

Tuesday, April 12, 2016

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING APRIL 12, 2016 BANTAM FALLS

Called to order at 1:04 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), Peggy Isely (unit #21)

Minutes:

Corrections to Minutes from March 22, 2016;

On page one in the first line in the paragraph under Tenant Commissioner Report “regrading” should be replaced with “regarding”.

On page two in the first line in the paragraph under Seherr-Thoss Grant “community room” should be replaced with “community house”.

Motion made by Tom McClintock to accept the minutes from March 22, 2016 as amended. Motion seconded by Barbara Spring. Motion passed.

Tenant Comments/Questions:

Peggy Isely asked when the grant work is going to start on the heating system and the roof at Bantam Falls. Executive Director Jim Simoncelli Jr. stated that he will be reported on that later in the meeting.

Tenant Commissioner Report:

Ruth Torizzo stated that the new lock box system for lockouts has been working fine. Multiple people have been locked out of their units and the lock box has worked very well.

Ruth Torizzo presented a photo album that Virginia Bennett and her put together will all old pictures from when Bantam Falls was built in 1992 and 1993. The book will be kept in the downstairs sitting room at Bantam Falls so all residents and guest can view it.

Tuesday, April 12, 2016

Bills and Communications:

Nothing to report at this time.

Private Grants / Fundraising:

A. Small Cities Grant

1. Jim Simoncelli Jr. stated that he spoke with Nancy Wagner from L. Wagner & Associates and she stated that by the end of April 2016 she hopes to complete the bid documents for the roof and the heating system at Bantam Falls. As soon as any dates are confirmed Jim Simoncelli Jr. will notify all commissioners.

B. Seherr-Thoss Grant

1. Sandra Becker reported that the deadline of April 1, 2016 was met and that she received electronic acknowledgement the grant was received.

C. Other

1. Nothing to report at this time.

Report of Executive Director:

Jim Simoncelli Jr. reported that he has been working on bring the “area of refuge” on the second floor at Bantam Falls up to code. Jim Jr. is working with Acting Fire Marshal Sam Kinkade and an electrician to provide the area with the required and necessary apparatus. To go along with the “area of refuge” Jim Jr. is overseeing the creation of emergency maps that notify residents and guests of the closest exit. These maps will be placed in each unit and in all common areas at Bantam Falls.

Jim Simoncelli Jr. stated that he will be preparing for the 2014-2015 audit and Maletta & Company will be attending an upcoming board meeting after all of the information is gathered.

Jim Simoncelli Jr. reminded all Commissioners that Joyce Farrero and Ruth Torizzo will be attending Fair Housing Training on April 15, 2016.

Jim Simoncelli Jr. stated that he has begun working on the commissioner book. The commissioner books will include all of the up to date information (bi-laws, cooperation agreements, minutes, financial reports, etc.) commissioners need to know.

Tuesday, April 12, 2016

Jim Simoncelli Jr. mentioned that he spoke with a representative from the Gatekeepers program. Jim Jr. stated that the program is referral based and that the residents or the residents' family have to accept the services that are being offered.

Financial Report:

Jim Simoncelli distributed the following reports as part of the April 2016 Financial Report; Transaction List by Vendor March 2016, Statement of Cash Flows YTD March 2016, and Bank Balance Statement YTD March 2016. Bob Miller questioned one figure from the Statement of Cash Flows. Jim Simoncelli Jr. stated that he will ask the LHA accountant and notify all commissioners of her response. Motion made by Tom McClintock to accept the April 2016 Financial Report. Motion seconded by Barbara Spring. Motion passed.

Inspection of Grounds:

An inspection of grounds was not completed.

Unfinished Business:

A. LHA Policies and Procedures

1. Key Policy – Nothing to report at this time.
2. Lease – Jim Simoncelli Jr. stated that he received an email from LHA Attorney Marcus Organschi stating that the LHA Lease is his next project.
3. Rules and Regulations – Nothing to report at this time.
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. LHA Security

1. Nothing to report at this time.

C. Resident Service Coordinator

Tuesday, April 12, 2016

1. Jim Simoncelli Jr. reported that the RSC at the Morris Housing Authority has put on some very important and interesting presentations and that she has really started to help individual residents.

D. Rent Increase at Well Run

1. Jim Simoncelli Jr. spoke with LHA Asset Manager Tom Bourque regarding rent increase. Jim will wait to hear back from Tom regarding multiple concerns with the rent increase before proceeding.

New Business:

A. Rent Increase at Bantam Falls

1. Jim Simoncelli Jr. will proceed with a rent increase as soon as CHFA determines a resolution regarding the concerns with the rent increase at Wells Run.

Tabled Items:

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Bob Miller. Motion passed. Meeting adjourned at 2:56 PM.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority