
MONTVILLE HOUSING AUTHORITY
SPECIAL MEETING MINUTES
Hybrid E-Meeting | March 25, 2025 | 5:00 p.m.
Freedom Village Community Center
81 Liberty Road, CT 06370

1. CALL TO ORDER

Meeting called to order by Chair Doherty-Peck at 5:08 p.m., followed by The Pledge of Allegiance

2. ROLL CALL

Present: Commissioners Doherty-Peck, Sherbanee, Szarzynski, and Suarez

Absent: Commissioner Morton

3. REMARKS FROM TENANTS

Four tenants present operations issues from maintenance to unavailability of Management.

4. REMARKS FROM PUBLIC

None.

5. APPROVAL OF MINUTES

Motion for approval of January and February 2025 minutes by Commissioner Sherbanee, seconded by Commissioner Suarez. **Vote:** Doherty-Peck_Approve; Sherbanee_Approve; Szarzynski_Approve; Suarez_Approve

Action: Vote 4-0_Motion Carried

6. APPROVAL OF PAYMENT OF BILLS

Motion for approval of January and February 2025 bills by Vice Chair Sherbanee, seconded by Commissioner Suarez. **Vote:** Doherty-Peck_Approve; Sherbanee_Approve; Szarzynski_Approve; Suarez_Approve

Action: Vote 4-0_Motion Carried

7. CORRESPONDENCE/COMMUNICATIONS

a. Correspondence for Information

Auditor

Commencement of the audit remains contingent upon receipt of pertinent MHA records in the possession of the former bookkeeping vendor.

b. Correspondence for Action

Nonpayment of Bookkeeping Services

Correspondence received from Bookkeeper Malloy referencing nonpayment for services rendered despite presenting an Invoice and numerous notifications to Management for nearly a year. A copy of the Invoice was received by the Commission and forwarded to Management for immediate payment.

8. MANAGEMENT/ADMINISTRATIVE REPORTS

Note: Written reports were received March 18, 2025 on meeting date

a. Cash Flow

Cash Balance \$185,55.13

Citizens Bank (Operating Account) February 2025 Bank Statement

February 2025 Income Statement

MHA has \$1692 outstanding for the month of January rent collection. Outstanding rent amounts for February and March unavailable prior to meeting.

b. Property/Maintenance/Physical Projects Status

Work Orders: There have been approximately 30 non-emergency work orders in one month.

c. Policy/Regulatory

Occupancy: Units 33 and 28 are vacant. Waiting List status not reported.

Recertification Status: 80% of resident recertification packets are complete, effective for April 1.

Safe drinking water status: Sequential testing in Unit 57 has been completed. EPA teams are reviewing the data to complete the Optimal Corrosion Control Treatment (OCCT) plan along with Laframboise that is overdue to the Department of Public Health/Drinking Water Section (DPH/DWS). Laframboise is waiting for guidance from Cadmus (an EPA contractor) on proceeding with additional sequential monitoring. Potential contractor Fuss O'Neill declined EHM's request for proposal on January 30, 2025. Subsequently, potential contractor Eagle Environmental Inc. declined EHM's request for proposal, as well.

Housing Inspections: Annual house inspections have been re-scheduled for late March. Notices will be delivered accordingly.

d. Additional/Oral Status Reports (Commission) | Regarding Items 8(a)(b)(c)

Plant Policy Update: Vice Chair Sherbanee is conducting a thorough review for updating the existing policy and remedying the pervading issues that arose between Tenants and Management.

Check Signatory Schedule: Vice Chair Sherbanee is preparing a schedule to ensure availability of two Commissioners for the purpose of signing MHA business checks to cover timely payment of legitimate bills.

Coyote Sightings: CT Department of Energy and Environmental Protection (DEEP) is to be informed of Tenant sightings of coyotes at Freedom Village. Tenants are to be made aware, as well.

9. STANDARD ORDER OF BUSINESS

a. Unfinished Business

Rent Stratification

Motion to Table by Commissioner Suarez, seconded by Commissioner Sherbanee. **Vote**: Doherty-Peck _Approve; Sherbanee _Approve; Szarzynski _Approve; Suarez _Approve

Action: Vote 4-0_Motion Carried

b. New Business

Standing Committees

SSHIP Oversight Committee: Commissioners Sherbanee and Szarzynski report that operations are functioning as intended.

Communications Oversight Committee: **Motion** to vote and approve vendor for establishing MHA website for a professional presentation to the public, including a dot-org domain for the site, Commission email address, individual professional email addresses, online rent payments, and newsletter. Mark Hunt of Right On Mark \$500; Tyler White of Syntracores \$459; and Kyle Harris of Pace on Studio \$500. The awardee is Syntra Cores Digital Marketing Agency/Tyler White. **Vote**: Doherty-Peck _Approve; Sherbanee _Approve; Szarzynski _Approve; Suarez _Approve

Action: Vote 4-0_Motion Carried

10. REMARKS FROM TENANTS - None

11. EXECUTIVE SESSION

Discussion of sensitive details pertaining to financial matters and legal strategy for pending claims.

12. ADJOURNMENT

Motion made to adjourn the meeting by Commissioner Sherbanee, seconded by Commissioner Suarez.

Vote: Doherty-Peck_Approve; Sherbanee_Approve; Szarzynski_Approve; Suarez_Approve

Action: Vote 4-0_Motion Carried. Meeting adjourned at 6:00 p.m.

Respectfully submitted by Deb Suarez, Secretary of MHA Commission

Attachment: Housing Inspection Flyer

Cc: Commission File