

Tuesday, August 26, 2014

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING AUGUST 26, 2014 BANTAM FALLS

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Barbara Spring, Robert Miller, Tom McClintock, Cheryl Stoughton (tenant representative), and Executive Director Jim Simoncelli Jr.

Minutes:

There are no corrections to the minutes from regular meeting on 8/12/2014;

Motion made by Tom McClintock to accept the minutes from the Regular Meeting on August 12, 2014. Motion seconded by Barbara Spring. Motion passed.

Resident Concerns:

No residents attended the meeting.

Tenant Commissioner Report:

Cheryl Stoughton brought up that she has been working with Rich Duffy (Fire Chief) and she has received Emergency Contact forms from him that residents will be able to fill out and post on their refrigerators for when the EMT or emergency personnel need the information.

Bills and Communications:

Sandra Becker attended a woman's caucus meeting at a private residence in Litchfield and spoke about affordable housing.

Sandra Becker stated she spoke with a resident of the Litchfield Housing Authority that wants to do work for the LHA. She told the resident that all contractors that the Litchfield Housing Authority hires must be insured and bonded.

Private Grants:

Sandra Becker stated that she needs the Litchfield Housing Authority's federal tax status clarified so the LHA will be eligible for new grant opportunities. Executive Director Jim Simoncelli Jr. will speak with the LHA accountant and inquire about how to obtain the proper documentation regarding federal tax status.

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Report of Executive Director:

Motion made by Bob Miller to have Jim Simoncelli Jr. look into volunteer help to set up tenant files. Motion seconded by Tom McClintock. Motion passed.

Motion made by Tom McClintock to have Bob Miller look into electricity rates for both Wells Run and Bantam Falls. Motion seconded by Bob Miller. Motion Passed.

Motion made by Bob Miller to enter executive session to discuss a resident matter. Motion seconded by Tom McClintock. Motion passed. Executive session began at 1:30PM

Motion made by Barbara Spring to exit executive session. Motion seconded by Bob Miller. Motion passed. Executive session ended at 1:50PM

Financial Report:

Nothing to report at this time.

Inspection of Grounds:

Nothing to report at this time.

Unfinished Business:

A. LHA Website

- a. Nothing to report at this time.

B. Regulating Furnace Pumps at Bantam Falls

- a. Jim Simoncelli Jr. has set up a start date for the Furnace Pump replacement on August 26, 2014.

C. Solar Panels at Bantam Falls

- a. Nothing to report at this time.

D. Yearly Inspections of Bantam Falls and Wells Run

- a. Inspections will be conducted sometime in the fall.

E. LHA Policies and Procedures

Motion made by Bob Miller to enter executive session to discuss policies and procedures. Motion seconded by Tom McClintock. Motion passed. Executive session began at 2:05PM.

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Motion made by Barbara Spring to exit executive session. Motion seconded by Tom McClintock. Motion passed. Executive session ended at 3:29PM.

Motion made by Barbara Spring to accept the After Hours/Emergency Contact Policy, Inspection Checklist, and the Tenant Transfer policy effective August 27, 2014. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. will make the changes to the Tenant Charge List and present the revised copy at the next Regular Meeting.

F. Window Film

- a. Nothing to report at this time.

G. Gutters at Wells Run

- a. Jim Simoncelli Jr. stated that the gutters above the ramps near units A2 and A3 at Wells Run have been installed.

New Business:

A. Rent Increase

- a. Jim Simoncelli Jr. presented the levels of rent increases. If approved, the rent increases would be effective January 1, 2015. Jim Jr. will distribute notices to Wells Run and Bantam Falls regarding the proposed rent increases.

B. Review of Executive Director

- a. Jim Simoncelli Jr. will bring a proposal regarding an increase in salary to the next Regular Meeting.

Tabled Items:

A. Organizing Building Plans for Bantam Falls and Wells Run

- a. Nothing to report at this time

Motion made by Bob Miller to adjourn meeting. Motion seconded by Tom McClintock. Motion passed.

Meeting adjourned at 3:53PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director

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Litchfield Housing Authority