Rev. 1-Meeting date changed from August 28, 2025

BERLIN HOUSING AUTHORITY
For Lancaster Housing Authority
Agenda for meeting of August 27, 2025, 8:30am
Lancaster Town Hall-Upstairs from Hall

1. **ROLL CALL**

2. **APPROVAL OF MINUTES-**No approval required-Informational sessions only
   - *Informational Session Only March 27th, 2025 – Discussion of content from prior session. Board did not have quorum present
   - **Informational Session Only January 20th, 2025- Discussion of content from prior session. Board did not have a quorum present
   - ***Informational Session Only September 5th, 2024 – Board did not have a quorum present
   - No historic minutes or agendas for LHA are on file from Feb. 2020 until new Executive Director of BHA arrives and schedules the 9/5/2024 meeting.

3. **COMMUNICATIONS-Executive Director**
   - Reminder regarding the free training for board members through HUD Exchange
   - Administrative Plan – HOTMA updates/certain aspects are still pending via HUD
   - Rent Reasonable and Utility Allowance Study Performed for Berlin, Lancaster, and Northumberland areas
   - Caryn Whitney- resignation as member of LHA February 2025-Term expires March 31, 2026

4. **INTRODUCTION OF NEW BOARD MEMBER**
   - Please welcome Rob Christie, he has replaced Caryn Whitney's term

5. **REPORTS-EXECUTIVE DIRECTOR**
   - Housing Voucher Utilization Report 2024
   - Housing Voucher Utilization Report MTD 2025
   - Financial Report
     - Motion to Approve Financial Report

6. **UNFINISHED BUSINESS-Need Motions to Approve Resolutions**
   - LHA Bylaws- members to review and if applicable propose changes
   - Resolution 2024-01-Authorization to Approve LHA/BHA Management Contract
   - Resolution 2024-02-Authorization to update HCV Bank Account authorized signers with current LHA members serving more than a one (1) year term at Passumpsic Bank
     - Need 2 signers on plain white paper for LHA HAP (Housing Assistance Payment) checks-Optical Signatures, doing away with rubber stamp

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7. NEW BUSINESS

8. ADJOURNMENT

- Motion to adjourn

The mission of Berlin, Lancaster, and Northumberland Housing Authorities is
to promote adequate and affordable housing, economic opportunity and a suitable living environment
free from discrimination.