

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING JANUARY 9, 2018 BANTAM FALLS

Called to order at 1:02 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.

Tenants present: Peggy Isley (Unit 21).

Minutes:

Motion made by Barbara Spring to accept the minutes from December 12, 2017 as presented. Motion seconded by Tom McClintock. Motion passed. Two commissioners abstained.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner Report:

Ruth Torizzo stated that she is in the process of planning the seminar for the month of January 2018.

Bills and Communications:

Jim Simoncelli Jr. stated that the waiting list at Bantam Falls has reopened and that he received many inquiries and mailed out several rental applications.

Private Grants / Fundraising:

- A. Seherr-Thoss Grant – Jim Simoncelli Jr. stated that the application deadline for Spring 2018 has moved to February 2018.
- B. Other – Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. stated that units F2 and G1 at Wells Run are vacant unit A3 is rented and currently being renovated and cleaned.

Jim Simoncelli Jr. stated that the conversion of LED bulbs in units at Bantam Falls has begun and a unit inventory is being made. A unit inventory of appliances in the all units will begin next month.

Jim Simoncelli Jr. stated that the waiting list for both Wells Run and Bantam Falls has been updated and all applicants have been assigned a control number.

Jim Simoncelli Jr. also stated that the control room at Bantam Falls will now be monitored by SNE Building Systems and the work will be scheduled as soon as possible.

Motion made by Barbara Spring to approve Word and Excel classes for LHA Administrative Assistant Beth Graziani to attend. Tom McClintock seconded the motion. Motion passed.

Financial Report:

Jim Simoncelli Jr. distributed the Financial Report for November 2017 which consists of the following reports; Statement of Cash Flows YTD November 2017, Bank Balance Statement YTD November 2017, and Transaction List by Vendor for November 2017. Motion made Tom McClintock to accept the Financial Report from November 2017 as presented. Barbara Spring seconded the motion. Motion passed.

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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 – Nothing to report at this time.
3. Policy Violation Fee – Nothing to report at this time.
4. Unit Modification Policy – Nothing to report at this time.
5. Commissioner Book – The Commissioners Book will be presented to the commissioners at the next board meeting.
6. Procurement Policy – Nothing to report at this time.

B. LHA Security

1. Key Policy – Nothing to report at this time.
2. Security System – Nothing to report at this time.

C. Paint Hallways at Bantam Falls – The painting of the last hallway and stairwell at Bantam Falls is being organized and a two-week notice will be spent to the tenants before the painting begins.

D. Re-Keying Bantam Falls. – Jim Simoncelli Jr. will be getting a quote from DRF Locksmiths to rekey Bantam Falls.

E. Re-Organizing LHA Stored Files. – Nothing to report at this time.

New Business:

Tabled Items:

- a. Shed at Wells Run
- b. Storage shed locks at Wells Run
- c. LHA Rental Deposits

Executive Session:

A. Pending Litigation

- a. Motion made by Tom McClintock to enter Executive Session. Motion seconded by Barbara Spring. Motion passed. Executive Session was entered at 2:26 PM.
- b. Motion made by Barbara Spring to exit Executive Session. Motion seconded by Tom McClintock. Executive session ended at 3:08 PM.

Motion made by Tom McClintock to adjourn meeting. Motion was seconded by Ruth Torizzo. Motion passed. Meeting adjourned at 3:10 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority