

**GHA Board of Commissioners**  
**Regular Meeting**  
**September 28, 2021, at 4:15 PM**  
Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, September 28, 2021, via remote Zoom Meeting.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 4:15 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, Trish Leonard, Randi Parks (4:21)

Commissioners Absent: William Mason

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nau

Others Present: L'aura Jordan, Deb Wilson

**1. ACTIONS**

**Minutes of the 7-27-21 Regular Board Meeting:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the July 27, 2021, Regular Board meeting.

21-57 Voted 3 in favor; 0 opposed  
No discussion.

**Monthly Staff Report for August 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for August 2021.

21-58 Voted 4 in favor; 0 opposed  
Discussion: A lengthy discussion regarding the length of time to complete the turnovers, work orders, etc. took place.

**Monthly Financials for August 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the August financials.

21-59 Voted 4 in favor; 0 opposed  
Discussion: There was discussion regarding the cost of painting a unit. The unit had a lot of damage to the walls, which resulting in extra work by the painter. The former tenant was billed for the additional charge.

**Tenant Accounts Receivable (TAR) Write-Offs:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve \$7530 in TAR Write-Offs.

21-60 Voted 4 in favor; 0 opposed

Discussion: The \$7530 represents delinquent rent and damage charges for an Oak Courts tenant that vacated without notice. It was noted that GHA is now working with a Collection Agency.

**Payment Summary for July and August 2021:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the months of July and August of 2021.

21-61 Voted 4 in favor; 0 opposed

Discussion: A payment to the On-Call painter was questioned due to the amount. It was clarified that the unit that was painted required additional work due to tenant damages.

**HUD Housing Choice Voucher Utility Allowance:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the HUD Utility Charts for the Housing Choice Voucher program to be effective 12-1-2021.

21-62 Voted 4 in favor; 0 opposed

No discussion.

**Holiday Workshop:**

Executive Director, Guerino, stated that he was looking for some input regarding a Holiday Workshop. He stated that the staff was split in their interest in attending such a function. At the very least, GHA could have something catered for an in-house event.

**2. Reports and Updates**

**GHA Monthly Meeting with ETTA Officers**

Executive Director, Tom Guerino, informed the Board that the monthly meeting that was held last week with the Elm Terrace Tenants Association Officers was a productive meeting and that we are moving forward together with some common goals. L'aura Jordan, an ETTA Officer, attended the Board meeting and concurred. Ms. Jordan did address the Board to state that ETTA was still waiting for an official Letter of Recognition.

**Collection Agency**

Director of Finance, Jodi Clough, presented a list of write-offs from the last 6 years. The list was comprised of State, Winslow, Section-8, and Landlords. The total amount is approximately \$132,000. The collection agency, American Credit, will pay out to GHA 33.3% of any debts collected.

George Street/Service Net

Tom Guerino informed the Board that Service Net is now the entity that oversees the George Street program. GHA is in the process of completing a new contract with Service Net.

Capital Improvement Plan Projects

- Elm Terrace Cracked Pipe - The project has gone back out to bid on 9/15/2021 after the first bid was cancelled. The new bid opening is 9/30/2021.
- Elm Terrace Sidewalk Replacement – This project is moving forward and GHA met with DHCD to discuss several projects (Elm Terrace Roofs and MAH windows) that could be deferred to another year so that additional funds could be used for the sidewalks. The work will not be completed before the end of the year, but the intent is to get it bid before year-end and schedule the construction for the spring of 2022.
- Elm Terrace Bathroom Exhaust project is scheduled to go out to bid in October. This project was ready to be bid at the beginning of 2020, however, COVID forced the delay in the project.
- Elm Terrace Roof Replacement – A project that called for the replacement of 3 roofs at Elm Terrace has been reduced to a one-building roof replacement so that funds could be diverted to the Sidewalk Project.

Tenant Concerns: Tenant Board Representative, Randi Parks, asked if DHCD comes to check out the GHA properties on an annual basis. It was explained that they might come out to look at a prospective project but it is up to individual housing authorities to address the repairs and maintenance of its properties.

3. ADJOURNMENT: Commissioner Mackin motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 5:24 pm.

Respectfully Submitted,

*Thomas M. Guerino*

Thomas M. Guerino,  
Executive Director