

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 12, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Chairperson, Mark A. Lawhorne, George N. Bayers and Francis C. Boudrow

COMMISSIONERS ABSENT: Joan M. Chiasson

MHA STAFF: Stephen G. Finn, Thomas P. Callaghan, Jr., Edward Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF FEBRUARY 19, 2019

The minutes of the meeting of February 19, 2019 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of February 19, 2019.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

3. FINANCIAL MATTERS

A. GUYDER HURLEY, P.C.

The Executive Director polled the Board by email on January 30, 2019 requesting authorization to sign and/or distribute for signature the following documents:

- U.S. Department of Housing and Urban Development ("HUD") Engagement Letter for Audit Services
- Massachusetts Department of Housing and Community Development ("DHCD") – Agreed Upon Procedure Engagement
- Engagement Letter for Attestation Services
- U.S. Code of Federal Regulations ("CFR") Inquiry of Those Charged with Governance

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1. APPROVAL OF MINUTES OF FEBRUARY 19, 2019

The minutes of the meeting of February 19, 2019 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of February 19, 2019.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

3. FINANCIAL MATTERS

A. GUYDER HURLEY, P.C.

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- Engagement Letter for Attestation Services
- U.S. Code of Federal Regulations ("CFR") Inquiry of Those Charged with Governance

- MHA Inquiry of Management
- Audit Letter to East Boston Savings Bank ("EBSB") for the Energy Performance Contract

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the poll vote from January 30, 2019 authorizing the Executive Director to sign and return the Audit, AUP and Attestation Engagement Letters, the Management Inquiry Certification form and forward the EPC Loan Verification letter to EBSB for signature. It was also confirmed and approved to have the Chairperson complete and sign the Board Governance Inquiry Certification form and return to Guyder Hurley, PC

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

B. EQUIFAX/CARAHSOFT

The Board was polled by email on February 21, 2019 on Equifax moving to a new platform (Carahsoft) with much the same terms and conditions as Equifax. The Executive Director requested a vote by email so that MHA Administrative staff would not have an interruption in the verification process of applicants, residents and voucher participants.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to sign documentation, submit and contract with Carahsoft as MHA's verification process of applicants, residents and voucher participants.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

C. CBI CONSULTING INC. ("CBI") – INVOICES

The Executive Director polled the Board by email on March 3, 2019 requesting approval to pay the following invoices:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
02/21/19	Clement Street	\$ 8,624	Construction Management and Clerk Services
02/21/19	Springdale	4,900	Schematic Design
02/21/19	630 Salem Street	<u>3,384</u>	Construction Contract Administration
		\$ 16,908	TOTAL

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to pay the above invoices to CBI totaling \$16,908, with the Clement Street and Springdale invoices being submitted to DHCD for processing, and the 630 invoice being paid by CFP.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

D. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 9

The Board was polled by email on March 3, 2019 requesting the Board's vote on a CBI-approved Homer Contracting, Inc.'s requisition number 9. The requisition was dated February 26, 2019 in the sum of \$76,285 for completed work on the 630 Salem Street building envelope project.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to make payment to Homer Contracting, Inc. in the sum of \$76,285 for completed work on the 630 Salem Street building envelope project to be paid from MHA's Capital Funds.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

E. MASSACHUSETTS – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO") – INVOICE

The Executive Director polled the Board regarding an invoice from MASS/NAHRO dated March 27, 2019 in the amount of \$197,409 for Workers' Compensation Insurance for one year beginning March 27, 2019.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm the approval for payment to MASSNAHRO Insurance Group in the amount of \$197,409 for Workmen's Compensation Insurance for one year beginning March 27, 2019.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

F. NELCO – CHANGE ORDER NO. 3

The Executive Director polled the Board via email on March 3, 2019 requesting authorization to extend the Clement Street contract with NELCO Worldwide ("NELCO") by 50 calendar days to keep the contract from expiring.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to sign documentation to extend the Clement Street contract with NELCO by 50 calendar days.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

G. NELCO – INVOICE – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated March 8, 2019 from NELCO in the sum of \$114,913.50 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project was scrutinized by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to NELCO in the sum of \$114,913.50 for the 14-16 Clement Street HILAPP project and to submit the same to DHCD for processing or to pay from the Central Office Cost Center ("COCC") if and after receiving DHCD direction to so do.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

H. CBI – INVOICE REIMBURSEMENT

The Board reviewed and invoice dated March 11, 2019 from CBI for reimbursement for work performed by subcontractor, ATC Group Services, LLC for asbestos monitoring at 630 Salem Street in the sum of \$22,440.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$22,440 for work performed by ATC for asbestos monitoring at 630 Salem Street in the sum of \$22,440 to be paid from the capital fund.

Ayes: Frank M. Molis, Mark A. Lawhorne and George N. Bayers

Nays: None

Francis C. Boudrow joined the meeting.

I. E5 BUILDERS, LLC – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated March 7, 2019 from E5 Builders, LLC in the sum of 30,700 for the incinerator demolition at the Springdale development was considered by the Board. It was noted that the demolition is now complete.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to E5 Builders, LLC in the sum of \$30,700 for completion of the demolition of the incinerator at Springdale and submit the same to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

J. AQUA LINE UTILITY INC. (“AQUA LINE”) – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board analyzed and invoice dated March 5, 2019 from Aqua Line in the sum of \$102,457.50 for the demolition and installation of new waste pipes at Forestdale.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Aqua Line in the sum of \$102,457.50 for demolition and installation of new waste pipes at Forestdale and submit the same to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

K. TERMINAL EXCHANGE SYSTEMS – QUOTE

A quote dated March 4, 2019 from Terminal Exchange Systems for four (4) Lenovo ThinkPad Notebook Computers, including installation, in the total sum of \$6,596 was studied by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve the purchase from Terminal Exchange Systems of four (4) Lenovo ThinkPad Notebook Computers, including installation, and authorize payment of the same by the COCC in the total sum of \$6,596.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

L. ALMAR LLC – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board perused an Application and Certificate for Payment from Almar LLC dated March 7, 2019 for the Forestdale roof replacement project in the sum of \$35,672.50.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve payment to Almar LLC in the sum of \$35,672.50 for the Forestdale roof replacement project and submit the invoice to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

M. E5 BUILDERS, LLC – LOW BID APPROVAL LETTER

A Bid Award Letter dated March 6, 2019 from Regional Capital Assistance Team (“RCAT”) approving door replacement for Rockland Avenue in the sum of \$21,980 be awarded to E5 Builders, LLC as the most responsive and responsible bidder was examined by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the Executive Director to execute the contract with E5 Builders, LLC in the sum of \$21,980 for door replacement at Rockland Avenue and submit the same to the Massachusetts Housing and Community Development (“DHCD”).

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

N. GCG ASSOCIATES, INC. – INVOICES (2)

The Board scrutinized two (2) invoices from GCG Associates, Inc. for site work both dated March 21, 2019 in the amounts of \$670 at Rockland Avenue and \$920 at seven scattered sites.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve payment of the two (2) invoices totaling \$1,590 from GCG Associates, Inc. with AMP work charged against the CFP and authorize the Executive Director to submit the Rockland Ave invoice to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

O. ALLEN & MAJOR – INVOICE

An invoice dated March 1, 2019 in the sum of \$801 from Allen & Major for construction administration for the sanitary/storm line repairs at Forestdale was reviewed by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to Allen & Major for construction administration in the sum of \$801 and submit same to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

P. RUSSO-BARR ASSOCIATES – INVOICE

The Board considered an invoice dated February 28, 2019 from Russo-Barr Associates in the sum of \$3,357.50 for construction administration for the Forestdale roof replacement.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve payment to Russo Bar Associates in the sum of \$3,357.50 for construction administration services on the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

Q. CELEBRITY DOOR & LOCK SERVICE – INVOICE

An invoice dated February 7, 2019 from Celebrity Door and Lock Service in the sum of \$11,870 for door and frame replacement at 89 Pearl Street was analyzed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Celebrity Door & Lock Service in the sum of \$11,870 for door and frame replacement at 89 Pearl Street.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

R. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES, both dated February 20, 2019 for the month of January 2019 in the sum of \$14,089.22 for resident service coordinators at the various developments and in the sum of \$93.54 for coverage of a Forestdale event was studied by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to MVES in the sums of \$14,089.22 from the Federal AMPs served and \$93.54 from COCC funds for the 400-1 program.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

S. DIANE COHEN (“COHEN”) – INVOICE

The Board perused an invoice dated March 1, 2019 in the sum of \$1,200 from Diane Cohen for consulting services for the Family Self-Sufficiency program (“FSS”) and Admissions and Continued Occupancy Plans (“ACOP”)

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$1,200 for consulting services to be paid from FSS and/or COCC funds.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

T. MALDEN YMCA – INVOICES (3)

Three (3) invoices from the YMCA were presented to the Board as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
03/05/19	Resident Family Memberships	\$4,166.67
01/31/19	Linden Street Program	2,411.44
01/31/19	Newland Street After School Program	<u>1,352.02</u>
	TOTAL	<u>\$7,930.13</u>

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$7,930.03 for the invoices detailed above with the Resident Family Membership invoice paid by the COCC.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

U. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICES (2)

The Board examined two (2) invoices dated February 4, 2019 and March 1, 2019 from SG Risk in the sums of \$1,062.50 and \$1,551.25 for risk management and insurance consulting services.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sums of \$1,062.50 and \$1,551.25 from the COCC for insurance consulting services.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

V. TRIANGLE, INC. - INVOICE

An invoice dated February 15, 2019 from Triangle, Inc. in the sum of \$4,252.50 for cleaning and maintenance services for the month of January 2019 at Pearl and Salem Streets was scrutinized by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to Triangle, Inc. in the sum of \$4,252.50 for the provision of custodial maintenance services with payment allocated against the AMPs served.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

W. MALDEN POLICE DEPARTMENT – INVOICES (12)

It was noted that an invoice from the previous meeting was incorrect. Invoice No. 19604 dated February 6, 2019 in the sum of \$740.40 should have been for the sum of \$493.60.

The Board reviewed twelve (12) new invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/06/19	19604	\$ 493.60
02/21/19	19689	246.80
02/26/19	19705	987.20
02/27/19	19709	246.80
02/27/19	19714	246.80
03/01/19	19729	246.80
03/01/19	19736	246.80
03/05/19	19749	493.60
03/06/19	19765	246.80
03/08/19	19778	493.60
03/11/19	19793	493.60
03/12/19	19807	<u>246.80</u>
	TOTAL	<u>\$4,689.20</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To rescind the approval of Invoice No. 19604 dated February 6, 2019 in the sum of \$740.40 and approve and authorize payment to the Malden Police Department in the total sum of \$4,689.20 as listed above from the AMPs served.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

X. PATHFINDER TREE SERVICE, LLC – INVOICES (2)

Two (2) invoices from Pathfinder Tree Service, LLC and both dated March 11, 2019 for removal of trees and grinding of stumps at the Forestdale development in the sums of \$50,000 and \$18,000 were considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to Pathfinder Tree Service, LLC in the total sum of \$68,000 for removal of trees and grinding of stumps at Forestdale using COCC funds.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

Y. TERMINAL EXCHANGE SYSTEMS – QUOTE

The Board analyzed a quote dated March 4, 2019 from Terminal Exchange Systems for 56 new desktop computers and monitors, including installation in the sum of \$65,016 replacing outdated equipment.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To accept the quote from Terminal Exchange Systems for 56 new desktop computers and monitors, including installation in the sum of \$65,016.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

Z. DHCD – PUBLIC HOUSING NOTICE 2019-4

A notice from DHCD dated March 1, 2019 (Public Housing Notice 2019-4) was studied by the Board. The Executive Director recommended adopting the revised income limits as specified in the memorandum.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize MHA to adopt income limits by family size for state-aided public housing in accordance with DHCD's Notice 2019-4, effective March 1, 2019.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **MALDEN CHAMBER OF COMMERCE**

The Board discussed the upcoming Malden Chamber of Commerce Breakfast on March 26, 2019 at the Residences at Rivers Edge.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the Commissioners and other MHA pertinent MHA staff to attend this breakfast at MHA cost.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

B. **PUBLIC HOUSING AUTHORITY DIRECTORS ASSOCIATION ("PHADA") - CONFERENCE**

A flyer from PHADA regarding the upcoming 2019 Annual Convention and Exhibition Conference to be held in Ft. Lauderdale, Florida was perused by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize attendance by Commissioners and staff for the PHADA Conference in Ft. Lauderdale, Florida with all allowable costs and expenses to be paid by MHA.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

C. NAHRO – MASSACHUSETTS CHAPTER

The Board examined a flyer from NAHRO – Massachusetts Chapter for its 2019 Annual Conference and Exhibition to be held in North Falmouth.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize attendance by Commissioners and staff at the NAHRO 2019 Annual Conference in North Falmouth with all eligible costs and expenses to be paid by MHA.

Ayes: Frank M. Molis, Mark A. Lawhorne, Francis C. Boudrow and George N. Bayers

Nays: None

D. MALDEN ROTARY CLUB CHARITABLE FOUNDATION ROAD RACE

A request from the Malden Rotary Club for a donation to the Annual Charitable Foundation Road Race to be held on March 10, 2019 was discussed by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was

VOTED: To approve and authorize a donation of \$250 to the Annual Charitable Foundation Road Race sponsored by the Malden Rotary from the COCC.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Abstain: Mark A. Lawhorne

Nays: None

ADDITIONAL CORRESPONDENCE

- Notice of Public Hearing PHA Plan – June 11, 2020
- Appeal of Federal Emergency Management Agency – recoupment

7. OPEN DISCUSSION

None

ADJOURNMENT


After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Francis C. Boudrow

Nays: None

Adjourned at 6:05 PM


George N. Bayers, Secretary