

MINUTES

Regular Meeting
Dover Housing Authority
February 27, 2018 12:00 p.m.

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

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Not present at the time of Roll Call: Kevin Irwin, Commissioner, and Mark Moeller, Commissioner

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Special Meeting of December 4, 2017 and the Regular Meeting of January 23, 2018 were presented to the Board. Noreen Biehl moved to accept the minutes and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

None

Mark Moeller arrived at the meeting at 12:10 p.m.

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve payroll checks numbered 0020496 through 0020547 and D0117400 through D0125000; Housing checks numbered 042719 through 042840; 1623 Settlement Checks numbered 001001 through 001028; Section 8 checks numbered 040344 through 040471; and D002984 through D003077; Addison Place checks numbered 005696 through 005718; and Covered Bridge Manor checks numbered 003943 through 003965.

On a roll call vote to approve the manifests:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

Reports

Noreen Biehl moved to accept the reports, seconded by Mark Moeller.

Report of Executive Director dated February 27, 2018. Allan Krans presented his report to the Commissioners. The Board discussed the report.

The Commissioners reviewed and discussed the Capital Improvements Report, DHA Liaison Report, Housing Statistics Report, Reports of the FSS Coordinator, and the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – December 2017
- Addison Place Budget Comparative – December 2017
- DHA Operating Budget 2018 - Revision #1

Wendy Tenney presented the financials and discussed the changes to the budget with the Commissioners.

On a roll call vote to accept the Board Reports:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

Policy Reviews:

Anti-discrimination and Anti-Harassment Policy
Disposition Policy
Internal Controls
Investment Policy

No changes were recommended.

Old Business: There was no Old Business discussed.

New Business:

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

RESOLUTION NO. 2018-02-27-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the following has been removed from the Section 8 HCV Administrative Plan, per HUD Guidance:

PHA Policy: Executive Preference-The Executive Director may adjust the position of applicants on the waiting list based for the purpose of facilitating the RAD (Rental Assistance Demonstration) conversion/renovations process prior to and during the course of renovation.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt

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

RESOLUTION NO. 2018-02-27-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$604.99 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-02-27-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$1,647.92** 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 program participants 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

None

Mark Moeller

Noreen Biehl

Patricia Silberblatt

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

RESOLUTION NO. 2018-02-27-04

See next page:

Minutes
Dover Housing Authority
February 27, 2018
Page 7 of 9

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. 07/31/2019)

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, 2017

Board Resolution Number: 2018-02-27-04

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:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on: 02/27/2018
- ☐ 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)

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-02-27-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the Section 8 HCV Administrative Plan, as required by HUD.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

Miscellaneous:

Whittier Falls Newsletter was reviewed. A letter from a resident commending

Maintenance was presented.

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:00 p.m. All agreed.

Chair _____ Date _____

Secretary _____ Date _____