

REGULAR MEETING OF THE SOUTHWICK HOUSING AUTHORITY

March 22, 2022

Public Hearing – Annual Plan – A Public Hearing was held at 5:31 p.m. for any public participation pertaining to the Southwick Housing Authority's 2023 Annual Plan. There were no public comments on the Authority's Annual Plan. Board to vote on Annual Plan in New Business.

I The meeting was called to order at 5:33 P.M. in the Authority office by Chairperson Reed with the following members present: Commissioner Reed, Commissioner J. Horacek and Commissioner S. Horacek. Also present: Daniel J. Kelly, Managing Agent and Karen Casey, Operations Manager, Administrative.
At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was
VOTED: That the minutes of the Regular meeting of January 25, 2022, be approved as printed. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.

III PAYMENTS

1. Payments were read and upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was
VOTED: That all bills be paid. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner S. Horacek and seconded by Commissioner J. Horacek it was
VOTED: To accept the Treasurer's Report. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.
2. Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.
3. Upon the motion of Commissioner S. Horacek and seconded by Commissioner J. Horacek it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.

V COMMUNICATIONS

1. DHCD – Fair Housing Market Plan
2. DHCD – Budget Approval
3. DHCD – Income Exclusions Rent Determination (COVID 19)
4. DHCD – Guidance LTO Board Members
5. Commonwealth of Mass Wage Rates
6. DHCD – AUP Prequalified Auditors Term Extension

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. Electrical Panels – Depot Court – Ray Croteau Electric will be completing the Electrical Panels within the week. Two Change Orders need to be approved. A punch list will be completed by engineering to begin substantial/final completion of the project.
 - B. Depot Court Roof – N3 (Architects) are finishing Construction drawings for roof repair at Depot Court. Total construction budget is \$45,000.00.
2. Annual Plan (N.B.)
3. Meeting Date (N.B.)

VII OLD BUSINESS

1. Tenant Update – After meeting with some tenants all door closers have been replaced and door sweepers have been installed.
Ben Sanchez had operation on his shoulder/rotator cuff in February and has a doctor's appointment in April to determine his status on Workmen's Compensation.

VIII NEW BUSINESS

1. Annual Plan – Upon the motion of Commissioner S. Horacek and seconded by Commissioner J. Horacek it was
VOTED: To approve Annual Plan with noted correction (as printed) and send to DHCD for approval. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.
2. Meeting Date – Upon the motion of Commissioner J. Horacek and seconded by S. Horacek it was
VOTED: To convene next Board Meeting on Tuesday, May 17, 2022, at 5:30 pm. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.
3. Change Order (Electrical Panels) – Upon the motion of Commissioner S. Horacek and seconded by Commissioner J. Horacek it was
VOTED: To approve Change Orders for an increase of contractor's wage increase in the amount of \$14,095.90 and for an increase in contract completion time. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, S. Horacek.

IX ADJOURNMENT

Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was

VOTED: To adjourn at 6:00 p.m.


Daniel J. Kelly
Secretary and Managing Agent