

**GHA Board of Commissioners  
Regular Meeting**

**March 26, 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, March 26, 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, William Mason, Trish Leonard

Staff Present: Jon Hite, Ann Borkowski, Jodi Clough, Andi Guy, Mark Courtemanche

Others Present: LuLu (Member of the Public)

**1. ACTIONS**

**Minutes of the 2-27-24 Regular Board Meeting:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the February 27, 2024, Regular Board meeting.

24-20 Voted 3 in favor; 0 opposed, 2 abstained.

**Monthly Financials-February 2024:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the financial statements for the month of February 2024.

24-21 Voted 5 in favor; 0 opposed.  
No discussion.

**Tenant Account Receivables (TAR) Write-Offs:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Tenant Account Receivable write-offs in the amount of \$13,502.03.

24-22 Voted 5 in favor; 0 opposed.  
Discussion: Finance Director, Jodi Clough, pointed out which charges were rent related, additional charges, and which accounts the agency is actively pursuing.

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

24-23 Voted 5 in favor; 0 opposed.  
Discussion: Maintenance Director, Mark Courtemanche, elaborated on the types of services that the Franklin County Sheriffs Office work crew were doing for the Greenfield Housing Authority (GHA). Commissioner Leonard asked if it would be possible to quantify the savings to the GHA. The Commissioners were impressed and grateful for the services provided.

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

24-24 Voted 5 in favor; 0 opposed.

Discussion: The Commissioners were pleased with the reports and wondered if a tenant survey could be done to get the tenants' opinions. Andi Guy pointed out that EOHLC does contract out for tenant surveys but they are not done on an annual basis. The results of these surveys are always included in the Annual Plan.

**Change Order #1 for EOHLC Project #113128 – Elm Terrace Emergency Pipe Repair:**

Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve Change Order #1 for the #113128 Elm Terrace Emergency Pipe Repair in the amount of \$11,279. The change order consisted of removal of ledge, work around the direct burial electric line and the payment bond.

24-25 Voted 5 in favor; 0 opposed.

No discussion.

**2. New Business**

**3. Reports and Updates:**

Upcoming Meeting with Greenfield Housing Authority and the Franklin County Regional Housing & Redevelopment Authority

- Interim Executive Director, Jon Hite, reported that a meeting had been set up for the two agencies on Thursday, March 28<sup>th</sup>. The Executive Directors and Board Chairs will be in attendance.

**4. Tenant Concerns:**

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

**5. Public Comment**

**6. Executive Session**

Chairperson Hawkins asked for a roll call vote to move the meeting into Executive Session for the two purposes which are:

- (1) Approve the minutes of the 2-15-2024 Executive Session
- (2) Exception #8 – to consider or interview applicants for employment by a preliminary screening committee in which an open meeting will have a detrimental effect in obtaining qualified applicants.

Chairperson Hawkins stated that the regular meeting would then reconvene in open session, but only for the purpose of adjournment.

5:02 pm Roll Call Vote: Commissioners Hawkins, Parks, Mackin, Mason and Leonard voted Aye.

7. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to adjourn the meeting at 5:33 pm.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jon Hite", written in a cursive style.

Jon Hite  
Interim Executive Director