall be made in conjunction with a bank or other financial institution previously approved by the Warren Housing Authority Board of Commissioners. All direct deposits and wire transfers made pursuant to this Resolution shall be reported to the Warren Housing Authority Board of Commissioners on a monthly basis.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Resolution and direct Executive Director Gordon to make direct deposits and/or cause the wire transfer of funds for amounts of up to two-thousand five-hundred dollars (\$2,500.00). All direct deposits and wire transfers made shall be reported to the Warren Housing Authority Board of Commissioners on a monthly basis. Motion is unanimous.

c. Discussion, action and authorization to sign a contract for fee accounting services with

Chaput & Feeney, LLP.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to sign contract for fee accounting services with Chaput & Feeney, LLP/ Motion is unanimous.

d. Discussion and action regarding future audio recording of WHA

BOC public Meetings.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to have Sandy and Legal Counsel Anguilla look into possible equipment to record meetings. Motion is unanimous.

e. Discussion and action regarding provision of cell phone services for emergency

communications for WHA BOC via text messaging.

No action taken.

f. Discussion and action regarding the possible rescheduling of the May 2016 WHA BOC

Meeting.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to reschedule May 16, 2016 Warren Hosing Authority Meeting to May 17, 2016 at 6:30 due to that the Financial Town Meeting is scheduled for the same evening. Motion is unanimous.

g. Discussion and action regarding the hiring of an independent public accountant (IPA) to

conduct the Annual Audit.

Chairman Alfano states it is always good to change the person who does the audit every two years to get a different set of eyes.

Executor Director Gordon states there is no ongoing contract with an independent public accountant. But there has been an ongoing relationship with the public accountant for the last 3 years.

Executor Director Gordon recommended to authorize him to solicit proposals from independent public auditors with an online date deadline before the February 22nd meeting so an annual audit can be performed.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi. to authorize Executor Director Gordon to solicit proposals from independent public auditors. Motion is unanimous.

4. Old Business:

- a. Update, discussion and action concerning the potential of installation of generators to buildings at the Warren Housing Authority.**

Executive Director Gordon, Fire Chief Galinelli and Dean Coleman researched generator options. Executive Director Gordon states Andreozzi Hall is fully powered for a generator. It is also accommodating to the Fire Marshall 150 seated and 175 standing. There is a 252 capacity in the WHA complex. Current generator at H building is not at full capacity and the total capacity of H is 76.

Coleman states he had someone come and take a look at the generator situation. He states H building is ready, 120 kilowatt unit would take care of the whole building. H Building is twice the size of all the other buildings, biggest on the WHA property.

Not a good idea of placing tanks everywhere, diesel tank 200 gallons can be inserted with the generators themselves. The gentleman they brought in thinks 200 gallons of diesel will be enough to power the generators. He called national grid and they quoted “out of this world”

Vice Chairman Rego states they should get a private person to come in and get an estimate. Biggest concern is with power outages and losing heat.

Fire Chief Galinelli states a diesel generator is much quieter than it was 10 years ago and they will not be able to hear them running in their rooms.

Coleman states the generator we have now isn't powerful enough for even our smallest unit. We could use it for the garage, but no other unit.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi.to continue the process of moving toward getting an electrical engineer to look more into the project for specifications and proposals for the generators. Motion is unanimous.

b. Update and discussion regarding addendum to Salon agreement and the Warren

Housing Authority.

HUD Boston and Providence has sent over some suggestions to legal counsel.

No action taken at this time.

c. Update and discussion regarding Internet Service in H Bldg. Community Room.

Ms. Galinelli contacted IT personnel, the community room has been disconnected from its Wifi,. No longer paying for it, all the passwords were taken off the modem.

d. Update and discussion, and action regarding swipe keys throughout the Housing Authority Complex – Request to continue to February Meeting pending further inquiry.

Executive Director Gordon needs to gather more information before he can suggest any recommendations. Going to cost over \$200,000 - would have to go out to bid. Continue until February 22, 2016.

5. Bills and Communications

a. Accept and approve December 2015 - January 21,2016

Motion by Commissioner Cotta, seconded by Vice Chairman Rego to approve December 2015- January 21, 2016 Bills and Communications.

Motion is unanimous.

6. Report of the Secretary

a. Accept and approve Secretary Report

Navigant Credit Union accounts updated with four (4) authorized signers, T. Gordon, A. Galinelli, F. Alfano and Louis Rego.

Site visited each WHA Building with the Maintenance Staff

Several Meetings with all WHA Personnel- (multiple matters)

Attended Tenants Association Meeting on January 11, 2016

Mr. Gordon & Ms. Galinelli met with the accountants Lindsey Pinkerton & Bill Feeney 1/11/16

Spoke with WHA auditor Ronald Carmark, not currently under contract with WHA; Options to be considered.

Met with the owner of Stateline Paving regarding past due bill/charges: \$4,900.

Met with Mrs. Hoague, Ms Galinelli, Mr. Coleman as to the Senior Center; regarding several issues (use, communication, cleaning after event).Workers compensation Beacon Mutual has waived our audit.

1099 forms have been processed and mailed, Fiscal will be mailing to IRS.

Follow-up office staff meetings regarding lunches assuring the office will always be properly covered;

Pre-storm meeting with Maintenance Department

Three meetings and site visits relative to Generator concept

3 request to vacate at the WHA, in process of contacted potential residents/moving current residents to first floor/etc.

Review of the Door Access System and Salon contract Addendum continued.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve secretary report. Motion is unanimous.

7. Maintenance Report

a. Accept and approve Maintenance Report

Mr. Coleman states they have had three ongoing apartment turnovers/restorations. They also performed almost forty offsite Section 8 inspections. In the past the maintenance staff performed all section 8 inspections however this was discontinued, but has been reinstated as of November 2015, as all staff are now certified HUD inspectors.

They had two minor weather events that gave them a great opportunity to use the new sweeper and ice melt spreader.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Maintenance Report. Motion is unanimous.

8. Commissioner Comments

a. Commissioner Chairman Frank Alfano

Chairman Alfano would like to open the floor up for Betty Hoague Senior Center Director.

Ms Hoague updates everyone on some weekly activities that they have, the craft and beading class. She states they added a knitting class and already have made 500 mittens that have gone out. They have card games, Bingo, a book club and Entertainment.

They go to 2nd Story Theatre, and movies and more. They have guess speakers for AARP Assistance, benefits, medical, food assistance, dental, and Hearing.

9. Public Comment

Dorothy Pratt asked about the box crates for the newspaper.

Ms. Galinelli will check back and get more information.

Rose Fernandes asked about the showers.

They are still looking into them and will return in February with more information.

10. Adjournment

Motion by Vice Chairman Rego, seconded by Commissioner Mansi.

Motion is unanimous.

Warren Housing Authority Board

Of Commissioners Secretary,

Sandrea J. Speroni

Victoria Speroni