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TOWN OF BURLINGTON

Meeting Minutes

Email minutes to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date.

DEPT./BOARD: Burlington Housing Authority

DATE: April 13, 2023

TIME: 9:00 am

PLACE: Tower Hill Apartments Community Room, 15 Birchcrest Street, Burlington.

MEMBERS IN ATTENDANCE:

Albert Fay-Chairman
Dick Howard- Vice Chairman
Steven Wasserman- Board Member
Maryann Bieren-Tenant Board Member

MEMBERS ABSENT:

Brian Curtin-Treasurer

Agenda

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on March 9, 2023:**
Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held March 9, 2023. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$49,017.80 and Payroll Journal in the amount of \$27,525.50 for the period of March 1, 2023-March 31, 2023:** Upon motion by Dick Howard and duly seconded by Maryann Bieren it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
- 5. Approval of the new utility allowance schedule for the Section 8 program effective May 1, 2023:** Upon motion by Dick Howard and duly seconded by Steven Wasserman it was voted to approve the new Section 8 utility allowance effective May 1, 2023. All present voted in favor, none opposed.





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6. Approval of the new Department of Labor rates effective April 1, 2023: Upon motion by Dick Howard and duly seconded by Maryann Bieren it was voted to approve the new Department of Labor rates. All present voted in favor, none opposed.

7. Approval of the Execution of the Wage Match Acknowledgement regarding Confidentiality of Information and Department of Revenue Disclosure and Security Training for Safeguarding Information: Upon motion by Dick Howard and duly seconded by Steven Wasserman it was voted to approve the warrant the Executive of the Wage Match Acknowledgement. All present voted in favor, none opposed.

8. Approval of the proposal for Executive Director Search for Burlington Housing Authority from Patricia Ann Grace: Upon motion by Dick Howard and duly seconded by Steven Wasserman it was voted to approve the proposal from Patricia Ann Grace. All present voted in favor, none opposed.

9. Executive Director Report:

- We still have plenty of at home covid tests available in anyone needs them, they now expire as of August 6, 2023
- We have been awarded the resident service coordinator position in conjunction with Winchester Housing Authority.
- All but 2 vacant units are ready for occupancy and the other 2 should be ready in the next two weeks.
- The unit on south Bedford will be shown next week to our prospective tenant.
- Still waiting on an update from Mike but as of now his return date is May 1
- Our Federal and AUP will be conducted on the week of May 22

10. Report of the Tenant Associations:

Tower Hill: Pat Stanford was there to represent the Association, she stated that they had a tenant association meeting on April 12, 2023 and the next tenant meeting will be held in June. She also stated that they will be holding a Kentucky Derby party as well as a Memorial Day cookout.

Birchcrest Arms: No representative was present.





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11. New Business: Dick Howard recommended that a committee be assigned for the ED search. Dick Howard and Maryann Bieren were then assigned to the committee by the Board Chairman, Albert Fay.

12. Adjourn the meeting: Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to adjourn the meeting. All present voted in favor, none opposed.

