

MINUTES

Regular Meeting
Dover Housing Authority
June 27, 2023, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 27, 2023, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Noreen Biehl, Commissioner
Laurie Young, Commissioner
Patricia Silberblatt, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Jim Gagne, Maintenance Supervisor; Steve Acton, Maintenance Shop Foreman; Zach Messier, Capital Improvements Coordinator; James Griffin, Accountant; Kathy Noel, Administrative Assistant; Officer Bryon Gore, Police Liaison

Public Comment: No comment.

Minutes

Noreen Biehl moved to accept the Minutes of May 30, 2023, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve the manifests for: Payroll, Public Housing, 1623 Settlement, Section 8 HCV, Addison Place/Whittier Falls Inc., and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Reports

Mark Moeller made a motion to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director (E.D.) dated May-June, was presented by Ryan Crosby.

The following reports were presented to the Board: Capital Improvements, DHA Liaison, Housing Statistics, Moving to Work, Family Self-sufficiency, and Resident Services.

The following Financial Reports were reviewed by the Board:

- DHA Operating Budget FYB 7/1/2023
- DHA Budget Comparative – 04/30/2023
- 1623 SDLP Budget Comparative – 04/30/2023
- Addison Place Budget Comparative – 04/30/2023
- CBM Budget Comparative – 04/30/2023
- SOCC Budget Comparative – 04/30/2023
- Statement of Cash Flow Report – 04/30/2023
- Insurance Renewal Proposal 2023-2024
- Insurance Register 2023-2024
- Memorandum of Agreement – City of Dover Police

Policy Reviews: The following was reviewed:

Public Housing Lease

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Old Business: There was no Old Business brought before the Board.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt.

RESOLUTION NO. 2023-06-27-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,503.69 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, these funds will be a partial disbursement on behalf of FSS program participants to help achieve their FSS goals

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

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RESOLUTION NO. 2023-06-27-02

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Dover Housing Authority**

PHA Code: **NH003**

PHA Fiscal Year Beginning: **July 1, 2023**

Board Resolution Number: **2023-06-27-02**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE



Operating Budget approved by Board resolution on:

06/27/2023



Operating Budget submitted to HUD, if applicable, on:



Operating Budget revision approved by Board resolution on:



Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Timothy Granfield		06/27/2023

7(b)

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2023-06-27-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority the attached proposals for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HAARG), Public Officials Liability Insurance through Johnson & Johnson, Business Auto (service vehicles), through Safety Insurance, and Business Auto (passenger vehicles) through Progressive Insurance Street are hereby approved.

BE IT FURTHER RESOLVED coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2023 through June 30, 2024, and coverage under the Business Auto policies is effective July 1, 2023 through July 1, 2024.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young

Nay

None

Patricia Silberblatt

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2023-06-27-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2023-06-27-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised Dover Housing Authority **Lease** is hereby approved

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt: See next page.

RESOLUTION NO. 2023-06-27-06

Certificate of Authority # 1

DOVER HOUSING AUTHORITY

Corporate Resolution

I, Ryan M. Crosby, hereby certify that I am duly elected Clerk/Secretary/Officer of Dover Housing Authority. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 27, 2023, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Ryan M. Crosby, Secretary (may list more than one person) is

duly authorized to enter into contracts or agreements on behalf of

Dover Housing Authority with the State of New Hampshire and any of

its agencies or departments and further is authorized to execute any documents

which may in his/her judgment be desirable or necessary to effect the purpose of

this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: June 27, 2023

ATTEST: _____

Ryan M Crosby
Secretary

7(f)

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl: See next page.

RESOLUTION NO. 2023-06-27-07

Certificate of Authority # 2

DOVER HOUSING AUTHORITY

Corporate Bylaws

I, Ryan M. Crosby, hereby certify that I am duly elected Clerk/Secretary/Officer of
Dover Housing Authority. I hereby certify the following is a true copy of the

current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or
Articles of Incorporation authorize the following officers or positions to bind the
Corporation for contractual obligations: Secretary/Executive Director.

I further certify that the following individuals currently hold the office or positions
authorized: Ryan M. Crosby.

I further certify that it is understood that the State of New Hampshire will rely on this
certificate as evidence that the person listed above currently occupies the position indicated
and that they have full authority to bind the corporation. This authority shall remain valid
for thirty (30) days from the date of this certificate.

DATED: _____

ATTEST: _____

Ryan M Crosby
Secretary

7(g)

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Laurie Young
Patricia Silberblatt

Nay

None

Miscellaneous: Whittier Falls Newsletter and the CBM Service Coordinator Report were reviewed by the Board.

Adjournment: At 1:15 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date