

## HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

### 1.14.2019 Regular Meeting Minutes; 6pm Community Room – Gosinski Park

The meeting was Called to Order at 6PM., Pledge of Allegiance recited by all. Invocation recited by VKlimas, Chairperson as: "God Bless America, Plymouth and everyone at Gosinski Park." Members attended: VKlimas; KMackiewicz; Michael Agey, Resident Elected Member and HCaron, RN. Ted Kosikowski could not attend due to illness. Non-voting staff attending were and Harold Sturgeon, Acting Maintenance Supervisor. JOlivieri, Ex. Director-Property Manager could not attend due to illness. Four residents attended.

The 12/19/2018 Regular Minutes were distributed and reviewed and VKlimas moved to accept the Minutes, CMackiewicz seconded the motion all voted in favor to accept the Minutes. Also several newspaper articles regarding the "Life Safety Critical Needs Application" and the Eversource grants/loans the and party with Santa were distributed.

Public Comments were:

- One resident raised her concern regarding the issue of the cat in a unit that the resident died. Does the pet Policy cover that predicament? Was Animal Control called? VKlimas. Stated Animal Control was called yet he believes such a situation is not part of the Policy. The Board will review the situation and report back.
- That same resident raised the issue that the computers were locked up and the printers do not work because of someone was in a sexual site. VKlimas stated he will ask Janett to get IT to fix the computers and look at solutions to block such sites.
- That same resident stated her outside fan sticks and the louvers stay open and the cold air rushes in. VKlimas stated the fan unit will be replaced by Maintenance staff.
- Another resident stated her lower cabinet kitchen doors needed to be fixed. VKlimas stated he did request them to be repaired but maybe the

Work Order got mixed up during the change of staff. VKlimas requested HSturgeon to please repair and repaint lower kitchen cabinet doors because; VKlimas did inspect the doors and they needed to be repaired. HSturgeon stated he will fix them. This resident also stated for the first time that she has mold. VKlimas requested For HSturgeon to inspect and review her alleged mold issue.

- That same resident stated she needed her apartment painted. VKlimas who reviewed the apartment concurred and he asked HSturgeon to acquire appropriate paint quotes check with the board on availability of funds and then act on it. Another resident stated did the Board know of a building code that mandated painting the apartments periodically for health type reasons? She thought there was a code for that. VKlimas stated the Town Building Inspection Dept. has a code (Certificate of Occupancy) that they have to be in proper building condition each time a new tenant moves into the unit. The Building Inspector must inspect the unit and sign off before any new tenant moves in and VKlimas stated Certificates of Occupancy have been acquired for the last two years. VKlimas will check into the health type issue and report back at the next meeting.

Janett Olivieri, Executive Director – Property Manager, was ill and could not attend the meeting. Her draft unsigned January 14, 2019 Executive Director's Report was distributed. In summation:

#### OCCUPANCY PROFILE

% Occupancy	Unit	Market Rate/Month	Reason for vacancy
98%	48 {EFF}	\$460	Repairs needed
97%	52 {1 Bedroom}	\$493	Need a lot of work -be cleaned
95%	54 {1 bedroom}	\$493	Scheduling CO
	60 (EFF)		Vacating 1/31/19
<b><u>95%</u></b>	<b><u>3 Units</u></b>	<b><u>(\$1446) =</u></b> <b><u>Monthly Loss</u></b>	

- Acquiring phone answering bids.

VKlimas stated Janett can present her Report at the next meeting. No action taken on the DRAFT unsigned Report.

HSturgeon, Acting Maintenance Supervisor, introduced 'Chris' Christopher who has been hired as a Special Project Laborer. He lives close by and everyone welcomed 'Chris.' Harold then distributed and presented his 1/14/2019 "Maintenance Work Order Report". In Summary, he reported over 53 projects worked on and most of them approved by the residents. VKlimas moved "to accept his Work Order Report," MAgey seconded the Motion, and all voted in favor to accept Harold's Report.

### **COMMITTEE REPORTS:**

**FINANCE COMMITTEE.** CMackiewicz, Treasurer presented the 7 page December and Year End 2018 Financials. MFontaine, CPA, Controller DeMarco, and CMackiewicz, Treasurer presented their Report. In Summary:

	December, 2018	Year End
Revenue	\$27,779	\$322,577
Expenses	(\$25,777)	(\$319,610)
Net Gain/Loss	\$2,001	\$2,966

Discussion revolved around the Balanced Dec.. Financial Report of a small surplus for the month. Furthermore, it was highlighted the Year End Financial that we had another BALANCED BUDGET FOR THE YEAR OF 2018! The Report is subject to typical year end minor adjustments. CMackiewicz, Treasurer, moved to "accept the December and Year End 2018 Financials as distributed and presented," VKlimas seconded the motion and all voted in favor of the motion.

**PHYSICAL PLANT COMMITTEE.** VKlimas, Chairperson presented the following status report on the following important capital renovations and physical plant upgrade items.

- GREAT NEWS ... CT. DOH HAS APPROVED OUR PREDEVELOPMENT LOAN APPLICATION FOR \$278,000. VKlimas distributed a Jan., 10, 2019 email from Jody Trestman, Ct. Dept. of Housing has approved the SSHP "Pre-Development Needs Application."

In part her email stated:

*.... I am happy to let you know your predevelopment loan application for Gosiski Park in the amount of \$278,000 has been approved by Commissioner Klein. ..."*

VKlimas stated there will be a ton of standard grant/loan paperwork (eg: deed, insurance required documents, Deposit Control documents with the Bank, title searches, etc., etc.) to be completed before funds are released which will probably take several weeks before a final Agreement will be signed. VKlimas reminded everyone this is the architectural and engineering costs which is the precursor for applying for the SSHP multi million dollar grants/loans for campus wide renovations. VKlimas also distributed a report requested by State officials for the funding on the details the Housing Authority has with Town officials regarding Abatement topics. The draft Report was distributed and will be voted upon at the next meeting.

- The Eversource exterior and interior LED Lighting Contract is presently being implemented. Some of the exterior new LED pole lights have been installed and should be completed in February. The softer color exterior wall mounts and the softer interior bathroom fixtures were selected by MAgely and are on order and it is projected they will be in and completed by February. There is some discussion remaining on the 13 fans and will report back at the next meeting. All four residents attending the meeting stated they liked the brighter LED upgrades. One resident discussed filtering domes for neurological conditions and VKlimas stated he will ask PTE if anything like that exists.

## **PERSONNEL AND MANAGEMENT /EXECUTIVE COMMITTEE.**

VKlimas stated a pre-settlement Workman's Comp. hearing was held and we presented our case and their attorney was surprised by our facts and the case

continues. Chris Christoher was hired as an as needed "Special Project Laborer." Draft yellow highlighted Bylaw revisions were distributed by VKlimas and a vote will be taken at the next meeting; please email VKlimas any additional revisions or comments we should consider.

At about 6:45pm VKlimas moved the Motion to go into Executive Session to discuss employee status; medical issue; and resident legal lease issue; HCaron seconded the Motion and all voted in favor to go into Executive Session in the Office. About 20 minutes later the Board came back into the Community Room; and VKlimas moved to come out of Executive Session and MAgey seconded the Motion and all voted in favor to come out of Executive Session. Actions taken:

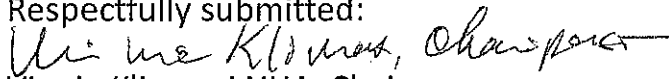
1. VKlimas moved and MAgey seconded the Motion to "appoint Harold Sturgeon permanent Part Time Maintenance Supervisor" and all voted in favor of the Motion.
2. VKlimas moved and HCaron seconded the Motion to "direct the Executive Director-Property Manager to continue to collect information on the resident lease issue and to bring that information and recommendations to the Board of Directors at the next meeting" and all voted in favor of the Motion.

#### **RESIDENT AND HUMAN RELATIONS COMMITTEE.**

MAgey stated the Christmas party was enjoyed by all. And he mentioned he will post the meeting date of the Committee to be Wednesday, Feb. 6; 5:30pm in the Gosinski Park - Community Room and that he will develop an annual schedule for the Committee which will be properly posted.

VKlimas reminded everyone the next meeting is February 18, 2019 here in the Gosinski Park Community Room. MAgey made the motion to adjourn; HCaron seconded the Motion and everyone voted in favor of adjourning the meeting at about 7:20pm.

Respectfully submitted:

  
Vinnie Klimas, LNHA, Chairperson  
1/15/2019