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**MONTVILLE HOUSING AUTHORITY**  
**REGULAR MEETING MINUTES**  
**April 15, 2025 | 5:00 p.m.**  
**Independence Village Community Center**  
**41 Milefski Drive, CT 06382**

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**1. CALL TO ORDER**

Meeting called to order by Chair Doherty-Peck at 5:00 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**

Tenant remarked dissatisfaction with leaf removal around units 11 and 12, and overall poor landscaping performance; motorists are disregarding the one-way sign on the compound; and poor visibility of unit address numbers, resulting in misdeliveries of mail packages.

**4. REMARKS FROM PUBLIC**

Mayor Bunnell addressed the Authority regarding revitalization of its Grievance Policy, thereby fostering a structured process for raising, investigating, and resolving tenant issues in a fair and timely manner; and addressed MHA Management/EHM regarding complaints from Tenants and their family members to the Office of the Mayor, regarding nonresponsive action to various inquiries. He gave deference to busy schedules and respect for delayed responses, but maintained that unresponsiveness to Tenant and public inquiries is unacceptable.

**5. APPROVAL OF MINUTES**

**Motion** for approval of March 2025 minutes by Commissioner Sherbanee, seconded by Commissioner Suarez. **Vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Szarzynski\_Approve; Suarez\_Approve

**Action:** Vote 4-0; All in Favor\_Motion Carried

**6. APPROVAL OF PAYMENT OF BILLS**

**Motion** for approval of March 2025 bills by Vice Chair Sherbanee, seconded by Commissioner Szarzynski. **Vote:** Doherty-Peck\_Approve; Sherbanee\_Approve; Szarzynski\_Approve; Suarez\_Approve

**Action:** Vote 4-0\_Motion Carried

**7. CORRESPONDENCE/COMMUNICATIONS**

**a. Correspondence for Information**

Bookkeeping arrearage in the amount of \$3,403 was received by vendor accountant and verified through oversight of the Commission via Commissioner Suarez

Commencement of the audit is verified through oversight of the Commission via Commissioner Suarez

**b. Correspondence for Action**

Online Public Inquires: Thirteen online housing inquiries received by the Commission and forwarded to Management during March 2025, including concerns for nonresponse to prior inquiries to Management

DPH/DWS dated April 10, 2025: The required Water Quality Parameter samples are overdue; and, submission of a Recommend Optimal Corrosion Control Treatment (OCCT) and a Recommend Source Water Treatment (SOWT) are due no later than June 30, 2025.

**8. MANAGEMENT/ADMINISTRATIVE REPORTS**

**a. Cash Flow**

Cash balance – \$178,354.74

Cash balance – \$178,354.74 Received April 9, 2025

Vendor Accounting Cash Payment/Receipt Summary for January 2025–\$41,917.80

Vendor Accounting Cash Payment/Receipt Summary for February 2025–\$24,932.62

Contested Rent Arrearages March 2025 – \$4305

**b. Property/Maintenance/Physical Projects Status**

Work Orders: 25 work orders with estimated time of completion (ETC) April 18

Landscaping: \$8,500 for January and February 2025 reports received April 10; Commission Overview (Chair Doherty-Peck): Management is to locate the contract for All Seasons Landscaping with the possibility of requesting proposals for future landscaping services

**c. Policy/Regulatory**

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

Recertification Status: No Elderly Housing Rent Calculation Sheets Tenants

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: Management conducted annual housing inspections in March, despite advisement that the Commission intended to review the policy with intent for the inspection to occur in April as is customary in conjunction with the local fire department; complaints occurred regarding the inconsistency in inspection procedure, i.e., some inspectors opened the doors to stoves, refrigerators, and closets, while others did not.

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

Management is utilizing MHA Maintenance staff to deliver administrative correspondences to Tenants, including sensitive, personal, and legal matters

**9. STANDARD ORDER OF BUSINESS**

**a. Unfinished Business**

Article V, Section 1 Amendments to the Bylaws: Final discussion of legal draft for Amendment to MHA Bylaws (Executive Session)

MHA Lease Agreement Addendum 13 Grievance Policy: Final discussion of legal draft for Amendment (Executive Session)

MHA Lease Agreement Addendum 8 Birdfeeders and Plant Policy: Commissioner Sherbanee will present a written proposal for policy update May 2025. Review process will include Tenant feedback or voices of concern prior to Commission review for approval (Management is self-excluded from procedure in MHA policy updates, revisions, and amendments)

Check-Signing Signatory Authority: Commissioner Sherbanee will carry out Commission's vote

to add all five Commissioners as signatory authority on Citizens bank account

Check-signing Availability Schedule: Commissioner Sherbanee, per Commission/Management resolution, will prepare a schedule to ensure availability of two Commissioners for the purpose of signing MHA business checks for timely payment of legitimate bills and in fulfillment of Management's operational need for time management

MHA Website: Payment for services will be presented to Management when terms of agreement have been met

**b. New Business**

Citizens Bank Positive Pay Program / Need for MHA Check Policy (Commissioner Szarzynski):

Participation in the Positive Pay Program is compulsory for MHA considering Citizens Bank will not honor for payment any check not entered into the Citizens Bank Optima Portal. The Commission needs to authorize a user/designee to enter check data into Optima and further determine the specific privileges that will be authorized. Compatibility between PHA Web and Optima requires the creation of a transfer file and subsequent training for the designated transfer operator.

**10. REMARKS FROM TENANTS**

Tenants questioned when recertification will commence and whether they will be required to resubmit financial statements provided October 2024.

**11. REMARKS FROM PUBLIC**

None

**12. EXECUTIVE SESSION**

Commencement: 5:45 p.m.

Adjournment: 6:00 p.m.

**13. REGULAR SESSION RECONVENES**

Commencement: 6:00 p.m.

**14. COMMISSIONER REMARKS**

Commissioner Szarzynski: A Special Meeting needs to be called to address pending matters that need to be resolved sooner than one month.

Commissioner Suarez: Recertification is not proceeding according to CHFA guidelines, nor in accordance with the MHA Lease Agreement. For example, there has been no initial Request for Certification Notice sent to Tenants immediately after December 31; failure to apply terms used to compute rent in accordance with the Elderly Housing Rent Calculation formula; and no observance of biannual recertification procedure

**15. 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 6:10 p.m.

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Respectfully submitted by Deb Suarez, Secretary of the MHA Board of Commissioners

Cc: Commission File