
Town of Montville
Montville Housing Authority
Annual Meeting Minutes | September 16, 2025
Independence Village Center
Uncasville, CT 06382

1. CALL TO ORDER

The meeting was called to order by Commissioner Suarez, Acting Chair, at 5:02 p.m., followed by the Pledge of Allegiance.

2. ROLL CALL | PLEDGE OF ALLEGIANCE

Present by voice roll call was a full quorum: Chair Doherty-Peck and Commissioners Sherbanee, Suarez, Szarzynski, and Perkins. Absent with prior notice was Commissioner Doherty-Peck.

3. TENANT COMMENTS

None.

4. PUBLIC COMMENTS

Mayor Bunnell commended Commissioner Suarez for planning a tenant pre Autumn morale cookout with live entertainment.

5. ANNOUNCEMENTS

A. Management Transition

Elderly Housing Management (EHM) is no longer affiliated with MHA effective August 18, 2025. DeMarco Management Corporation is willing to assist MHA on an interim, month-by-month contingency until critical management deficiencies are resolved.

B. Fall Cookout and Country Music Fest

Tenants are encouraged to attend the Fall cookout and country music live entertainment at Freedom Village, a joint effort by MHA Tenants, Commissioner Suarez, and Chair Doherty-Peck. Transportation will be provided by the Senior Center and free food and beverages will be sponsored by Brenda and Sue of the Community Outreach Center and the Mohegan Tribal Council. The menu will consist of ribs, chicken, hot dogs, hamburgers, coleslaw, potato salad, macaroni salad, baked beans, cake, ginger ale, Hawaiian punch and more. This is a tenant-appreciation event that also welcomes family, friends, and neighbors.

6. APPROVAL OF THE MINUTES

Motion by Perkins, seconded by Suarez to approve minutes for Regular Meeting July 15, 2025 (with amendment to Item 8 changing the year from 2024 to 2025); and Special

Meetings July 23, August 13, August 19, and September 15. **Voice Vote:** All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposed were none. **Action:** Motion Carried.

7. APPROVAL FOR PAYMENT OF BILLS JUNE AND JULY 2025

Motion to Table June and July 2025 bills by Suarez, seconded by Perkins. Discussion: Several business accounts were delinquent in June and July; and reports are pending from EHM former MHA Management. **Vote:** All in Favor were Doherty-Peck; Sherbanee; Suarez; Szarzynsky; and Perkins. **Action:** Motion Approved to Table June and July 2025 payment of bills.

8. CORRESPONDENCE

None.

9. ANNUAL MANAGEMENT ADMINISTRATIVE REPORTS

Annual Administrative Reports are pending receipt of missing data from EHM, former MHA Management. The following is a report for August:

A. FINANCIAL

- 1) Citizens Bank Operating Account August Balance - \$176,359.38
- 2) Citizens Bank SSHIP Account August Balance - \$8.85
Interest Paid This Year: \$20.19; Annual Percentage Yield Earned: .00%
- 3) August Rent Revenue (EHM)
- 4) Checks have arrived from Citizens Bank (Nos. 247-2286 and 2287- 2326)
- 5) CT Comptroller: Restitution Brower, M. for July and August - \$100.00
- 6) Accounts Payable for August 2025 (EHM)

B. REGULATORY

1) Occupancy Status

- a. Vacancies: Units 28, 33, and 34 are vacant.
- b. Others: Unit 7 is scheduled for occupancy when pre move-in standards are met; and Unit 47 is reported as being in a Nursing Home for long-term care since July and has requested to consult with Management

2) Waiting List Status

During August, there were five online application requests for applications and two applications received via mail correspondence.

3) Policy & Procedure

There were twelve informal complaints: Nine written and three oral complaints alleging lease violations concerning:

- a. Non registration of two vehicles that have remained immobile for years
- b. Dead rat emergency call

- c. ESA-Owner Tenant failure to perform sanitation responsibility and improper animal care, leaving the support animal unattended with the door to the unit closed, causing nuisance barking
- d. Bullying, swearing, and harassing ESA-Owner and disabled individuals
- e. Smoking in the breezeway while harassing ESA-Owner
- f. Baiting, teasing, and mentally tormenting a support animal

Of the nine written complaints, there were three complainants: One tenant submitted four complaints dated 9/1 regarding registration of two vehicles, dog nuisance, and allegations of unauthorized occupancy at a neighbor's unit; one tenant submitted four complaints dated 9/2 regarding emergency services not considering a deceased rat for inclusion "on their list of emergency complaints", a tenant leaving garbage "on a chair and on the ground for days", dog nuisance, and inoperable washing machines for weeks; and one tenant submitted one complaint dated 9/2 dog nuisance.

Of the three oral complaints, there were three complainants: One tenant alleged dog nuisance; a second tenant alleged ESA-Owner and support animal bullying 9/2, 9/4, 9/15; and a third tenant alleged ESA-Owner and support animal bullying, false police reports, and smoking violations 9/2, 9/4, 9/15.

4) Bi-Annual Recertification Status

EHM Management erred in implementing recertification notification and calculation guidelines, causing confusion, such as omissions of cable fee and utility allowances for some tenants. A 'Notice to Disregard' was issued to tenants pending recertification according to CHFA guidelines.

5) Safe Drinking Water Status

- a. WB Mason is delivering every Thursday to ensure FV tenants have safe drinking water.
- b. Replacement filters are available for the water filtration systems and filter pitchers.
- c. FV water system has met the requirements to reduce the monitoring frequency. The next water sample collection will be between January 1, 2026 to December 31, 2026.

6) Annual Financial Statements

There is no response from EHM legal consultants regarding MHA attorney's letter to EHM regarding their responsibility toward our Agreement as pertains to the Annual Financial Statements (AFS) for 2023 and 2024.

7) Annual WLS/TPS

Plans are underway in preparation of the Tenant Profile Submission report and the Waiting List Survey which are required annually on/about October 31st.

C. PROPERTY & STAFFING

1) Project Reports

- a) Radon mitigation installation status: Szarzynski reports that radon mitigation installation is underway without problems.
- b) Solar panel installation status - Suarez reports that the project is in the lease-signing phase

2) Maintenance Report

Work Orders: Stats for emergency and nonemergency work orders TBA.

3) Staffing Report

- a) Maria DeMarco Management Corp. is assisting MHA in correcting management issues that have generated during the past year and a half.
- b) Maintenance staff member John Longo resigned as of August 29, leaving one maintenance technician until the vacancy is filled.

10. STANDARD ORDER OF BUSINESS

New Business: (MHA Bylaws Article III Commissioners, Section 4 Election)

Chair Doherty-Peck announced an Election of Officers for specific duties as Chairperson, Vice-Chairperson, Secretary, Treasurer, and Vice-Treasurer who “shall be elected by a majority vote at the Annual Meeting of the Authority from among the Commissioners of the Board, and shall hold office for one year **or** until their successors are elected **or** qualified”.

Call for Nominations/Chair: A call for nominations as Chair was responded to by Suarez who nominated Doherty-Peck, seconded by Szarzynski. All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposing were none. Action: Doherty-Peck is the Chair by unanimous vote.

Call for Nominations/Vice Chair: A call for nominations as Vice Chair was responded to by Doherty-Peck who nominated Suarez, seconded by Suarez. All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposing were none. Action: Suarez is the Vice Chair by unanimous vote.

Call for Nominations/Secretary: A call for nominations as Secretary was responded to by Suarez who nominated Perkins, seconded by Doherty-Peck. All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposing were none. Action: Perkins is Secretary by unanimous vote.

Call for Nominations/Treasurer: A call for nominations as Treasurer was responded to by Doherty-Peck who nominated Szarzynski, seconded by Suarez. All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposing were none. Action: Doherty-Peck is the Chair by unanimous vote.

Call for Nominations/Vice-Treasurer: A call for nominations as Vice-Treasurer was disrupted in an angry protest by Commissioner Sherbanee. **Discussion:** Sherbanee was outraged to serve in any official Commissioner duty, except Chair or Vice-Chair. Doherty-Peck offered consolation that prior to her election as Chair, she was voted

Vice-Treasurer without protest; and Suarez offered that during her first eight months on the Commission with Sherbanee as Chair that Suarez was denied the right to hold any of the five Commissioner duties, including Vice-Treasurer. **Vote:** None; Sherbanee breached decorum, raising her voice and refusing to accept the impending vote by her colleagues for her to serve as Vice-Treasurer on the MHA Board of Commissioners.

11. TENANT COMMENTS

None.

12. PUBLIC COMMENTS

None.

13. COMMISSIONER COMMENTS

None.

14. ADJOURNMENT

Motion to Adjourn was made by Chair Doherty-Peck, seconded by Commissioner Suarez.

Vote: All in Favor were Doherty-Peck, Sherbanee, Suarez, Szarzynski, and Perkins; Opposed were none. **Action:** The meeting was adjourned at 6:27 p.m.

Deb Suarez, Secretary of MHA Board of Commissioners

Cc: Commission Files