**Essex Housing Authority**

**Meeting Minutes of the Housing Authority Board**

**April 13, 2021**

**Virtual Meeting**

Call to Order:

The meeting was called to order by B. Cairns at 6:04 PM.

Present:

Beth Cairns, Greg Cooper, Margot Hammon, Gordon Thompson, Roger Tyler and Irene Frontiero (Director).

Absent:

None

Tenant Concerns:

None

Meeting Minutes:

The Minutes of the meeting of March 9, 2021 were reviewed. G. Thompson made a motion, and it was seconded by M. Hammon, to approve the Minutes. The motion carried with all in favor.

Director’s Report:

* Annual Tenant Recertification for 2021– The recertification is underway.
* Report on Agreed-Upon Procedures – The audit for FY 2019 was performed by Gary L. DePace CPA, PC on September 11, 2020 and the results were submitted to EHA on March 19, 2021. The Board reviewed the audit. The auditor noted the following three exceptions; (1) the maintenance wages were over budget due to how certain expenses were classified, (2) the Executive Director’s contract was not signed and (3) the inventory was not properly tagged. All the exceptions have been or are being addressed.
* Paving Project (MOD #092043) – I. Frontiero will provide G. Thompson with a copy of the punch list work. G. Thompson may know of a contractor he could refer to complete the project.
* Windowsill Replacement Project (#092046) – The project is going out to bid in the next few weeks.

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* Electric Panel Project (MOD #092050) – Dagle Electrical Construction Corp. submitted a change order for $10,000.00 bringing the cost of the project to $84,647.00. The Board reviewed the Change Order Proposal Request from Nagle Engineering, Inc. dated March 9, 2021 and the Change Order submitted by Dagle dated March 9, 2021. B. Cairns made a motion, and it was seconded by G. Thompson, to approve the $10,000.00 change order. The motion carried with all in favor.
* Exterior Entry Door Project (MOD #092051) – JD&D informed I. Frontiero that the cost of the doors has increased by $35,000.00 with a 6-8 week lead time. I. Frontiero has requested additional information from JD&D to determine the basis for the increase and if it is justified.
* Walkway Paving Project (MOD #092056) – The Board reviewed a letter from David Wholey NE RCAT Project Manager dated April 1, 2021. Accompanying the letter was a Bid Tabulation Form and a Reference Check Form. The low bidder is Empire Realty, LLC in the amount of $18,000.00. Based on the references and the recommendation from D. Wholey, G. Thompson made a motion, and it was seconded by B. Cairns, to award the contract to Empire Realty, LLC at a cost of $18,000.00. The motion carried with all in favor.

Financial review:

* Financial – The operating income and expense report through February 28, 2021 was reviewed. The reserves are at 46.3%. The March receivables were $213.00.
* Payables – the payables list was reviewed. B. Cairns made a motion, and it was seconded by G. Thompson, to approve the payables. The motion carried with all in favor.

Vacancies:

There are two vacancies.

Next meeting:

Tuesday, May 11, 2021.

There being no further business, B. Cairns adjourned the meeting at 6:48 PM.

Respectfully Submitted,

Roger Tyler