

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

8/21/2017 Regular Meeting Minutes

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice-Chairperson; Beth Reese, Resident Elected Member and Secretary; Mike Drozdick, Treasurer. Heidi Caron, RN, participated by telephone. Others Non-voting attending Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczinski, Property Manager – Demarco; and five residents.

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." The 7/17/2017 Regular Meeting Minutes were distributed and read, MDrozdick, moved to accept, HSturgeon seconded with two housekeeping corrections on page two: change sd to "nd" and page 7 change 2917 to "2017."

17 AUG 29 PM 1:43

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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Public Comments:

- Crystal Doyle mentioned per her August 21st letter that she had a problem, and wanted it to be resolved, with the resident Elected Board member, Unit 27, Office manager and handed in a hand written note. There was an additional note dated August 21, 2017, requesting a meeting with the office manager, resident elected member, and Unit 27. The Resident Elected member stated those are not the facts and that she disagreed with her. Mr. Klimas said the Board will address the complaint.

- Catie Rutkowski, stated that other residents were arguing with her about her unleashed emotional service dog. Mr. Klimas' stated the Agenda Item #5 Resident and Human Relations Committee report addresses the draft #5, 8/18/2017 "Assistance Animal" policy and procedure topic addresses this issue in a fair, consistent, and productive manner. She specifically directed her complaint to a resident whose dog is off lease and charges Catie and her dog. Also her outside flood light is not working.
- Reed Haviland, distributed a two page letter regarding several specific revisions he suggests for the Pet Agreement; and four revisions to the Draft 8/10/2017 Assistance Animal Policy. Reed mentioned he felt the "Assistance Animals" Policy and Procedures were very good.

Mr. Fontaine distributed and discussed the July 30, 2017 "Unreviewed" by Matt because he was on vacation Monthly Financials Statements. Matt mentioned there are a few minor adjustments [ie: painting from ops to capital, etc.] that will be made before next month. Overall YTD Finances are basically right on target; July had a few negative variances of a higher vacancy rate than budgeted and maintenance contracts were also higher. Mr. Klimas mentioned we have to improve the vacancy rate and keep a tighter watch on expenditures. In summary:

	July 30, 2017	YTD, 2017
Revenue	\$27,777	\$195,019
Expenses	(\$28,091)	(\$195,208)
Net Gain/Loss	(\$314)	(\$198}

MDrozdzick moved, HSturgeon seconded, and all voted in favor to accept the July 30, 2017 Financials.

Karen's Administrative August Report.

- Inspections for have begun, need to be completed for re-certifications. Two were completed.
- 92% Occupied; 5 vacancies and showed units too.
- Ads were placed in the Bristol Press, Los Voz in New Haven, and Plymouth Connection. Ad will also be placed in the Waterbury Republican.
- Renter's rebate has begun.
- Mold is completed yet we need to construct a comprehensive P.&P. on the topic.
- 39 work orders were completed; three in process. Flag pole is being installed. Mike and Jim are doing a great job.
- New computers are being used on a daily basis.

Mr. Klimas moved and Mr. Sturgeon seconded and all voted to accept the Administrative Report.

COMMITTEE REPORTS.

- Personnel and Management/Executive Committees. VKlimas, Chairperson reported: the law suit is in process; we are continuing processing the executive search for the Property Manager/Executive Director's position which we will go into executive session from about 7-8:30pm tonight, and Mold Expenses paperwork has been submitted to the Insurance Co. and the adjuster has approved some \$24,324 eligible expenses

for the Insurance claim yet there are various deductibles so we won't know for sure the exact amount until the check comes in.

- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson participated in the meeting by telephone. Mr. Klimas, Chairperson mentioned that he "pinched-hit" for Heidi who was sick for the August 11, Resident and Human Relations Committee meeting, 2pm meeting but since no one showed up it was cancelled. That meeting was discussed at previous meetings and properly posted. A major agenda item for that August 11 meeting was to distribute a 8/18/2017 draft 35 of the "Assistance Animals" Policy and Procedures but couldn't because no one showed up. Mr. Klimas now distributes the draft #5 to the Board and public. He stressed: it is a draft, quickly went over each section, and REQUESTED EVERYONE'S INPUT TO THE DRAFT. Ms. Rutkowski stated she wasn't asked to provide input but Mr. Klimas stated he and the Board are asking her now for her input into this draft and for everyone's input. Please send your comments on this draft to Mr. Klimas thru the office staff.
- Physical Plant Committee. Mr. Sturgeon, Chairperson stated Santeri-Locksmith has completed installing the 120 deadbolts. A portion of mold expenses will be reimbursed but we are not sure of the exact amount. Mr. Sturgeon also mentioned we have to construct comprehensive Mold Policies and Procedures and possible train our staff to avoid future excessive mold expenses and we should send Mike to Mold classes.

- From 7PM to 8:30pm the Board went into executive session to further process the executive search for the Property Manager/Executive Director. Proper motion to go into Executive Session was moved by HSturgeon and seconded by BReese and all voted in favor. At about 8:30 pm a motion to come out of executive session was similarly made and all voted in favor.

Next on the Agenda, Mr. Klimas, Chairperson, discussed a last Month's meeting Minutes pages 5-7 entitled: "Discussion Resident Elected Member Term Dilemma." The Report rehashed many of the pro and con points on this dilemma. Mr. Klimas stressed that he felt that this notable error in voting process for the Resident Commissioner was never done with ill intent by anyone yet it was simply an unintentional notable error.

Public Comment. To assure open and respectful Public Comment on this Resident Elected Term issue the three residents remaining at the meeting all urged the Board to accept the attorney's time frame and not seek out the \$5000 Declaratory Statement.

1. Mr. Klimas read the following Option/Motion: Does the Board desire to Seek A Declaratory Statement. Direct our Attorney to present our dilemma to the Ct. Superior Court and request a legally binding "Declaratory Statement." Which ... 'is special proceeding ... [that] requires the existence of an actual bona fide and substantial question in dispute which requires settlement between the parties' ... and... "shall have the force of a final judgement." This would take about one year and it is estimated to cost the Authority \$5000. Mr. Klimas asked for a motion but no one moved the motion thus the motion failed.

2. Mr. Klimas then read the following Option/Motion: Accept Our Attorney's Timeframe. Accept as the better resolution of the resident term dilemma our Attorney's recommendation of the term commenced on 9/11/2013 will expire on 9/10/2018. This resolution ends some 13 months away and will essentially cost the Authority nothing.

Mr. Klimas asked for a motion to approve the wording and HSturgeon moved the question and MDrozdick seconded it and all UNANIMOSLY approved the motion. Mr. Klimas stated he has a summary of the motion and asked everyone to sign it and everyone did. Heidi will sign it at later day afterwards, which the Board agreed to. The summary is attached and made a part hereof these Minutes. The year and a half long resident term dilemma is now a closed issue.

Other topics that need to be addressed in the future are: resident late payments, resident interactions, overnight guests, garden plots, and major renovations.

A beautiful plaque was awarded to Mike Drozdick for his dedicated 10 years of volunteer service on the Housing Authority. Everyone applauded Mike and wished him the best!

The Next Regular Meeting is September 18, 2017, 6PM, Community Room, Gosinski Park. Everyone voted in favor of adjourning the meeting at 9PM.

Respectfully submitted: VKlimas, Chairperson & BReese, Secretary.

*Virginia
Klimas 8/29/17*