

**GHA Board of Commissioners  
Regular Meeting  
February 27, 2024, at 4:30 PM**

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, February 27, 2024, via remote Zoom Meeting.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 4:32 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin,

Commissioners Absent: William Mason, Trish Leonard

Staff Present: Ann Borkowski, Jodi Clough, Andi Guy

Others Present: None

**1. ACTIONS**

**Minutes of the 2-15-24 Special Board Meeting:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the minutes of the February 15, 2024, Special Board meeting.

24-12 Voted 3 in favor; 0 opposed.

**Monthly Financials-January 2024:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the financial statements for the month of January 2023.

24-14 Voted 3 in favor; 0 opposed.  
No discussion.

**Payment Summary for January 2024:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of January 2024.

24-15 Voted 3 in favor; 0 opposed.  
Discussion: Commissioner Mackin inquired about a payment to a Contractor and was told that it was a Payment Application.

**Monthly Staff Report for January 2024:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for January 2024.

24-16 Voted 3 in favor; 0 opposed.  
Discussion: The length of time it takes to get a unit leased up is not due to the unit not being lease-up ready, but the delays in paperwork and documentation that are lengthy.

**Low Bid Approval for EOHLC Project #113103 – MAH Window Replacement:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to award the #113103 Morgan Allen House Window Replacement to Diversified Construction Services in the amount of \$124,647.

24-17 Voted 3 in favor; 0 opposed.  
No discussion.

**EOHLC Contract for Financial Assistance (CFA) Amendment #12:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve and execute the Contract for Financial Assistance-Amendment #12 in the amount of \$420,250.

24-18 Voted 3 in favor; 0 opposed.  
Discussion: The \$420,250 is comprised of the FY26 Formula Funding, Compliance Reserve Funding, and Vacant Unit Awards.

**Certificate of Substantial Completion for EOHLC Project #113098 – Elm Terrace Sidewalk Replacement:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve Certificate of Substantial Completion for the Elm Terrace Sidewalk Project. The project will be substantially complete as of 5/1/2024. This date will allow the Contractor (Campora Construction) to complete the punch list items of new loam and seeding.

24-19 Voted 3 in favor; 0 opposed.  
No discussion.

## 2. New Business

**Contract for Interim Executive Director:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve a contract to hire Jon Hite as the Interim Executive Director with the parameters set forth in the 2/15/24 Executive Session.

24-13 Voted 3 in favor; 0 opposed

## 3. Reports and Updates

**Elm Terrace Water Break:** Davenport Construction put a sleeve on the cracked pipe as a temporary fix and is in the process of replacing a large section of the pipe that runs from Columbus Avenue to the Elm Terrace parking lot. The existing pipe was found to be sitting on ledge and is at risk of further cracks. An electrical wire was discovered running over a section of the pipe and will need to be addressed. Both the power and the water are scheduled to be shut off on Monday, March 4<sup>th</sup>. The office will be closed and tenants will be notified well in advance.

**Banking Signatories:** Finance Director, Jodi Clough, discussed the possibility of having two signatories for both the GHA and GHAI Board, which would be the two Commissioners who sit on both Boards. She will check in with the members of the GHAI Board at the next GHAI meeting.

4. **Tenant Concerns:**

Randi Parks reported that there were no items to report that needed to be brought to the Board.

5. **ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:09 pm.

Respectfully Submitted,



Robert Hawkins  
Board Chair