

**HOUSING AUTHORITY  
TOWN OF MONTVILLE  
MINUTES OF MEETING OCTOBER 18, 2022  
5 PM FREEDOM VILLAGE OAKDALE**

**1. CALL TO ORDER-** Meeting called to order by Vice Chairperson DeeAnn Morton at 5:08pm

**2. ROLL CALL-** Commissioners Szarzynski, Morton and Matteson present. Commissioners Jaskiewicz and Sherbanee absent

**3. REMARKS FROM TENANTS-**Tenant Happy with move from unit 65 to 80. Unit 70 tenant stated someone must have been in the unit when unoccupied because a nebulizer and prescription were found outside the unit when the tenant arrived home. The commissioners will have Housing Authority Administrator check the security camera recordings. Tenants would like trees cut back. Unit 60 Tenant stated smoke from people smoking near the unit is getting into the unit. The Housing Authority Administrator will address the issues with the nearby tenants. Apple tree near unit 60 needs trimming. Housing Authority Administrator will address the issue.

**4. REMARKS FROM PUBLIC-** None

**5. APPROVAL OF MINUTES-** Minutes of 08/16/2022,09/06/2022 and 09/20/2022 were approved.

**6. APPROVAL OF PAYMENT OF BILLS-** Tabled until November meeting

**7. CORRESPONDENCE-** Housing Authority Administrator Fee Accountant Firm and they are not taking new clients. Search for a fee accountant will continue.

**8. REPORTS**

**A. ACCOUNT BALANCES:**

- 1.Citizens Bank account balance \$304213.33. \$290,672.15 STIF account money is included
- 2.Dime Bank account balance \$3755.00
- 3.Money owed from tenants \$6030.41. Some tenants on payment plan. One unpaid KAPA fee that the tenant has not contacted Housing Authority Administrator about paying even though the tenant was notified that they owed the fee. Housing Administrator will contact Lawyer about a possible second violation notice

**B. OCCUPANCY:** Units 5 and 65 are still being worked. All other units occupied

**9. OLD BUSINESS-** New Smart TVs are installed and working. Housing Authority Administrator will contact Montville Senior Center to ask if they were willing to donate their old Bingo Machine to the Montville Housing Authority. Auditors would like to meet the week of 09/28/2022 to discuss their findings.

**10. NEW BUSINESS-**

A. Tenants still signing money orders and checks inappropriately even though a flyer was sent out explaining what not to do. If it continues and checks are returned from bank a fee might have to be imposed.

B. Quotes for Shower/Bath installations were received from Bath Fitter and Bath Liner companies. Motion made by Commissioner Morton and seconded by Commissioner Matteson to have the Housing Authority Administrator proceed with contracting with Bath Fitter to install 20 new ADA compliant Shower/Bath units. The money will come from the STIF account transfer funds. Future unit installs will be handled as necessary until all units are ADA compliant

C. Tenant Flyer went out that stated the Maintenance Request Form should only be used exclusively for maintenance requests. The paperwork has been used to ask various questions that were non maintenance related.

**11. REMARKS FROM PUBLIC- None**

**12. REMARKS FROM COMMISSIONERS- None**

**13. ADJOURN-** Motion by Commissioner Szarzynski and seconded by Commissioner Morton  
@ 6:07pm