

**Burlington Housing Authority  
Annual Meeting Minutes  
February 28, 2023**

**1. Call to Order of Annual Meeting**

The Annual Meeting of the Board of Commissioners was called to order at 9:02a.m. on February 28, 2023 via hybrid format by Board Chair Mike Knauer with the following present: Commissioners Cheryl Fatnassi, Jane Knodell, and Bill Schrecker. Also in attendance were Executive Director Steven Murray, Chief Financial Officer Nicholas Hibbard, Director of Rental Assistance Stephanie Bixby, Director of Asset Management Jeffrey Metcalf, Director of Human Resources Melissa Farnham, Director of Housing Retention Crystal Jones, Director of Building Operations Lisa McGonagle, Director of Property Management Susan Carp, and Senior Staff Accountant Eric DeBlasio.

**2. Changes to Agenda**

Introductions of commissioners and staff were made. There were no changes to the agenda.

**3. Minutes from March 29 2022 Annual Meeting**

Cheryl Fatnassi made a motion to approve the minutes, as presented. The motion was seconded by Mike Knauer. There was unanimous approval of the motion.

**4. Forum: Residents of BHA Properties/General Public**

None in attendance.

**5. Election of Officers**

Cheryl Fatnassi nominated Mike Knauer for Board Chair. Jane Knodell seconded the nomination. There being no other nominees, nominations were closed. Cheryl Fatnassi made a motion to approve the nomination. Jane Knodell seconded the motion that was unanimously approved.

Mike Knauer nominated Cheryl Fatnassi for Board Vice-Chair. Bill Schrecker seconded the nomination. There being no other nominees, nominations were closed. Bill Schrecker made a motion to approve the nomination. Jane Knodell seconded the motion that was unanimously approved.

At 9:15a.m., Cheryl Fatnassi made a motion to recess the meeting. Mike Knauer seconded the motion. There was unanimous approval.

## 6. Other Business

The meeting was reconvened at 9:35a.m.

At 9:35a.m., Cheryl Fatnassi made a motion to adjourn the meeting. Bill Schrecker seconded the motion. There was unanimous approval.

DocuSigned by:

*Steven Murray*

Secretary