

MONTVILLE HOUSING AUTHORITY AGENDA

July 16, 2024 5:00PM

Freedom Village

81 Liberty Road Oakdale, CT 06370

1. CALL TO ORDER - Meeting called to order at 5:00pm

2. ROLL CALL - Angela Sherbanne Absent, DeeAnn Morton Present, John Szarzynski Present, Kathie Doherty-Peck Present, Deborah Suarez Absent

3. REMARKS FROM TENANTS (3 Minutes) - Tenant remarked that handles are required for the front door and shower door. The Housing Administrator(HA) will make sure maintenance is made aware. Concerns were brought forth in regards to a tenant at Independence having difficulty climbing the access path to his apartment. HA is aware that the individual had some recent medical issues and the HA will make sure the tenant is aware of the help that is available.

4. REMARKS FROM PUBLIC (3 Minutes) - None

5. APPROVAL OF MINUTES - Motion to approve June 2024 Minutes by Comm. Szarzynski. Motion seconded by Comm. Doherty-Peck. Motion passed 3 out of 3 in favor of the motion.

6. APPROVAL OF PAYMENT OF BILLS - Motion to approve payment of June bills by Comm. Morton. Motion Seconded by Comm. Szarzynski. Motion passed 3 out of 3 in favor of the motion.

7. CORRESPONDENCE -

- a. Insurance correspondence in regard to vehicle accident at Freedom Village. Vehicle collided with the porch structure of Unit 59. Insurance adjuster will assess the damage on July 17th. Requests for bids to fix the damage will be acquired after the damage assessment.**
- b. Town Police correspondence in regard to a physical incident involving two tenants at Freedom Village. No official police report was written after the investigation since the tenants didn't want to press charges and seemed to have resolved the issue. HA will place documentation of the incident into the tenant's files.**

8. REPORTS

a. ACCOUNT BALANCES

- 1. Citizens Bank - \$159,789.54. Pay Positive Service added to account because MHA is a municipality that must have this service. The charge is \$120.00 per month.**
- 2. STIF Account - No report. Elderly Housing Management (EHM) needs access to the account.**
- 3. Money owed from Tenants - 1 outstanding rent payments. Tenant noticed on July 11th in regards to the late fee.**
- 5. PILOT - EHM still working on audits that will determine how much is owed.**
- b. OCCUPANCY - Units 5 and 15 are open. Unit 66 is being worked on to make it ready for occupancy.**

9. OLD BUSINESS

a. Wi-fi upgrade - IT guys connected the antenna to the office at Independence and everything is working. Freedom Village needs to have the Wi-fi system evaluated.

b. SSHIP funding -

1. Architects contract ready for signature. Formal resolution to accept the contract will be recorded at a special meeting.

2. Motion to ratify Comm. Sherbanee and Szarzynski as the selection committee by Comm. Morton. Motion seconded by Comm. Doherty-Peck. Motion passed 3 out of 3 in favor of the motion.

3. Motion that going forward the entire board of commissioners serve as the selection committee for all Housing Authority business by Comm. Morton. Motion seconded by Comm. Doherty-Peck. Motion passed 3 out of 3 in favor.

c. By-Law updates -

1. EHM to request a fee proposal from Attorney Wrona to have his firm update the MHA bylaws

2. Motion to update bylaws tabled until September meeting by Comm. Morton. Motion seconded by Comm. Szarzynski. Motion passed 3 out of 3 in favor

d. Audits - EHM to make recommendation for auditor firm by August

e. Elderly Housing Management (EHM) Team

1. Selection of audit firm to complete FY21 and FY22 audits. EHM will forward more information on audit firms experience and employee qualifications before final selection of an audit firm.

2. Procurement documentation related to the upcoming capital project at Independence. All documentation has been forwarded to the commissioners via email.

f. R&W work at Freedom Village- EHM contacted R&W and assured them the MHA would still be using them as the primary contact for HVAC maintenance.

g. Pet policy and plant policy enforcement-

1. Notice to cure will be given to violators of pet policy.

2. Plant policy is now being followed. HA to look into the possibility of having a community garden(s).

h. Water Samples at Freedom. Maintenance people took state water samples. There were 2 violations. HA will make sure that flushing of the system will be utilized again.

i. After hours answering service will get a practice run this week.

j. Locks for offices at Independence and Freedom Village have been changed

10. NEW BUSINESS - HA to check into grants for hooking into city water.

11. REMARKS FROM TENANTS (3 Minutes) - None

12. REMARKS FROM PUBLIC (3 Minutes) - None

13. REMARKS FROM COMMISSIONERS - Comm. Doherty-Peck stated that the two maintenance employees remain under the MHA control and not become employees of EHM. EHM stated that they could remain under our employment but EHM would be providing them a package deal for them to look at should they want to consider becoming EHM employees.

14. ADJOURN- Motion to adjourn by Comm. Morton. Motion seconded by Comm. Szarzynski. Motion passed 3 out of 3 in favor at 7:04pm.