

**MONTVILLE HOUSING AUTHORITY MEETING  
TUESDAY, DECEMBER 9th, 2025 - 5:00PM  
FREEDOM VILLAGE  
MEETING MINUTES**

1. **Call to order**  
Chairman called the meeting to order at 5:03pm
2. **Pledge of Allegiance**  
All stood and pledged the flag
3. **Roll call**  
Present were Chair Doherty-Peck, Commissioner Suarez, Commissioner Szarzynski, Commissioner Sherbanee, Commissioner Perkins A quorum was present
4. **Remarks from the Public/Tenants (3-minute limit) – NONE**
5. **Announcement's**
  - a. Chair announced the commission does not have a secretary and renominated Commissioner Perkins to resume that position. Vote 5-0 pass
  - b. Attorney Wrona is here to discuss/address the duties of the Commission
6. **Discussion from Attorney Wrona**
  - a. Commissioners have nothing to do with day-to-day operations
  - b. Commission is responsible for passing budgets, making policies, and oversight of management Co.
  - c. Commission should not have access to the bank accounts or tenant files
  - d. The commission does not have to approve reoccurring invoices
  - e. The commission should approve over the limit purchases
  - f. The commission should amend bylaws to reflect
  - g. Training is needed online
  - h. Bills from EHM have been forwarded to attorney Wrona
7. **Approval of Minutes** – tabled until next meeting
8. **Approval for Payments of Bills** – NONE will be removed from agenda – Management company pays the bills unless above the limit
9. **Correspondence** – on file with MHA
10. **Management Report** –
  - a. Collected all December rents
  - b. Property manager, Lisa, will be working 30 hours a week - Management company will let us know where she will be during those times.
  - c. Management company reported November 30th operational account \$248,367.34
  - d. SShip fund is \$9.25
  - e. Stif account \$100,593.37

- f. Management company working on reconciliation for 2025
- g. Management company requested from the landscaper
- h Certificate of insurance - Scope of work - Snow removal service
- i. DeMarco pays invoice end of month once service is completed
- j. Discussed they will contact Charter Oak and proceed with moving the accounts from Citizens Bank to Charter Oak. The hold up was the Montville Housing Authorities tax ID number.
- k. Management company will send notifications to tenants regarding a meeting on January 12th, 2026, 5:00 at Freedom Village, and 6:00 at Independence to discuss rent increase. They also noted recertification in May of 2026

**11. Report –**

a. Chair -

- i. noted issues with her email address. She has a new email address that is strictly used for MHA and requests everyone to use that one - New email is - [kldpeckmha@icloud.com](mailto:kldpeckmha@icloud.com)
- ii. Zoom meeting - Thursday, December 11th, 2025 regarding water issues

b. Tenant Liaison –

Meeting with Independence on Dec 10<sup>th</sup> at 6:00 and Freedom on the 17<sup>th</sup> at 6:00

**12. Old Business – NONE**

**13. New Business – Discussed to put new items on the January agenda. No vote taken**

**14. Remarks from the Public/Tenants (3-minute limit) – 1 tenant spoke and 1 public spoke**

**15. Remarks from Commissioners –**

**16. Adjournment**

Motioned and second 6:50p All in favor – 5-0-0 meeting adjourned