Brookfield Housing Authority

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Tuesday, Aug. 18, 2015 - Board Meeting Minutes
Brookfield Town Hall, Rm. 119

1.0   **Call to order:**   The meeting was called to order at 6:00PM by Michael Steele

In Attendance: Richard Groski, Executive Director

Commissioners: Michael Steele - Chairman of the Board, Connie Hunt- Secretary, Dick Sturdevant - Treasurer, and Bob Ziembicki - new Commissioner on Capital Needs. Shirley Gervasoni - Resident Commissioner, was absent due to having had knee surgery.

Residents: Iris Fiske and Joan Mey

Pledge of Allegiance to the Flag was led by Michael at 6:01PM.

Michael welcomed everyone to the first meeting at the Town Hall. All those who attended are aware that these town hall meetings will not have a resident's forum, but residents may attend these meetings, but may not speak.

Michael introduced Bob Ziembicki, and he asked Bob to tell everyone a little about himself. He was born and raised in the Bronx and attended Catholic schools all the way through. He went to Fordham University, where he met his wife when a freshman. He received a Bachelor of Science Degree in Computer Information Systems and went on to Iona College and got his MBA in Management Information Systems and started his own consulting company in 1981. He is now a realtor in Brookfield.

Michael said that BHA wants to use Bob's talents in handling the Capital Needs Grant and the 2019 Transaction, which is going to be a very complex process of RFP's, and responding to the State in a variety of many different ways.

2.0   **Executive Director Update:**   Richard submitted his listed Update. (Copy attached,)

 Status of last month's Resident Comments - Unit 2-3's door has been fixed.

Handicap door locks would cost $8,000 to install at $1,200 a piece. It was suggested that instead of paying out that amount of money, to just change the handicap locks to lever locks like the rest of the residents have.

Michael mentioned that the tenant meeting was good, but would like to see more residents at the next one.

Connie feels there should be more privacy for the office. Richard made a suggestion to have a sliding glass window put into the office door or have a Dutch door installed.

At the Annual Convention at Mohegan Sun at the end of August, Michael would like to ask CHFA how BHA could get better office facilities and better facilities for the residents which could be put under a different umbrella other than New Development.

3.0   ***Approval of June and July Minutes:***

Bob motioned to accept June minutes, Michael second it. Carried. Dick Sturdevant motioned to approve the July minutes, Connie second it. Carried.

4.0   ***Treasurer's June BOY and July Monthly Report:***

Month ended July 1 - 31, 2015

> *Total Income*   *$15,559*

Total Expenses   - 11,831   Net Income $ 3,728

Significant Variances from Budget were mostly of a technical nature where there were normal operating outlays for which there were no funds budgeted. Cash on hand in the checking account as of July 31 is $137,883.24.

Copies of the annual budget and all financial reports are available for public review at the staff office at Brooks Quarry.

Submitted by Richard Sturdevant, Treasurer

5.0   ***Old Business:***

Emergency Money CHFA - Sewers - Has been approved. Michael will approach CHFA at Mohegan Sun, and inquire how to access the money deposited, to allow for the sewer project to begin.

6.0   ***New Business:***

BHA Maintenance Complete and open item - Open Maintenance Work Orders placed on a spread sheet Connie created.

New Applications and Lottery status - *Fourteen applicants for efficiencies and twenty for one bedroom.   Richard rejected some of these applicants, due to not meeting certain requirements.*

Resolution for New Base Rents - *Motion to approve by Dick Sturdevant. Bob second it. Carried.*

Items from Resident Meeting - *Resolved*

 Consent Agenda - *An agenda where you group to resolve operational resolutions that don't need a lot of discussion and don't need a lot of debate. Group it all together and you offer up a Consent Agenda. One vote covers the whole thing. It is usually things that have been well discussed and it is just a matter of protocol. Michael placed these issues in the Consent Agenda, so that the board doesn't have to vote on each one separately.*

> *(A) No pets permitted in the Community Room unless they are service animals.*

> *(B) The speed bumps were removed. BHA never was authorized, and permits never issued.*

> *(C) Paint striped cross walks in three places at Brooks Quarry with signs to read Stop For Pedestrians.*

> *(D) Purchase a broom for each portico.*

Michael proposed that these items be considered a Consent Agenda and that it be adopted as read. Bob Ziembicki second it. All in favor. Carried.

Resident Participation Programs-

Liz Pliska has taken over running Bingo Monday nights, shopping for prizes and arranging refreshments. Ten people showed up to play. Everyone had a good time.

Chris Lucas is still training residents who are interested in learning the WII.

It was suggested getting resident stickers for the resident's cars. Aids and helpers have been seen parking in the resident parking areas. Connie would like to leave signs on those cars reminding the car owners they should be parked in the Visitors Parking.

Some aids have been seen smoking while sitting on some of the benches. If seen in future, these people should be told verbally that there is NO SMOKING, ask their names and agency they work for, and report it to Richard Groski.

Garage Clean Up - *Michael and Richard had offered to drive their trucks to the garage located down from the resident buildings, and dump the contents from the garage into the back of their trucks to be taken to specific dump sites. Tabled.*

7.0   **Adjournment:** *The meeting was adjourned at 7:30 PM. Michael moved to go into Executive Session.   Dick Sturdevant second the motion. All in favor. Carried.*

8.0   **Executive Session**

Respectfully submitted by Iris E. Fiske, Recording Secretary