

**MINUTES OF THE REGULAR MEETING
OF THE BEVERLY HOUSING AUTHORITY, CITY OF BEVERLY
HELD ON OCTOBER 16, 2025
IN THE BEVERLY HOUSING AUTHORITY OFFICE CONFERENCE
ROOM
6:00PM**

The Pledge of Allegiance and the Sunshine Law was recited.

Denise Napper was sworn in as Commissioner of the Beverly Housing Authority

Upon roll call, the following Commissioners were present:

Present at meeting were: John Haaf, Cynthia Miller, Hal Robertson,
Sarah Richards, Denise Napper

MINUTES:

Minutes from the July 17, 2025 meeting were reviewed

Discussion followed

Motion to accept minutes, made by: Mr. H. Robertson
Seconded by: Ms. S. Richards

Upon roll call 4 Ayes 0 Nays 0 Abstains

FINANCE: Ratify checks written for July, August, and September 2025.

Discussion followed

Bills to be ratified for the months of July 2025
Check #'s 14923-14949

Bills to be ratified for the month of August 2025
Check #'s 14950-14987

Bills to be ratified for the month of September 2025
Check #'s 14988-14987

Excluding Check # 14970

Questions-Statements

Questions Mrs. S. Richards

1. Regarding, duplicate checks

Answer: Office manager Arielle Levin-Morton explained that we started a new accounting program in July and the previous office manager had some difficulties when printing her first bundle of checks. Moving forward there will not be duplicates.

Discussion followed:

Motion made by: Mr. H. Robertson
Seconded by: Mrs. S. Richards

Upon roll call: 5 Ayes 0 Nays 0 Abstains

Check #14970

Discussion followed

Motion to accept minutes, made by: Ms. C. Miller

Seconded by: Mr. H. Roberston

Upon roll call: 4 Ayes 0 Nays 1 Abstains

UNFINISHED BUSINESS NONE

NEW BUSINESS: CONSENT TO CONSOLIDATE RESOLUTIONS 2025-9 – 2025-18

Questions-Statements

Question Mr. H. Robertson

1. Regarding the dollar amount of the contract not appearing on the Resolutions for the accountant, auditor, and attorney

Answer: Mr. Centinaro advised that moving forward we can include the dollar amount listed in the contract, on the resolution and the agenda. That sometimes we only have one professional apply for the open position so we do not have the option to choose between vendors.

Motion to approve RESOLUTION 2025-9 through 2025-18 made by: Mr.H. Robertson

Motion seconded by Ms. C. Miller

Upon roll call: 5 Ayes 0 Nays 0 Abstains

11. RESOLUTION 2025-19 ADOPT STATE BUDGET

Discussion followed

Motion to approve RESOLUTION 2025-19 made by: Ms. S. Richards

Motion seconded by Mr. H. Robertson

Upon roll call: 5 Ayes 0 Nays 0 Abstains

**12. RESOLUTION 2025-20 DESIGNATION OF THE
NEWSPAPER- BEVERLY BEE**

Discussion followed

Motion to approve RESOLUTION 2025-20 made by: Ms. C. Miller

Motion seconded by Mr. H. Robertson

Upon roll call: 4 Ayes 0 Nays 1 Abstains

13. RESOLUTION 2025-21 UTILITY ALLOWANCE SCHEDULE

Questions-Statements

Questions Mr. J. Haaf

1. Asked if the utility credit is applied monthly and deducted after the 30% of household income is calculated. He also asked if this was applied to everyone based on the size of the unit.

Answer: Office Manager Arielle Levin-Morton replied that yes, it is monthly & applied after the rent of 30% of the household income is calculated. This credit is applied to all tenants except for the flat rent tenants.

Discussion followed

Motion to approve RESOLUTION 2025-21 made by: Mr. H. Robertson
Motion seconded by Ms. S. Richards

Upon roll call: 5 Ayes 0 Nays 0 Abstains

14. BEVERLY BEE FUNDING- TENANT INITIAVE

Dollar amount is to be determined

Discussion followed

Motion to approve made by: Mr. H. Robertson
Motion seconded by Ms. S. Richards

Upon roll call: 4 Ayes 0 Nays 1 Abstains

15. BEVERLY BEE- DONATION FOR DISTRIBUTION

To approve a contribution amount of \$765.00.

Discussion followed

Motion to approve made by: Ms. C. Miller
Motion seconded by Ms. S. Richards

Upon roll call: 4 Ayes 0 Nays 1 Abstains

FINANCIAL STATEMENTS:

No statements were presented at this meeting

TENANT AND PUBLIC COMMENT:

Tiffany Brinson of 127 Delacove Homes appeared at the meeting to request that the board review the decision made by Mr. Centinaro, to terminate Ms. Brinsons lease for threatening office staff.

The board requested documentation in writing and said they would follow up with her in writing on next steps.

TENANTS ACCOUNTS RECEIVABLE:

Executive Session RESOLUTION 2025-22 6:30 PM

Discussion followed regarding tenant matters

Accept and file the tenants accounts report

7:00PM

Motion to come out of executive session:

Made by: Mrs. S. Richards

Seconded by: Mr. H. Robertson

COMMISSIONERS COMMENTS:

Discussion followed

DIRECTORS REPORT:

Motion to adjourn meeting:

Made by: Mrs. S. Richards

Seconded by: Mr. H. Robertson

Meeting adjourned at 7:00 pm

Minutes submitted by:



Gary J Centinaro

Date: