

MINUTES

Regular Meeting
Dover Housing Authority
June 14, 2016
12:40 p.m.

The Commissioners of the Dover Housing Authority held their regular and annual meeting on Tuesday, June 14, at 12:40 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chair Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Howard Gordon, DHA Accountant

Public Comment

No members of the public were present.

Minutes

The Minutes of the Regular Meeting of May 17, 2016 were presented to the Board. Mark Moeller moved to accept the minutes, seconded by Patricia Silberblatt.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron to approve payroll checks numbered 019491 through 019537 and D0000361 through D0000397; housing checks numbered 040315 through 040415; Section 8 HCV checks numbered 038114 through 038223 and D001046 through D001140; Addison Place checks numbered 005219 through 005240; and Covered Bridge Manor checks numbered 003579 through 003593.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Reports

Mark Moeller moved to accept the reports, seconded by Barbara Caron.

Report of Executive Director dated June 14, 2016. Allan Krans discussed his report with the Commissioners.

John Maloney updated the Members on Capital Improvements.

The Report of the DHA Liaison Officer, Report of Housing Statistics Report, Senior Supportive Services and the Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator were reviewed by the Commissioners.

The following Financial Reports were discussed: Budget Comparative – April 2016; Addison Place Budget Comparative – April 2016; Operating Budget – FYB July 1, 2016; Insurance Register 2016-2017.

Policy Reviews:

- Office Closures Policy
- Maintenance Policy
- Procurement Policy
- Admissions and Continued Occupancy Policy

Old Business:

There was no old business.

New Business:

Barbara Caron moved to adopt the following resolution, seconded by Patricia Silberblatt:

RESOLUTION NO. 2016-06-14-01

Refer to next page:

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2016-06-14-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2016 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$19,419.24 is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

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

RESOLUTION NO. 2016-06-14-03

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-06-14-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the new ***Procurement Policy*** is hereby adopted.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-6-14-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., 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 Mount Vernon Fire, Business Auto (service vehicles), through Safety Insurance, and Business Auto (passenger vehicles) through Progressive Insurance, is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2016 through June 30, 2017 and the coverage under the Business Auto policies is effective July 1, 2016 through July 1, 2017.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

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

RESOLUTION NO. 2016-06-14-06

WHEREAS, Howard L. Gordon, now Gordon|Griffin, LLC, has provided accounting services for the Dover Housing Authority for more than 35 years; and

WHEREAS, the Dover Housing Authority and Gordon|Griffin, LLC wish to extend the fee accounting services contract for an additional two years, in accordance with terms of the contract beginning July 1, 2011,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract between Dover Housing Authority and Gordon|Griffin, LLC for fee accounting services is hereby extended for two years from July 1, 2016 to July 1, 2018.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

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

RESOLUTION NO. 2016-06-14-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of **\$503.85** from TD Bank Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program, and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2016-06-14-08

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revisions to the **Admissions and Continued Occupancy Policy (ACOP) as attached,**

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by

Barbara Caron:

RESOLUTION NO. 2016-06-14-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the revised ***Maintenance Policy*** is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

None

Mark Moeller moved to adjourn, seconded by Barbara Caron.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

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Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Meeting adjourned at 2:00 p.m.

Chair

Date

Secretary

Date