

Meeting Minutes for the Warren Housing Authority Board of Commissioners

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

June 20, 2016 6:30 p.m.

Meeting Called to Order:

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

Chairman Alfano states they would like to move next month meeting to July 25, 2016 from July 18, 2016 due to vacation schedules.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to move July 18, 2016 meeting to July 25, 2016 due to vacation schedules. Motion is unanimous.

1. Roll Call

Roll call vote was taken:

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

Absent: Commissioner Ryan.

2. Approval of Minutes from previous Meeting

Minutes approved last month

3. Old Business

a. Discussion & Action regarding Andreozzi Hall Use Policy, Application, & fee's as related to the Pavilion (At Request of Commissioner Cotta)

Commissioner Cotta speaks about the pavilion and feels tenants shouldn't pay for the maintenance, but nonresidents should pay for maintenance when being used.

Executive Director Gordon states that he is aware that the pavilion is occasionally used by the tenant's association and for outdoor activities and they do take responsibility for the cleanup and operation itself. He states he does not disagree that there should not be a fee as long as they take responsibility themselves.

Motion by Chairman Alfano, seconded Commissioner Cotta that no fee for maintenance at the pavilion for tenants. Motion is unanimous.

4. New Business

No New Business

5. Bills and Communication

a. Accept and approve expenditures from May 14th – June 16th 2016

Chairman Alfano states one of their biggest expenses every month is the electricity and he is going to try to have a few people come down

to take a look at the solar panel situation. There is a company that is working with the Town of Warren and also another company that has contacted him and they will get as much information as they can.

He also states expenses for electricity are around \$30, 000 every month.

Vice Chairman Rego asks about the insurance.

Executive Director Gordon states the anticipated increase in the insurance was for 470 Metacom Avenue that is a budgeted amount of \$40,000.

Legal Counsel Anguilla states the insurance for the Housing Authority is underwritten by HRI, it's an insurance company specifically for housing authorities and the policy is renewed annually. He also states there is also another policy with Travelers for the vehicles that they do have. He believes they are locked in for a year because the policy was just renewed.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to approve expenditures from May 14th – June 16th 2016. Motion is unanimous.

6. Secretary Report:

a. Accept and approve Secretary's report

SECRETARY'S REPORT

- Meeting with all Staff; Up-date as to Operations, Procedures, Discussion of Budget proposal for FY 16-17.

- **Reference to Audit Finding # 2015-015 “Special Tests”:** Ms. Galinelli completed list of tasks and amendments as required properly scoring: Local, Veteran and Involuntarily Displaced preferences to the Waiting List. Amendment from stamped process to that which is automatically computer generated.
- **Reference to Audit Finding # 2015-006:** Ms. Galinelli attended and completed HCV Financial Accounting and Reporting” Training in Providence, RI June 7-9, 2016.
- **Reference to Audit Finding # 2015-016:** Received notice from NELROD Co. that the Rent Reasonableness study is completed and software and training to staff will occur in mid-July.
- **The Public Housing Coordinator (Ms. Rabideau) was added to the off-hours Answering Service Call list to allow for weekly rotation of responsibility of contact point.**
- **Request to Legal Counsel on behalf of BOC as to Insurance Coverage of employees was solicited.**
- **Review of Travel Expenses for the period 7/1/15 to 5/17/16 was conducted.**
- **Discussions and Alterations occurred as to the insurance condition of 470 Metacom Avenue.**
- **Received & Reviewed HUD Conditional Acceptance of Audit Report dated 5/27/16.**
- **Meeting with residents concerning Andreoizzi Hall recent rental; The matter was rectified. Follow-up with volunteer staff at hall as well as maintenance personnel.**
- **Coordination with Town DPW as to small depressions on Libby Lane**

(repaired right away, same day).

- Andreozzi Hall Fee Waiver: \$75. Maintenance fee waived due to personnel arriving later than guaranteed to clean-up afterward (Tenant's Association).**
- Review of Public Housing Assessment System Score Report (6/14/16). Designation Status "Small PHA Deregulation" (Minus 5.50 points in Audit penalties, Minus 5.0 points in Financial).**
- Recycling Containers Up-Date: DPW was contacted for two additional roll always; if unavailable after 7/1/16 WHA may purchase independently.**

Executive Director Gordon states Ms. Galinelli completed a list of tasks and amendments as required properly scoring: Local, Veteran and Involuntarily Displaced preferences to the Waiting List. Amendment from stamped process to that which is automatically computer generated.

Ms. Galinelli also attended and completed HCV Financial Accounting and Reporting" Training in Providence, RI June 7-9, 2016.

He has received notice from NELROD Co. that the Rent Reasonableness study is completed and software and training to staff will occur in mid-July.

Recently the Public Housing Coordinator (Ms. Rabideau) was added to the off-hours Answering Service Call list to allow for weekly rotation of responsibility of contact point.

Spoke to Legal Counsel on behalf of BOC as to Insurance Coverage of employees and their use of personal vehicles while conducting

business of the housing authority.

Legal Counsel Anguilla states the question was asked when he was not in attendance.

He states if the employee is acting within a scope of their duties, they are covered under the same insurance as if they are covered any other time. If the employee is driving their own vehicle it will be covered under their own insurance.

Commissioner Mansi would like to have a policy put forward by the Housing Authority Board of Commissioners, that all activities involving any of the employees use of the van. (to be placed on the July 25th Agenda).

Executive Director Gordon states there was a review of travel expenses. July 1, 2015-current there was one for \$86.99 and another for \$6.30. Also, from July -August 2016 there was one for \$136.41 for travel expenses.

Andreozi Hall Fee Waiver: \$75. Maintenance fee waived due to personnel arriving later than guaranteed to clean-up afterward.

Review of Public Housing Assessment System Score Report (6/14/16). Designation Status "Small PHA Deregulation" (Minus 5.50 points in Audit penalties, Minus 5.0 points in Financial).

DPW was contacted for two additional roll a ways; if unavailable after 7/1/16 WHA may purchase independently.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta accept and approve Secretary's report. Motion is unanimous.

7. Maintenance Report:

a. Accept and approve Maintenance Report

Executive Director Gordon reads the Maintenance Report.

Maintenance operations from May 12, 2016 thru June 16, 2016.

- **During this period we have one apartment turnover / restoration in process – H-105.**
- **Reliable Pest Control performed a Preventative Treatment to the outside perimeter of each building on Saturday, May 21, 2016.**
- **Reliable Pest Control performed a Monthly Maintenance Treatment on Friday, May 27, 2016.**
- **53 Flower Baskets were delivered on May 12, 2016 from Frerichs' Farm and hung throughout the Village.**
- **Woods Heating serviced the boiler in the garage on June 01, 2016.**
- **MAG Irrigation was on site June 03, 2016 to service and open the sprinkler system.**
- **The town of Warren Highway Department swept Libby Lane on Monday, June 13, 2016 and the parking lots on Tuesday, June 14, 2016.**
- **We performed 31 Offsite Section 8 inspections (Including 5 –that**

failed for the month of July, they have been given 30 days to correct failures).

- In addition to our routine duties, we also responded to 90 Job Orders, of which 82 were completed.

- Inventory used –

Hot Water Tank – 0

Refrigerators – 0

20” Stove – 0

24” Stove – 0

Commissioner Mansi and some tenants are concerned about the flowers that were delivered from Frerichs Farm.

Refer to Executive Director Gordon regarding the flowers that were delivered from Frerichs Farm.

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

8. Public Comments:

Mr. Pevin asks if all the equipment for the shuffle board was all outside. He states there should be two sets of disks.

Executive Director states they will check on it and get back to Mr. Pevin.

9. Commissioners Comments:

Chairman Alfano states if anyone has a question they can go right to the office and ask and you will get a direct answer from the staff. He

states everyone is special and no one is more special than another.

10. Executive Session:

Request a motion for Executive Session (closed session)

Litigation: Costa v. Warren Housing Authority, et al.; in executive session pursuant to litigation exception: R.I.G.L. sec. 42-46-5(a) (2).

Motion by Commissioner Cotta, seconded by Vice Chairman Rego to go into executive session. Motion is unanimous.

Public Meeting reconvenes at 8:25pm

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to have Legal Counsel Anquilla act in accordance with the discussion in executive session regarding the Litigation: Costa v. Warren Housing Authority.

11. Adjournment:

Motion by Commissioner Mansi, seconded by Commissioner Cotta to adjourn.

Motion is unanimous.

8:30PM

**Warren Housing Authority Board
of Commissioners Secretary,
Sandrea J. Speroni**