MELROSE HOUSING AUTHORITY
REGULAR BOARD MEETING
MAY 14, 2024
PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, May 14, 2024, in the main office of the Melrose Housing Authority, C.J. McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 7:30 p.m.

1. **Roll Call**

Ellen Connolly	Present
Dana LeWinter	Present
Charlie Harak	Present

Commissioner Steven Douglas was absent.

Martin Corona, Executive Director, was also present as well as Lisa Young, Executive Assistant, who served as Clerk.

Chairperson Ellen Connolly declared a quorum present.

2. **Minutes Pending Adoption**

Nothing to Report

***Upon a motion by Charlie Harak, duly seconded by Dana LeWinter and unanimously approved, the board voted to suspend the regular board meeting to open for public participation. Chairperson Ellen Connolly declared the AYES have it.

Present at this meeting were some residents from the McCarthy building and Steele house. Doreen Breland, resident of McCarthy building presented a "wish list" to the board of items that residents would like addressed.

- Screening in the patio area at the front of the building- Currently there are no windows in the patio area but there are window screens, some are ripped.
- Water damage
- Rodents in building
- Cameras
- Water fountain in community room needs to be replaced
- Workers/home health aides sleeping in the building
- New chairs with padded arms
- Elevators
- Smoking in the building at both McCarthy and Steele House

Executive Director, Martin Corona stated that he plans to host a meet & greet for residents at the McCarthy and Steele house next week to hear residents' concerns. The board thanked the residents for attending the meeting.

3. **Tenant Association Representative Participation**

Nothing to Report

4. **Communications**

Nothing to Report

5. **Report of the Executive Director**

a. State-Aided Elderly /Handicapped Programs 667-1 & 2
Elderly/Family Housing 667/705/AHVP

(i.) April 2024 Vacancy Report

As of April 30, 2024, there are currently 10 vacant units. There are four lease-ups scheduled in the coming weeks. One 705 unit was vacated this month at 446 Lebanon St, #1. Maintenance will turn this unit on their own as it is not in bad shape. A CHAMP list was pulled for this unit. Report was received and placed on file.

Special Needs Housing Program (689)

b. Rental Assistance (Section 8/MRVP/DMH/PBV)

(i.) May 1, 2024, Report

As of May 1, 2024, there are 234 of 240 HCV vouchers leased up for the Section 8 program. There are two HCV voucher holders searching for units.

There are 56 out of 57 PBV vouchers leased up between the Levi Gould and the Fuller House. Reports were received and placed on file.

(ii) SEMAP (Section 8 Management Assessment program)

The MHA received an overall SEMAP score of 100% designated as a "High Performer". Report was received and placed on file.

c. Financial Administrator's Report

(i) Approval of Disbursements- March 2024

The board reviewed and discussed the disbursements for March 2024. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak and unanimously approved, the board voted to approve the March 2024 disbursements in the amount of $648,684.83. Chairperson Ellen Connolly declared the AYES have it.

(ii) Review of Disbursements- April 2024

The board reviewed and discussed the April 2024 disbursements. The April 2024 disbursements will be approved at next month's board meeting. Report was received and placed on file.

d. Personnel

(i) Executive Director Contract- vote to approve

The Board of Commissioners reviewed and discussed the contract with Mr. Martin Corona, the new MHA Executive Director. Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the board voted to approve the contract with Mr. Martin Corona with a yearly salary of $129,708.00 with a schedule of 37.5 hours a week. The contract shall be effective on Monday, May 13, 2024, and will expire on December 31, 2025. Chairperson Ellen Connolly declared the AYES have it.

AYES	**NAYS**
3	0

***This was not an original agenda item but was introduced into the meeting by Chairperson Ellen Connolly. Lisa Young, MHA Executive Assistant has given her notice of resignation. Lisa's last day in the office will be May 30, 2024.

Lisa Young has unused vacation and sick time as follows.

Vacation- 232.75 x $34.87= $8,115.99

Sick- 240.18 x 25%= $2,093.94

Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to approve to pay Lisa Young unused vacation and sick time in the total amount of $10,209.93. Chairperson Connolly declared the AYES have it.

e. All other matters that may be presented

(i) Collection losses / Credits

Martin Corona is asking for the board's approval to write off collection losses in the amount of $8,953.80. These losses are due to unpaid rent, deaths, etc. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to approve to write off the Collection losses in the amount of $8,953.80. Chairperson Connolly declared the AYES have it.

Upon further review, it was found that some residents were charged rent when they shouldn't have been. There are credits in the amount of $2,548.00 owed to former residents. Upon a motion by Dana LeWinter, duly seconded by Charlie Harak, and unanimously approved, the board voted to approve to pay credits in total of $2,548.00 to former residents of the MHA. Chairperson Connolly declared the AYES

have it. The board extended a thank you to Kathleen Marks, MHA Financial Administrator, for providing these reports.

6. Report of the Maintenance Department

(i) April 2024 Report

The Board reviewed the Maintenance report for April 2024. The transformer replacement project at McCarthy was completed. The Steele House fire alarm panel replacement project is due for a final walkthrough. We are waiting for a date. There was a bathroom renovation completed at 42 Otis St. 446 Lebanon St, #1 is vacant. Maintenance will begin to start working in the unit.
Report was received and placed on file.

7. Report of Committees

Nothing to Report

8. Unfinished Business

Nothing to Report

9. New Business

Nothing to Report

10. Litigation or Possible Litigation

Nothing to Report

11. Adjournment

Upon a motion by Charlie Harak, duly seconded by Dana LeWinter, and unanimously approved, the Board voted to adjourn the MHA Regular Public Board Meeting at 8:45 p.m. Chairperson Connolly declared the AYES have it. The next MHA Regular Public Board Meeting is scheduled for Tuesday, June 11, 2024, at 7:30 p.m.

Respectfully Submitted:

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Martin Corona, Executive Director