

**HOUSING AUTHORITY OF THE TOWN OF MONTVILLE
MINUTES FOR THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS**

**INDEPENDENCE VILLAGE
Community Room
41 Milefski Drive
Uncasville, CT 06382**

October 15, 2019 5:00 PM

1 Call to Order: Meeting was called to order by Chairperson Sullivan at 5:05 PM.

2 Roll Call: Chairperson Sullivan, Commissioner Brower, Commissioner Szarzynski, Commissioner Digioia-Evrett. Absent: Commissioner Davis

3 Citizen's Comments: None

4 Commissioner's Report/Response to Citizen's Comments: None

5 Approval of September 17, 2019 Regular Meeting Minutes

- Motion made by Commissioner Digioia-Evrett to accept minutes
- Seconded by Commissioner Brower
- Approved 4-0 Absent: Commissioner Davis

Approval of September 17, 2019 Annual Meeting Minutes

- Motion made by Commissioner DiGioia-Evrett to accept minutes
- Seconded by Commissioner Brower
- Approved 3-0 Commissioner Szarzynski abstained (not present at that meeting)
Absent: Commissioner Davis

6 Attorney Report: None

7 Chairperson Report: Chairperson Sullivan wanted to once again thank Commissioners Brower and Digioia-Evrett for their continued hard work in re-organizing and getting the Authority back on track and also thanks to their spouses as well.

8 Housing Authority Administrator's Report:

- **Unaudited Financial Report** – Discussed bills that were paid and deposits that were made. No questions.
- **Vacancy Report** – Board was updated on the vacancies (1 at FV recently vacated, and 1 at IV and one to be leased on November 1 at IV)

- **Waiting List** – Short waiting list at this time
- **Maintenance Report** - Commissioner Brower updated the Board on the progress maintenance has made. Scraped and repainted the doors at IV, painted the doors in IV community room, will be doing FV doors as well. Winterizing the properties, updated the board on the generator and renumbering the parking spaces and no parking zones. The Board was updated on the recent Fire Marshall/Housekeeping inspections.

9. Old Business:

- **Resolution 021-2019 – For the Approval of Additional Charges**
- Motion made by Commissioner Szarzynski to accept the Additional Charges
- Seconded by Commissioner Brower
- Approved 4-0 Absent Commissioner Davis
- **Resolution 022-2019- For the Approval of Authorizing the Chairperson to enter into Contract with B&W Landscaping**
- Motion made to approve Resolution 022-2019 made by Commissioner Digioia-Evrett
- Seconded by Commissioner Szarzynski
- Approved 4-0 Absent Commissioner Davis
- **Resolution 023-2019 – For the Approval of the Annual Budget for the year 2020**
- Motion made by Commissioner Szarynski to accept the Annual Budget 2020
- Seconded by Commissioner Brower
- Approved 3-0 Commissioner Digioia-Evrett abstained. Absent Commissioner Davis
- **Anniversary Party** – Board updated on the 40th Anniversary Party scheduled for October 27, 2019 at IV
- **Parking Permits** – Notice will be sent out and permits will be distributed.
- **Domain Name**
- **Xerox Machine** – Board agreed to utilize CBS and update the copy machines at both properties
- **Citizen’s Bank** – Board agreed to switch banks and apply for credit.

10. New Business:

- **Fire Marshall Concerns re: Parking at IV** – No parking areas were repainted.
- **Need for O2 policy and Form** – Notice to be sent that residents who have O2 cannot smoke in their home.

11. Executive Session:

- Motion made by Commissioner Digioia-Evrett to enter into Executive Session
- Seconded by Commissioner Brower
- Approved 4-0 Absent Commissioner Davis
- Entered into Executive Session at 6:05 pm
- Executive session ended at 6:45 pm
- No votes were taken

- **Tenant Issues**
- **Employee Discussion**
- **Applicant Issues**

12. Adjournment:

- Motion to adjourn made by Commissioner Digioia-Evrett
- Seconded by Commissioner Brower
- Approved 4-0 Commissioner Davis Absent
- Meeting adjourned at 6:46 pm