

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JANUARY 23, 2018 WELLS RUN

Called to order at 1:03 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenant's present: No tenants were in attendance.

Minutes:

Corrections to minutes from Regular Meeting on January 9, 2018.

On the first page in the 1st paragraph under Report of Executive Director, the word "and" should be inserted after the word "vacant".

On the second page in the 5th paragraph under Report of Executive Director, the words "to attend" should be removed.

Motion made by Barbara Spring to accept the minutes from January 9, 2018 as amended. Motion seconded by Tom McClintock. Motion passed.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo mentioned that the January 26, 2018 seminar at Bantam Falls will be given by the VNA of Litchfield and the discussion will be about pain management.

Bills and Communications:

Jim Simoncelli Jr. stated that he is disputing two incorrect invoices from Kone Elevator Service and Dime Oil.

Private Grants / Fundraising:

- A. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the application for the roofing project at Wells Run will be considered for the spring 2018 grant.

B. Other

Report of Executive Director:

Jim Simoncelli Jr. stated that Unit A3 at Wells Run has been cleaned out and the Salvation Army is scheduled to pick up all donatable items Monday, January 29, 2018.

Jim Simoncelli Jr. stated that Unit G1 at Wells Run is waiting for the carpenter and electrician to begin work in that unit.

Jim Simoncelli Jr. presented a unit inventory list for both Wells Run and Bantam Falls to the board members. The Litchfield Housing Authority will begin the unit inventory at both Wells Run and Bantam Falls in the Spring of 2018.

Jim Simoncelli Jr. stated that there has been some unwanted wildlife at Wells Run and Bantam Falls and that residents still have birdfeeders and are feeding the wildlife.

Motion made by Bob Miller to ban bird feeders and ground feeding of wildlife for both Wells Run and Bantam Falls. Tom McClintock seconded the motion. Motion passed. Jim Simoncelli Jr. will send out a notice stating that residents are not allowed to feed birds or other wild animals. Jim Simoncelli Jr. will also create a bird feeding policy for residents to sign reflecting the motion.

Financial Report:

Gwen Burgess from Accounting & More presented year end 2017 which included the following reports; Semi-Annual Affidavit for Financial Statements for the period ending December 31, 2017, Balance Sheet, Budget vs. Actuals and Profit and Loss by Class. Motion made by Barbara Spring to accept the Semi-Annual Affidavit for Financial Statements. Tom McClintock seconded the motion. Motion passed.

Inspection of Grounds:

An inspection of the grounds was not done.

Unfinished Business:

A. LHA Policies and Procedures

1. Tenant Handbook – Nothing to report at this time.
2. Mission Statement – Jim Simoncelli Jr. presented a draft for the Litchfield Housing Authority Mission Statement.

Tom McClintock motioned to accept the Litchfield Housing Authority Mission statement as amended. Barbara Spring seconded the motion. Motion passed.

3. Policy Violation Fee – Nothing to report at this time.
4. Unit Modification Policy – Jim Simoncelli Jr. presented a draft for the Litchfield Housing Authority Unit Modification Policy.

Motion made by Barbara Spring to accept the Litchfield Housing Authority Unit Modification Policy as presented. Bob Miller seconded the motion. Motion passed.

5. Commissioner Book – Nothing to report at this time.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy - Nothing to report at this time.
2. Security System - Jim Simoncelli Jr. received two proposals from NYCONN Security Systems Inc. for installations of security cameras for Wells Run and Bantam Falls.

Motion made by Bob Miller to accept the proposal from NYCONN Security for the installation of security cameras at Wells Run. Barbara Spring seconded the motion. Motion passed.

Motion made by Bob Miller to accept the proposal from NYCONN Security for the installation of security cameras at Bantam Falls. Barbara Spring seconded the motion. Motion passed.

C. Paint Hallways at Bantam Falls

1. Jim Simoncelli Jr. stated that the painting of the Bantam Falls stairwell beyond unit 9 and the hallway from units 1 to unit 9 will begin February 12, 2018 and a notice will be sent to all residents two weeks prior to the work starting.

D. Re-Keying at Bantam Falls

E. Re-Organizing LHA Stored Files

New Business:

Tabled Items:

- a. Shed at Wells Run – Jim Simoncelli Jr. presented a proposal from The Barn Yard out of Bethel, CT for a new barn at Wells Run. Bob Miller made a motion to accept the proposal from the Barn Yard for the new barn at Wells Run. Barbara seconded the motion. Motion passed.
- b. Storage shed locks.
- c. LHA Rental Deposits – Jim Simoncelli Jr. stated that he will be gathering more information regarding security deposits.

Executive Session:

A. Pending Litigation

Motion made by Barbara Spring to enter Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive Session entered at 3:18.

Motion made by Tom McClintock to exit Executive Session. Motion seconded by Bob Miller. Motion passed. Executive Session ended at 3:32 PM.

No action was taken.

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 3:33 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority