

TOWN OF COVENTRY HOUSING AUTHORITY

MINUTES

SEPTEMBER 21, 2016

PUBLIC HEARING - ANNUAL PLAN

The meeting was called to order at 4:15 p.m. by the Chairman, Robert DiPadua for the purpose of holding a public hearing for the Annual Plan. Commissioner Rosalie Jalbert and Vice Chairman R. David Jarvis were present. Commissioner Scott Duckworth was absent due to a work commitment. Commissioner Rebecca Parenteau was not present. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

Director Leddy explained that in addition to being a High Performer and a small PHA, the Coventry Housing Authority meets HUDS definition of a Qualified Public Housing Authority. A Qualified PHA is a) one who owns or manages 550 or fewer public housing units and housing choice vouchers combined. Therefore only one piece of paper needs to be signed, and the Annual Plan in place stays and no modifications need to be made to it unless significant changes were made to any policies.

The Plan is attached, as well as the five year Capital Fund Plan and comments from the resident meetings for the Board's review and approval, as well as the required Board certification.

Resolution 2016-05, introduced by Vice Chairman R. David Jervis; read in full and considered: Resolved to accept and submit the FY 2017 Annual Plan of the Coventry Housing Authority as presented. Vice Chairman Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Commissioner Jalbert voted aye, Vice Chairman Jervis voted aye, and Chairman DiPadua voted aye.

Upon conclusion of discussion motion was made by Commissioner Jalbert and seconded by Vice Chairman Jervis to adjourn the Public Hearing. Commissioner Jalbert voted yes, Vice Chairman Jervis voted yes, and Chairman DiPadua voted yes.

REGULAR MEETING

1. ROLL CALL

The regular monthly meeting of the Coventry Housing Authority was called to order at 4:32 p.m. by the Chairman, Robert DiPadua on September 21, 2016. Commissioner Rosalie Jalbert and Vice Chairman R. David Jervis were present. Commissioner Scott Duckworth was absent due to a work commitment. Commissioner Rebecca Parenteau was not present. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. APPROVAL OF MINUTES

Motion was made by Commissioner Jalbert and seconded by Vice Chairman Jervis to accept the minutes of the August 17, 2016 meeting as presented. Commissioner Jalbert voted yes, Vice Chairman Jervis voted yes, and Chairman DiPadua voted yes.

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3. APPROVAL OF TREASURER'S REPORT

Motion was made by Vice Chairman Jervis and seconded by Commissioner Jalbert to accept the Treasurer's Report as presented. Commissioner Jalbert voted yes, Vice Chairman Jervis voted yes, and Chairman DiPadua voted yes.

Year to Date Financials; 07/31/2016

Public Housing

Reserves remain unchanged through July; income is 5% under budget and total routine expenses are 5% under budget.

Section 8 Program

Lease up now at 99% and earning 100% of what is available. Due to high lease up rates and the increase in admin fee proration, program operating reserves have increased 30% since January 1st.

Management Program

Program continues to operate with a surplus (leasing units and collecting rents), increasing the unrestricted earnings for the Authority.

4. DIRECTOR'S REPORT

Projects Pending

a. Upgrade to Surveillance Equipment (*New*)

CHA is in receipt of the CDBG sub—recipient agreement which is being reviewed with legal counsel prior to presentation to the Board.

b. CDBG Application 2016 (no changes to report)

\$54,000 replacement of roofs at NRT

c. Building 12 KOV Roof Replacement

Proposals are being sought for the replacement of the roof on Building 12. Work will involve temporary relocation of solar panels, stripping of two layers of shingles, repair work to any/all plywood, and shingles. Bids are expected by October 1st and funds are allotted from Capital Funds.

1. General

a. New washers/dryers were installed at North Road Terrace. The laundry machines are leased and Coventry Housing receives a

percentage of the collection. All service to the machines is performed by the vendor.

b. The monthly Coffee An program began again and was recently well attended at KOV.

c. Knotty Oak Village was a Primary site for District 3 on December 13th. All arrangements were made with both the Town and the residents.

d. Coventry hosted the Executive Director's meeting on September 15th; and

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e. Hosted the RI FSS Coordinators along with RI Housing for a State-wide initiative on best practices and coordinating services to bring economic self-sufficiency to Authority clients.

f. Knotty Oak, North Road and Golden Ridge will have the screens in the storm doors removed and storm windows installed and A/C units will be removed from the windows at KOV.

g. Coventry Housing will be the State Monitoring Agent for the new development in West Greenwich, RI - Cedar Ridge. This is an age-restricted, for sale development with 127 units, of which 18 will be affordable. Coventry Housing will be responsible for qualifying households for the affordable units and will earn a \$1,000 fee at each

closing to pay the expenses of the certification process. Director Leddy said she also received a call regarding another development being built. The Authority may become the monitoring agent for this development.

h. Director Leddy is reviewing with legal counsel the modifications of the Public Housing Admissions and Occupancy Policy and the Section 8 Administrative Plan due to the enactment of the HUD Streamlining Rule. Amendments will be presented prior to year end. Attorney Capaldi told the Board that Director Leddy is unbelievable with her knowledge of HUD regulations.

i. Snow Equipment will be serviced in preparation of the season.

2. Two supervisors have taken advantage of the one-time discretionary time offer and were tremendously grateful.

3. Director Leddy met with the Director of Public Works to initiate the Town's pick up of trash at KOV/JOH/NRT and Golden Ridge. Coventry Housing will be responsible for the purchase of the trash barrels used in the mechanical pick up and will pay a monthly fee to the Town for this service. The costs for this service will then be deducted from the annual PILOT payment to the Town.

4. The kick-off meeting for the Centralized Wait List was very successful with several tasks assigned to all members of the Committee in order to meet the proposed timeline, which is included in today's packet.

5. NAHRO has announced that after six years, it will need to increase its membership costs from \$1.25/unit to \$1.41/unit effective January 1, 2017. This will be an increase of \$81 per year for the Authority and will be included in the 2017 budget.

6. Director Leddy explained that she has been asked by Maurice DeGrade, who was a previous Commissioner of the Authority, if the Housing Authority would be interested in his services as a “clerk of the work” during any major repairs and/or restorations of the Authority, free of charge.

7. Included in today’s packet are three recent thank you notes from residents at KOV and NRT.

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8. The October meeting of the Commissioners will be held at North Road Terrace.

9. There is a quarterly NERC meeting being held on Tuesday.

Vacancies (as of 8/31)

1. Public Housing 1

2. Management 2

A. Maintenance Report - Ron has been on vacation in Alaska

B. Public Housing Report

99% leased up

C. HCV Leasing Report

99% leased up

D. Management Portfolio Report

Two units were vacant as of 8/31; they are now leased.

E. Resident Services Coordinator Report

Healthy Lifestyles is the diabetes prevention education program offered at the KOV in collaboration with Westbay Community Action through a grant from the Centers for Disease Control. The residents that have enrolled in the program are very satisfied and some have reported weight loss as a result of following the program.

Deirdre reported that she is working with the Coventry Library to provide a great variety of programs and the Housing sites to the residents and the community. A Chair yoga program is scheduled to start in October.

F. Family Self-Sufficiency Report

Another FSS participant graduated this month. She earned over

\$18,000 in her FSS escrow account and plans to purchase a home for her and her son.

Re/Max Central has offered to donate all proceeds of their October 4, 2016 Golf Tournament to the “Tis” the Season Program.

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

A. CERT Team - 5K

The Coventry Emergency Responders Team (CERT), a non-profit organization consisting of trained volunteers, is holding their first 5K fundraiser on Saturday, October 1st at the Coventry High School at 10 a.m. The staff of Coventry Housing is putting a team together to do the walk and the Director asked if any members of the Board would like to join the team and if the Board will sponsor this team at a cost of \$15 per person. Maximum cost to the Authority is \$225 and funds can be used from the Management Fee account(non-federal funds).

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Motion was made by Vice Chairman Jervis and seconded by Commissioner Jalbert to sponsor the team at \$15 per person.

Commissioner Jalbert voted yes, Vice Chairman Jervis voted yes, and Chairman DiPadua voted yes.

7. ADJOURNMENT

There being no further business to discuss, motion was made by Vice Chairman Jervis and seconded by Commissioner Jalbert to adjourn. Commissioner Jalbert voted yes, Vice Chairman Jervis voted yes, and Chairman DiPadua voted yes.

GAIL T. WOODWARD
RECORDING SECRETARY
10/12/2016