

**THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE
EVERETT HOUSING AUTHORITY**

**Sept 16, 2020 AT 5:30 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call:

The Chairman asked the Secretary to call the Roll:

Present: Dominic Puleo, Chairman John Barrett, Robert Norton, Philip Colameta

Absent:

Others: Stephen Kergo, Executive Director, Roberta Correale, Assistant Director, Francis J. LaRovere, III, Legal Counsel and Nicole DiPietro Administrative Assistant, Michael Guyder and Lauren Kelly from the Marcum Accountants & Advisors

II. Minutes: Motion made by Mr. Colameta and seconded by Mr. Barrett to take item (A) under New Business out of order. Voice approved

The Representative from Marcum Accountants & Advisors Michael Guyder and Lauren Kelly attended the Virtual Board Meeting to discuss the FY2019 Fiscal Audit with the Board Members. This year audit was done completely remotely with no findings or significant deficiencies. Michael Guyer mentioned the auditors followed up on a FY2018 audit deficiencies concerning the HCV program specifically concerning EIV. They determine this matter closed with corrective action being taken during FY2019.

He further discussed the housing authority's Net Position which included a discussion on Long-Term Liabilities and EHA's share of the Everett Retirement System and Health Care Coverage of retired individual. Discussion continued.

Mr. Guyder mention the EHA's accounting records over the past several years tend to be in very good shape. Program staff do a good job concerning compliance. Particularly with the HCV program as reflected in only a minor issue last year which was resolved. Mr. Puleo asked the auditors opinion on using Reserve Balance for particular projects. Michael stated that as of 9/30/19 the balance was in good shape and that current fiscal year the EHA would be receiving CARES Act Funding from the Federal Government and State. These Funds can be used for COVID related projects but also but can be used to cover standard operational cost. At this time the Auditors of Marcum Accountants & Advisors had left the meeting.

Mr. Colameta then questioned Mr. Kergo on how was the retirement liability costs was determined each year and Mr. Kergo explained that the funding amount was from the Retirement Board. Mr. Kergo was asked to get further information on how it was calculated.

Mr. Puleo then asked the Chairman to make a motion to revert back to regular business. Motion was made by Mr. Colameta and seconded by Mr. Barrett. Voice approved.

III. Director's Report:

Mr. Puleo asked Mr. Kergo if there was anything he wanted to discuss that wasn't on the Directors Report and Mr. Kergo said he did have a couple of things he wanted to discuss. Mr. Kergo first gave the Board an update on the office staff and maintenance staff work schedule during the pandemic. The office staff is still working half remotely and half in the office. One half of the maintenance department staff starts work at 8am and the other starts at 9am. Mr. Kergo does reevaluate this situation every couple of weeks. Mr. Kergo does believe that staff both office and maintenance may be able to return back to work the beginning of October.

Mr. Kergo also asked the Board if Resolution 2020-28 and Resolution 2020-29 could be tabled until next board meeting because he did not have the paperwork for both resolutions and will have it for next board Meeting.

Mr. Kergo also informed the Board member that EHA has received funding from HUD in the amount of Seven Hundred Seventeen Thousand Dollars (\$717,000.00) this money will help end the Shortfall we had with our Section 8 Housing Voucher Program.
Mr. Kergo also mentioned there was a Budget Revision for the amount of Two Hundred Seventeen Thousand, Four Hundred Four Dollars and Zero Cents (\$217,404.00) on the meeting agenda. This is the EHA share of COVID Funds from the State.

Mr. Colameta asked how North Everett experiences was with the new camera system and how it operates. Mr. Kergo confirmed that the new camera system is working well and is happy with how it operates. Mr. Colameta also asked Mr. Kergo if there were any issues at the housing units after the recent thunderstorms. Mr. Kergo confirm that there were only some minor issues at the Russell Street Site. There was some large debris from the trees that needed to be removed but the City of Everett were very helpful with assisting our guys. There was no water damage from that storm.

Motion made Mr. Barrett and seconded by Mr.Colameta to accept the Executive Report, Voice approved.

IV. Old Business:

V. New Business:

B. Resolution 2020-28: To approve and authorized the Executive Director to execute a Certificate of Substantial Completion on the Gledhill Stair Replacement Project FISH No. 093079 with Damzio Builders.

C. Resolution 2020-29: To approve and authorized the Executive Director to execute a Certificate of Final Completion on the Gledhill Stair Replacement Project FISH No. 093079 with a final payment of _____.

Motion made by Mr. Colameta and seconded by Mr. Barrett to table Items (B) and (C) until the next meeting.

-*Mr. Colameta, Yes* -*Mr. Barrett, Yes*
-*Mr. Norton, Yes* -*Mr. Puleo, Yes*

D. Resolution 2020-30: To approve and authorized the Section 8 Housing Choice Voucher Program Payment Standards effective January 1, 2021 to reflect 100% of the Fiscal Year 2021 Fair Market (FMR) effective October 1, 2020.

FMR

- **0 Bedroom** **\$1742.00**
- **1 Bedroom** **\$1924.00**
- **2 Bedroom** **\$2336.00**
- **3 Bedroom** **\$2906.00**
- **4 Bedroom** **\$3168.00**

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-30**: To approve and authorized the Section 8 Housing Choice Voucher Program Payment Standards effective January 1, 2021 to reflect 100% of the Fiscal Year 2021 Fair Market (FMR) effective October 1, 2020.

FMR

- **0 Bedroom** **\$1742.00**
- **1 Bedroom** **\$1924.00**
- **2 Bedroom** **\$2336.00**
- **3 Bedroom** **\$2906.00**
- **4 Bedroom** **\$3168.00**

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Barrett, Yes
-Mr. Puleo, Yes

E. Resolution 2020-31: To approve and authorized the Chairman to execute a Budget Revision to the State Budget for FY20 to accept the Supplement Funding for Coronavirus Report.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept **Resolution 2020-31**: To approve and authorized the Chairman to execute a Budget Revision to the State Budget for FY20 to accept the Supplement Funding for Coronavirus Report.

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Barrett, Yes
-Mr. Puleo, Yes

F. Resolution 2020-32: To approve and authorized the Chairman to execute an employment contract with a four (4) year term starting October 2020 with the Executive Director Stephen Kergo; subject to the review and approval of Department of housing and Community Development.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-32**: To approve and authorized the Chairman to execute an employment contract with a four (4) year term starting October 2020 with the Executive Director Stephen Kergo; subject to the review and approval of Department of housing and Community Development.

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Barrett, Yes
-Mr. Puleo, Yes

Meeting scheduled for **October 21, 2020** at **5:00 P.M.**

Adjournment

Motion made by Mr. Colameta and Seconded by Mr. Barrett to adjourn the meeting at 6:36 p.m. Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director