

Tuesday, January 12, 2016

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JANUARY 12, 2016 BANTAM FALLS

Called to order at 1:05 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Tom McClintock, Barbara Spring, Ruth Torizzo (Tenant Representative) and Executive Director Jim Simoncelli Jr.

Commissioners absent:

Tenants present: Jean Adams (unit #7), Mickey Crow (unit #12), Les Bellmay (unit #2), Katherine Higgins (unit #27)

Minutes:

Motion made by Tom McClintock to accept the minutes from December 8, 2015. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Mickey Crow asked if the Housing Authority could find or hire someone to clean the snow off of cars and move them in accordance with the LHA parking policy during the winter. Sandra Becker stated that it is a liability on the Housing Authority and that Jim Simoncelli Jr. will get confirmation from the LHA insurance company.

Tenant Commissioner Report:

Nothing to report at this time.

Bills and Communications:

Jim Simoncelli Jr. stated that in late December he became Executive Director of the Morris Housing Authority. He stated that this will not interfere with any Litchfield Housing Authority business because his office hours will be in the evening.

Jim Simoncelli Jr. presented a letter from a resident requesting a reasonable accommodation regarding rent payment. Motion made by Barbara Spring to grant a reasonable accommodation request to any resident that is

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on a fixed income and receives their Social Security income on the 3rd Wednesday of the month therefore needing to pay rent after the rent due date. Rent will then be due by the end of the week the Tenant receives their Social Security check or the LHA late fee will apply. Motion seconded by Bob Miller. Motion passed.

Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that the Town of Litchfield has received the contract from the State of Connecticut.
2. Jim Simoncelli Jr. continued by stating that the bid documents should be ready in the next couple of weeks.

B. Other

Report of Executive Director:

Jim Simoncelli Jr. stated that he will be speaking with Civil Engineer Ken Hrica regarding the structure of the parking lot. The discussion will include the following; adding more handicapped spaces, expanding the visitor parking area, and removing the grass islands to allow more parking.

Jim Simoncelli Jr. mentioned that Sandra Becker signed two monitoring contracts with NYCONN security, one for the alarm panel at Wells Run and one for the sewer panel at Wells Run.

Jim Simoncelli Jr. stated that when tenants do their laundry in the Wells Run laundry room the water is backing up into the laundry room sink. Jim Jr. will call American Rooter to address the problem and clean out the line.

Jim Simoncelli Jr. mentioned that he has received multiple complaints that there is no heat in the hallways at Bantam Falls. Jim Jr. stated that there is no control of the hallway heat when they are turned on therefore should remain off. He continued by stating that when the new heating systems gets installed this problem will be addressed.

Financial Report:

Jim Simoncelli Jr. distributed the following as part of the Financial Report for December 2015; Bank Balance Statement YTD Dec 2015, Statement of Cash Flows YTD Dec 2015, Transaction List by Vendor Dec 2015. Motion made by Tom McClintock to accept the Financial Report for December 2015. Motion seconded by Barbara Spring. Motion passed.

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Inspection of Grounds:

An inspection of grounds was not completed.

Ruth Torizzo left meeting at 2:50PM

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Nothing to report at this time.
3. Rules and Regulations – Motion made by Barbara Spring to table discussion until all Commissioner are present. Motion seconded by Tom McClintock. Motion passed.
4. Smoking Policy – Nothing to report at this time.
5. Tenant Handbook – Nothing to report at this time.
6. Mission Statement – Nothing to report at this time.
7. Policy Violation Fee – Nothing to report at this time.

B. Facility Plans

1. Jim Simoncelli Jr. presented the Wells Run facility plans he received back from the Litchfield Town Clerk. The facility plans have been copied and laminated.

C. LHA Security

1. Jim Simoncelli Jr. stated that the LHA Security project has been delayed due to the weather and it will continue as the weather gets warmer in the late spring.

New Business:

A. Executive Director Appointments

- a. Motion made by Barbara Spring that all tenant meeting with the Executive Director that will be a discussion beyond day-to-day operations and will exceed 10 minutes must be scheduled by advanced appointment. Such meetings can't exceed 30 minutes. Motion seconded by Tom McClintock. Motion passed.

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- b. Motion made by Bob Miller that the Executive Director has Board approval to immediately end any meeting or phone conversation where the tenant is verbally abusive or threatening in any way. Motion seconded by Tom McClintock. Motion passed.

B. Tenant Service Coordinator

- a. Jim Simoncelli Jr. will send all commissioners the Tenant Service Coordinator job description to familiarize them with the position.

Tabled Items:

- A. Bantam Falls Back Gardens (Wamogo Program)
- B. CT Green Bank (Wells Run)
- C. Steam Clean Bantam Falls Carpet
- D. LHA Tag Sale (Spring 2016)

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 3:55 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority