

**HOUSING AUTHORITY
TOWN OF MONTVILLE
MINUTES OF MEETING MAY 21, 2019
5:00 PM INDEPENDENCE VILLAGE UNCASVILLE**

1. CALL TO ORDER- Chairmen called the meeting to order at 5:00 PM on May 21, 2019.

2. ROLL CALL- Commissioners Sullivan, Brower, Szarzynski, DiGioia- Evrett, and Davis were all in attendance. And multiple members of Independence Village.

3. REMARKS FROM TENANTS:

- Tenant noted fecal matter in laundry room was found and not addressed for hours after calling on call. Response -Resident has been addressed and a policy will be created to address further issues.
- Tenant noted two adult children appear to be living in their mothers' home. Response- MHA is addressing the matter. If safety is at risk call police department for them to address.
- Tenant questioned if MHA is a HUD property and what kind of screening is happening. Response- No we are not a HUD property we are state affordable Housing for Elderly & Disabled Housing. We also background check each possible tenant before signing a lease.
- Tenant notes he/ she has called police for questionable drug sale and he/ she feels police don't take them seriously. Response- MHA will contact Montville Police department to set up a meeting with residents at both properties to address concerns.
- Inappropriate pop up's popping up on Community computer-Response- MHA administrator will look at computers and swipe the systems again.
- Tenant notes outside doors to laundry room stay open at Independence community Center- Response- Commissioners will discuss at next meeting putting doors on a timer.

4. REMARKS FROM PUBLIC: None

5. APPROVAL OF MINUTES: Commissioner Brower motioned and seconded by Commissioner Szarzynski to approve April 2019 minutes.

6. APPROVAL OF PAYMENT OF BILLS

PAID IN APRIL

R. Spiess	\$269.99	Maintenance
Atlantic Broadband	\$530.45	Telephone charges
Millenium Water	\$963.00	Water monitoring charges

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Hoyt, Flippetti & Malaghan	\$7,000.00	2017-2018 Audit
Curries Plumbing	\$2,490.00	Water heaters installed 56 and 75
P. Spiess	\$98.74	Cleaning 56
Comptroller, ST of CT	\$438.93	MERFund for March
Treasurer, Tn of Mntvle	\$1,934.91	Health insurance April
Bathfitter	\$5,551.18	Shower replacement #20
Eversource	\$1,103.14	Electrical charges March
US Treasury	\$5.18	Federal withholding underpayment
R. Spiess	\$204.11	Maintenance
P. Spiess	\$49.41	Cleaning 56

PAID IN MAY

M. Cahoon	\$2,509.00	Salary
Staples	\$300.61	Ink, cleaning supplies, paper products
Montville Hardware	\$310.52	Painting supplies, keys, plumbing
Atlantic Broadband	\$2,060.00	Cable
Eversource	\$910.99	Electric charges April
Home Depot	\$264.54	Shades, soffits, trim
Sterling Superior Services	\$394.80	Trash removal
Integrated Security Solutions	\$525.00	Bad wiring IV alarm system
R. Spiess	\$286.46	Maintenance
P. Spiess	\$117.52	Cleaning 53
Crystal Rock LLC	\$799.66	Water Delivery FV
Ron & Sons LLC	\$900.00	Lawn care FV IV
R. Spiess	\$319.40	Maintenance
P. Spiess	\$142.23	Cleaning 56 and 53

7. CORRESPONDENCE

5/3	MHA to Tenant 18	Tenant issue
5/7	MHA to Atlantic Broadband	Statement that cable box belongs to Authority
5/7	MHA to Tenant 1	Tenant issue
5/7	MHA to tenant 19	Tenant issue
5/15	St of CT to MHA	Dividend reinvestment of \$762.93

8. REPORTS

A. ACCOUNT BALANCES: Checking Account balance \$33,674.49.
STIF balance \$380,472.28.

B. OCCUPANCY: Units 4, 8, 53, 61, 65 and 73 are open.

C. TENANT PROBLEMS: none

9. OLD BUSINESS

10. NEW BUSINESS

A. 2017-2018 AUDIT- Approved and accepted- All in favor

B. NEW BADGES

C. RESOLUTIONS

1. Resolution 001-2019- For the approval of check signing policy

Motion- Patty DiGiola- Evrett

2nd-John Szarzynski

2. Resolution 002-2019- For the approval of updates to the housing authority by-laws

Motion-Mike Brower

2nd-Sierra Davis

3. Resolution 003-2019- For the approval of communications policy

Motion- Patty DiGiola- Evrett

2nd- Mike Brower

4. Resolution 004-2019- For the approval of the procurement policy

Motion-Sierra Davis

2nd- John Szarzynski

5. Resolution 005-2019- For the approval of dress code

Motion- Patty DiGiola- Evrett

2nd- Mike Brower

6. Resolution 006-2019- For the approval of pest control policy

Motion-Sierra Davis

2nd- Mike Brower

8. Resolution 008-2019- For the approval of the workplace injury Policy

Motion- Sierra Davis

2nd-Mike Brower

9. Resolution 009-2019- For the approval of a removing personal belongings from a deceased tenants unit policy

Motion-Sierra Davis

2nd- Mike Brower

10. 010-2019- For the approval of the pet policy

Motion- Sierra Davis

2nd- Patty DiGiola- Evrett

11. 011-2019- For the approval of the internal controls policy

Motion- Mike Brower

2nd- Sierra Davis

12. 012-2019- For the approval of a bank reconciliation policy

Motion-Sierra Davis

2nd- Mike Brower

13. 013-2019- For the approval of the master key program

Motion-Mike Brower

2nd- John Szarzynski

14. 014-2019- For the approval of the criminal trespass policy

Motion-Mike Brower

2nd- Sierra Davis

15. 015-2019- For the approval of the updates to the housing authority application

Motion-Sierra Davis

2nd- Mike Brower

16. 016-2019- For the approval of an employment application

Motion-Mike Brower

2nd- Sierra Davis

17. 017-2019- For the approval of updates to the personnel policy

Motion-Sierra Davis

2nd- Mike Brower

11. REMARKS FROM PUBLIC: none

12. REMARKS FROM COMMISSIONERS: MHA will create a policy for residents to report injury's to MHA. MHA will look at adding to lease, someone outside of MHA needs to check tenants apartments when tenant is away for an extended amount of time Commissioner Sullivan would give a sincere thank you to Patty DiGiola-Evrett and Sierra Davis for all the hard work that have done getting paper work in order it is a second job that is unpaid and has been a big help t MHA.

13. ADJOURN- Meeting adorned at 6:35pm