

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

30 Ronald Rd., Gosinski Park- Community Room, Terryville , CT. 06786

1/15/2018 Regular Meeting Minutes

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice Chairperson and Chairperson Physical Plant Committee; and Beth Reese, Resident Elected Member and Secretary were in attendance. Heidi Caron, RN, Chairperson of the Resident and Human Relations is absent due to illness. Other Non-voting persons attending Matt Fontaine, CPA, Controller – DeMarco ; Mike LeBlond, Maintenance Supervisor and two residents attended the meeting. Theresa Schremmer, PHM, Executive Director was ill and did not attend the meeting.

The Chairperson called the meeting to order at 6:05PM; everyone recited the Pledge of Allegiance; and the Chairperson recited the Invocation of “God Bless America, Plymouth, and everyone at Gosinski Park.”

VKlimas, Chairperson distributed and discussed the personal sacrifices and contributions that Martin Luther King made for the betterment of our American Society. The Martin Luther King material highlighted:

1. He led the Montgomery Bus Boycott in 1955.
2. He was President of SCLC in 1968.
3. He led the 1960's Birmingham Campaign.
4. He was instrumental in organizing The Great march on Washington in 1963.
5. His “I Have a Dream Speech” is ranked a top American Speech.
6. He was Time Magazine Man of the Year in 1963.
7. He was behind African Americans getting basic civil rights.
8. He became the youngest recipient of the Nobel Peace Prize.
9. He achieved success using non-violent methods of protest.
10. He was assassinated and became the symbolic leader of African Americans.

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The Board and residents took a moment of silence to honor of this great American.

The 12/18/2018 Regular Meeting Minutes were distributed and amended to add the Boards Policy on Nativity and Holiday Scenes that was voted upon at the meeting but were inadvertently omitted from the Minutes:

1. "Nativity Scenes would not be permissible by themselves because it could have the appearance that the government favors or endorses that one religion that the nativity scene represents.
2. Nativity Scenes would be permissible when they are presented among several other displays demonstrating varied eclectic multiple ideas. For example, but not limited to: Nativity Scene + Menorah candles + Christmas tree lights + Santa Claus and Rudolph the red nose reindeer + snow persons + etc. all together at one location."

VKlimas, moved the motion; HSturgeon seconded it; and all voted in favor of the Motion to amend the Minutes. Then VKlimas moved the 12/18/2018 regular Meetings Minutes be approved as amended; BReese seconded the Motion; all voted in favor of the Motion. The 1/11/2018 Minutes – Special Meeting were distributed and after review VKlimas made the Motion to accept the Minutes; HSturgeon seconded the Motion; all voted in favor to accept the Minutes.

PUBLIC COMMENTS: Snow removal behind one person's apartment was one item that needed to be addressed. MLeBlond, Maintenance Suprv. stated he will monitor the situation.

VKlimas, Chairperson noted the Christmas Party was a huge success. He mentioned the generosity of the Plymouth Human Services Commission for putting together the gifts for the residents. To express our appreciation he moved the Motion to purchase appreciation plaques from the Housing Authority to give to the Human Services Commission for their Christmas generosity for the past two years. HSturgeon moved to spend up to \$50/member x Human Services Commission; VKlimas seconded it; all voted in favor of the gift of appreciation.

MANAGEMENT REPORTS. There was no Executive Director Monthly Report.

COMMITTEE REPORTS.

- **Finance Committee.** Mr. Fontaine distributed and discussed the 1/15/2018 December/2017 Monthly, Preliminary #2, Financials Statements. The Statements are preliminary because it is the end of the year there are still a few Invoices outstanding awaiting to come in, plus normal a few year-end minor adjustments. Final Statements will be presented next month. Overall, Year End Financial are bulls eye right on target. WE HAVE ANOTHER YEAR END BALANCED BUDGET! HIP HIP HOORAY! VKlimas thanked Matt Fontaine, CPA for doing a thorough job! In summary the Preliminary #2, December and 2017 Year End Profit and Loss Financial Statement:

	December 31, 2017	Year End, 2017
Revenue	\$26,550	\$326,913
Expenses	(\$23,099)	(\$326,403)
Net Gain/Loss	\$3,452	\$510

VKlimas, moved, BReese seconded the Motion to accept the Preliminary December Financials - 2017; all voted in favor to accept the December Financials.

- **Personnel and Management Committee.** VKlimas, Chairperson presented a listing for paid Holidays for the employees. After discussions to the pros and cons of the various days; VKlimas, moved; HSturgeon seconded; and all voted in favor of the increasing the number of paid Holidays from 10 to 12 per the following Schedule:

Going forward as 1/16/2018 - 12 YEARLY STAFF HOLIDAYS ARE:

New Year's Day, Martin Luther King [2019], July 4th, Memorial Day,
Good Friday, Labor Day, Veteran's Day, Thanksgiving, one

December Holiday, and three flex days to be mutually determined and signed by between supervisor and employee; allocation may be subject to individual pro-rated time allocations commitments.

There was discussion for the need for a consistent office schedule for the ED, after discussion, VKlimas moved and BReese seconded and all voted in favor of the following schedule that will be posted on the business office door:

2018 GENERAL BUSINESS OFFICE HOUR SCHEDULE

- **Monday thru Thursday:**
 - 9AM – 1:30 PM – Open Door Policy.
 - 1:30 – 2:00 PM – Lunch.
 - 2:00 – 5:30 PM - Office will be closed to the public and used for Administrative Duties.
Naturally, emergencies will be immediately addressed.
- **Friday:**
 - 9AM – 12:30 PM – Open Door Policy.
 - 12:30 PM ----- Office is closed.
- Special demands and circumstances may require alternative schedules.
Example: special computer training, Board meeting days, etc.

The Board also discussed the human relations and ethical issue of gift giving during the holidays or at any time in the year. VKlimas read from the State of Ct., Public Officials Guide to the Code of Ethics, Gifts to State Employees, Advisory Opinion No. 2006-6 interpreted Conn. Gen. Stat.:

- “Gifts between supervisors and subordinates in state service. This three-part provision limits gift-giving between certain individuals. Specifically:

The provision imposes a monetary limit of \$99.99 for gifts between a public official or state employee and his or her supervisor. This limit is a per-gift not a per-year amount.

Individuals subject to this limit may still make use of major-life-event exception. In other words, supervisors and subordinates are not limited to \$99.99 when giving gifts to each other for major life events. The applicable limit for major life events is \$1000.

The provision applies not only to direct supervisors and subordinates, but to any individual up or down the chain of command.”

VKlimas recommended the Board should use these state guidelines as our Housing Authority Policy that would entail the paid employees as well as the Board of Directors both vertically and horizontally in the chain of command. HSturgeon made a motion to accept these guidelines as the Housing Authority Gift Giving Policy, BReese seconded the motion; all voted in favor of the Gift Giving motion.

Physical Plant Committee. HSturgeon, Chairperson and Mike LeBlond, Maintenance Supervisor discussed the following physical plant topics. To respond to the snow blizzards and severe ice storms and to assure safety of the residents, visitors, and staff the following emergency non-bid purchases were made:

1. \$550 was spent to purchase the Hopper for the payloader to sand and salt the walkways that attaches to the payloader.
2. \$350 was spent to performing welding to the snow blowing payloader attachment to a crack in the metal housing.

VKlimas moved to confirm those emergency expenditures, BReese seconded the motion and all voted in favor to confirm the emergency expenditures. VKlimas also noted that there are naturally a ton of extra hours for payroll to address the snow removal, and that it was budgeted in the new Budget.

Personnel confidential issues. VKlimas moved and HSturgeon seconded the motion to go into Executive Session to discuss personnel issues and legal strategy for the existing law suit; all voted to go into Executive Session at 7:10pm, and moved the meeting to the Office. At 7:45pm the Board reconvened in the Community Room; VKlimas moved and HSturgeon seconded

the Motion to exit the Executive Session; and all voted in favor of the Motion.
There were no actions taken from the Executive Session.

The Next Regular Meeting is February 19, 2018, 6PM, Community Room,
Gosinski Park.

Everyone voted in favor of adjourning the meeting at 8:05 PM.

Urie Kwon 1/17/2018

Respectfully submitted: VKlimas, Chairperson & BReese, Secretary.