

MINUTES OF A REGULAR MEETING  
- OPEN SESSION -  
OF THE SPRINGFIELD HOUSING AUTHORITY  
HELD ON JANUARY 17<sup>th</sup>, 2023

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts and with Zoom video conference option for public access at 4:00 PM on January 17<sup>th</sup>, 2023.

A copy of the Notice of Meeting, pursuant to Section 23B of Chapter 39 of the Massachusetts General Laws, as amended, with the Certificate as to Service of the Notice, was ordered spread upon the minutes of the meeting and filed for records.

NOTICE OF MEETING

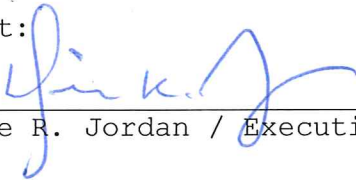
Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:00 PM on Tuesday, January 17<sup>th</sup>, 2023 via Zoom video conference call for public access and at the Conference Room of the Springfield Housing Authority at 60 Congress St., Springfield, Massachusetts.

SPRINGFIELD HOUSING AUTHORITY  
/s/Denise R. Jordan, Executive Director  
January 12<sup>th</sup>, 2023

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, Denise R. Jordan, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on January 12<sup>th</sup>, 2023, I filed in the manner provided by Section 23B, Chapter 39 of the Massachusetts General Laws, as amended, with the Clerk of the City of Springfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

Attest:



Denise R. Jordan / Executive Director/Secretary to the Board

Chairman Labonte called the meeting to order at 4:03 PM, and those present upon roll call were as follows:

PRESENT

Thomas Labonte  
Willie Thomas (joined at 4:04 pm)  
Angela Robles  
Raymond Warren  
Jessica Quinones

ALSO PRESENT

Fidan Gousseynoff  
Austin Harris  
John Healy  
Denise Jordan

ABSENT

C.1

Nicole Kane

The Board reviewed the Minutes of December 20<sup>th</sup>, 2022. With no questions or comments and upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, following a board roll call (Commissioner Thomas absent at the time of voting), it was unanimously

VOTED: to approve the Minutes of December 20<sup>th</sup>, 2022.

Commissioner Thomas entered the Conference Room at 4:04 pm.

Chairman Labonte commenced the Board Meeting with Agenda Item E.1. The HR Director Fidan Gousseynoff provided information about the suggested change and explained that approving the new language of the Bereavement Policy would establish uniformed guidelines on the bereavement leave matter for both Union and non-Union employees.

Upon a motion made by Commissioner Quinonez, seconded by Commissioner Robles, it was unanimously and following a board roll call

VOTED: adopt Resolution # 9770 to approve the revision of Chapter VI - B of the SHA Employee Handbook to increase excused absence from 3 days to 5 days in the event of death of an employee's parent or stepchild.

The Board proceeded to the next item on the agenda presented by Deputy Executive Director Healy who shared pictures of the completed site improvement project at Pendleton Apartments, a 19-unit housing complex with a big square parking lot. John Healy reminded that the Contract was awarded in November and included replacing sidewalks, resurfacing parking lot, and regrading. He informed the Board that the project is almost completed except for a few items that will be done when it gets warmer to prevent concrete getting cracked. Installing signage, loaming and sides cleaning will be done soon. In response to Commissioner Warren's question, Mr. Healy said that the total cost of the project was \$101,000. In response to Commissioner Thomas's question, Mr. Healy confirmed that the project was a part of the SHA Capital Plan.

Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously and following a board roll call

VOTED: to accept the Certificate of Substantial Completion from NC Incorporated AMN, hereby accepting the Pendleton Site Improvements project as substantially completed.

The Board proceeded to reviewing item E3 presented by John Healy. He explained that after the pandemic, it has been harder to purchase a new vehicle, so it was decided to proceed with getting two certified used vehicles from Marcotte, one of the 4 state contractors. Mr. Healy reminded that the SHA used Marcotte to purchase other vehicles, including a packer. The two Ford Transits the SHA is purchasing for the new electrician and for the Warehouse are in a pretty good shape with the exception of a few scratches. The vehicles were used by a security company and most of the miles on them (54000 and 60000) are highway miles. Mr. Healy explained

that the vehicles that the SHA is trading in have a lot of wear, including a cracked manifold and it takes a lot of time and effort for the employee working at the SHA garage to fix them. Upon a motion made by Commissioner Warren, seconded by Commissioner Quinonez, it was unanimously

VOTED: to award a purchase order to Marcotte Ford of 1025 Main Street Holyoke, MA to purchase a 2016 Ford Transit and a 2019 Ford Transit in the amount of seventy-one thousand nine hundred ninety dollars (\$71,990.00).

Executive Director Denise Jordan started her report by informing the Board about the ongoing efforts to address staffing needs; about SHA's participation at the Regional Chamber of Commerce's Rise and Shine Breakfast and about meeting with a community service organization to discuss a potential partnership, working with children and families at Reed Village. Ms. Jordan also reported that the Elevator Project at Riverview will commence on January 23, 2023.

Chairman Labonte proceeded to Agenda Item H.1-1 - the AP Reports for December 2022. In response to Commissioner Warren's question, the Interim Finance Director Austin Harris provided information about two payments to Yardi for operations and for technical support.

There being no further business to come before the members of the Springfield Housing Authority Board, upon a motion made by Commissioner Thomas, seconded by Commissioner Quinonez, and following a board roll call, it was unanimously

VOTED: to adjourn the Open Session of the Regular Meeting of the Springfield Housing Authority at 4:19 PM.

ATTEST

  
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Thomas Labonte, Chairman

  
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Denise R. Jordan, Executive Director

