

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

4/17/2017 Regular Meeting Minutes

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Mike Drozdick, Treasurer; Harold Sturgeon, Vice-Chairperson. Unable to Attend: Beth Reese, Resident elected Member and Secretary; Heidi Caron, RN, Chairperson of the Resident and Human Relations Committee.

Others Attending Non-Voting: Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczinski, Property Manager – Demarco; and four residents.

The Chairperson called the meeting to order at 6:05PM recited the invocation of “God Bless America, Plymouth, and everyone at Gosinski Park,” and everyone recited the Pledge of Allegiance. The 3/20/2017 Minutes were distributed and approved: VKlimas and MDrozdick voted Yea and Harold abstained since he was not at the meeting.

Public Comments:

- Fred mentioned his 2003 water leaked and malfunctioned and that it was replaced. The rug needed to be replaced and VKlimas stated he saw the water damage to the rug and yes we need to replace the rug and he requested Karen to install a new rug. He also mentioned his stove was also not working and needed to be replaced.

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- Crystal mentioned that there was an issue of disposition of scrap metal and that a resident was going to take it to the scrap metal facility and possibly collect money for it. VKlimas stated anyone can not personally make money from the facility's surplus property. A resident was collecting metal to bring to the junk yard but was directed by VKlimas he could not to do so. VKlimas explained that any "disposition of public property" needs to be appropriately processed and any proceeds need to be deposited back into the facility's treasury. He explained this process is frequently called "disposition of public property." An example he gave: something like when the Authority's out-of-commission falling apart truck was sold the funds derived from the sale of the junk truck was deposited back into the Authority's bank accounts.

DeMarco representatives presented their monthly reports.

- Karen's summarized her 4 page "April, 2017 Administrative Report:" Inspections and re-certifications are in process, 3 vacancies or 95% occupied, 6 marketing packages were mailed, the Snow Policy and the new Pet Policy will be distributed to each resident, Renter's rebate applications can begin on April 1, dumpster costs will be acquired and decided upon, mold remediation project for unit 6 – VKlimas mentioned the \$numbers need to be improved and will talk to the company to improve the \$ numbers, 19 Work orders were accomplished. Also all pull cord and fire alarm systems have been fixed by Raintech, per 3/31 and 4/17, 2017 service Ticket #12416.

- Matt Fontaine, CPA, DeMarco, combined his presentation with Mike Drozdick's, Treasurer's and Finance Committee Report. The March 2017 Financial Statements documented:

March	YTD	
\$28,584	\$83,812	Revenue
(\$28,727)	(\$84,535)	Expenses
<hr/>		
(\$143)	(\$723)	Net Income

Basically we are right on target. Snow costs in the winter skewed the expenses slightly but that is to be expected.

MDrozdick moved and VKlimas seconded that the Treasurer's March, 2017 Financial Statements be accepted as presented and they were unanimously accepted.

Committee Reports:

- Personnel and Management/Executive Committee- VKlimas. The lawsuit by Tim Bobroske, past Property Manager has been refiled and our attorney will handle the case and keep us up to date as it proceeds forward. PayCheck will install a thumb print punch in system for the new payrolls of maintenance staff, and that CW Resources, Inc. SENIOR NUTRITION SERVICES, Senior Nutrition Services Site Host Agreement" food services contract was distributed and discussed. HSturgeon moved to accept the contract and MDrozdick seconded it and all approved the contract.
- Physical Plant Committee. HSturgeon the Chairperson distributed and discussed the draft 10 page "Request for

Proposal [RFP]: Security Upgrades – Single cylinder Deadbolt Installations” for all 60 front door and 60 back door for the residents. Deadline to submit the Quotes in-hand is 5PM, May 7. One addition is to note that some doors are wood and some are metal, VKlimas will include that issue in the FINAL RFP. HSturgeon moved for acceptance of the RFP, VKlimas seconded it, and all voted in favor to accept the RFP.

- Harold also mentioned that he and VKlimas interviewed 4 candidates for the Maintenance positions which went well; and should be able to hire two PTs soon after the police background and reference checks are completed.
- Major Renovation Project. VKlimas stated we will need to re-advertise for the Housing Consultant position [Peter Hance] and hopefully we can interview candidates by the next meeting. Tom Arcari, AIA our architect will assist us in the interviews.
- VKlimas, also mentioned the Workers Comp Insurance fairness issue for one person contractors will be resolved as soon as we hire the Maintenance persons.
- The next meeting will be May 15, 2017; 6PM, Community Room, Gosinski Park.
- The meeting adjourned at about 8:45PM.

Respectfully Typed Signature: Vinnie Klimas 5/24/17

Vinnie Klimas, Chairperson & date

Secretary and Resident Member Signature and date:

Beth Reese:
