

Tuesday, August 13, 2013

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING AUGUST 13, 2013 BANTAM FALLS

Called to order at 1:05 by Chairperson Barbara Spring

Commissioners present: Barbara Spring, Sandra Becker, Cheryl Stoughton (tenant representative), Bob Miller, Tom McClintock, Executive Director Jim Simoncelli Jr., Maintenance worker George Lent, Doug Rinaldi from DAS Masters Insurance Program (2PM – 3PM)

Minutes:

Corrections to minutes from Regular Meeting on July 23, 2013; on page one, second paragraph under Maintenance Report should read “there were fleas reported” not “there were reported fleas”, on page two in the first paragraph under Bills and Communications “Sandra Becker met with” should read “Sandra Becker spoke with”, on page two in the second paragraph under Private Grants “will draft thank you” should read “will draft a thank you”, on page 3 under section H should read “commissioners” not “commissioner”, and on page 4 under adjournment should read “adjourn the meeting” not “adjourn meeting”.

Cheryl Stoughton brought up one item from the Regular Meeting on July 23, 2013 that was omitted. The minutes from the Regular Meeting on July 23 should have included a request made by resident in unit #2 to have an outlet installed at his expense that will work when the power goes out.

Motion made by Sandra Becker to accept minutes as amended from Regular Meeting on July 23, 2013. Motion seconded by Tom McClintock. Motion Passed.

Maintenance Report:

George Lent thanked the Board of Commissioners for the opportunity to go back to work.

George brought up his concerns about Bantam Falls wasting electricity with the amount, type, and variety of light bulbs used. He also suggested that the LHA move to LED lighting and to look into grant money for it.

George also brought his concern that the LHA does not use any wholesalers for supplies.

George also suggested that the LHA look into grant money to get a water softener installed in the water line to Bantam Falls because it would alleviate the calcification of the faucets.

Tuesday, August 13, 2013

Tenant Commissioner Report:

Cheryl Stoughton presented letters from residents in unit #8 and unit #35. These letters contain complains about other residents and Jim Simoncelli Jr. will submit them to the LHA attorney for review.

Cheryl Stoughton notified the Board that one resident at Bantam Falls has call UPS headquarters in Atlanta, Georgia and complained that a package has been stolen from her. All packages that come into the building must now be signed for by the resident receiving the package. Jim Simoncelli Jr. will call UPS and verify the proper procedure for dropping packages at an apartment complex and to see if the recipient of the package is the only person that must sign for the package.

Cheryl Stoughton presented a letter from resident in unit #20 that requests permission to have her dog visit her in her apartment. Jim Simoncelli Jr. will respond in writing to the request and notify the resident that at this time we are not allowing visiting pets and the LHA is currently working on a pet policy that will put in detail the requirements for pet owners.

Cheryl Stoughton presented a letter from resident in unit #35 that requests permission to have his deck power washed and painted. Jim Simoncelli Jr. will respond in writing that the LHA will allow him to have his deck power washed and painted.

Bills and Communications

Sandra Becker reported that she is still waiting to hear back from attorney Marcus G. Organschi. He will send in proposal.

Private Grants:

Jim Simoncelli Jr. will draft a thank you letter from residents that received the new ranges and the new carpets and have them sign it. Sandra Becker will draft a thank you letter from the LHA.

Report of Executive Director:

Tables unit next meeting.

Financial Report:

Tabled until next meeting.

Site Inspection:

A site inspection was not done.

Unfinished Business:

A. Insurance / Pets / Liability

- a. Doug Rinaldi, representative from DAS Masters Insurance Program explained that he procures brokers for Housing Authorities. Doug also explained that DAS Masters Insurance Program offers guaranteed coverage for Housing Authorities. Doug Rinaldi briefly outlines each of LHA's policies, which are crime, liability, property, workers compensation and public officials liability. He brought printed off copies of each policy (except public officials liability) for Jim Simoncelli Jr. to keep in the office. Doug explained that whenever there is a potential claim that Jim Simoncelli Jr. should not hesitate to call or email him with the concerns.

B. Bantam Falls furnace contract

- a. Jim Simoncelli Jr. has not heard back from Mark from J&M Plumbing. Jim Jr. will contact Barry Cone and have him look at the furnace and see if he would be willing to take over with all furnace work.

C. A-3 Wells Run

- a. Jim Simoncelli Jr. will send all quotes received to Sandra Becker.

D. Lawyer

- a. Sandra Becker is waiting to hear back from Marcus G. Organschi. Marcus G. Organschi will draft a proposal and mail it to the LHA.

Tuesday, August 13, 2013

E. Rent Increase

- a. The Litchfield Housing Authority will submit 2014 Management Plan to the State for approval.

F. Discoloration Removal at Bantam Falls

- a. Tabled unit next meeting

G. LHA Policies and Procedures

- a. Jim Simoncelli will continue to update the LHA's Policies and Procedures with the help of Commissioners.

H. Update Rules

- a. Jim Jr. will give all commissioners a copy of the existing Rules and Regulations for their review.

I. 2014 Management Plan

- a. Bob Miller presented the 2014 Management Plan. Bob Miller made motion to except Management Plan for 2014. Motion seconded by Cheryl Stoughton. Vote was 4 in favor and 1 opposed. Motion passes. Jim Simoncelli Jr. will submit 2014 Management Plan to CHFA.

J. Energy Audit

- a. Nothing to report at this time.

K. 2014 Audit

- a. Bob Miller will give Gwen Burgess our 2013 audit for her review.

New Business

A. Tree in from of B Building at WR

- a. A resident in B3 building at Wells Run has asked the Board for permission to plan a tree or trees near the woods line near his apartment. Motion made by Barbara to deny resident in B3 permission to plant any trees near his apartment. Motion seconded by Tom McClintock. Motion passed.

Tuesday, August 13, 2013

Motion made by Bob Miller to adjourn the meeting. Motion Seconded by Tom McClintock.
Motion Passed.

Meeting adjourned at 4:05 PM

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority