

**HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH**

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

**9/18/2017 Regular Meeting Minutes**

Roll Call. Voting members attending: Vinnie Klimas, Chairperson; Harold Sturgeon, Vice-Chairperson; Beth Reese, Resident Elected Member and Secretary; Heidi Caron, RN. Others Non-voting attending Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczinski, Property Manager – Demarco; and 6 residents at the beginning of 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." The 8/21/2017 Regular Meeting Minutes were distributed, HSturgeon, moved to accept, HCaron, seconded; and the minutes were approved by all as distributed. The 8/30/2017 Special Meeting minutes were distributed, and HSturgeon, moved to accept, HCaron, seconded and the minutes were approved by all as distributed. VKlimas also noted that the Authority after an exhaustive executive search has signed a Commitment Letter with Theresa Schremmer, PHM, BA to be the new Executive Director and will begin the full time position around September 19<sup>th</sup>. VKlimas thanked Karen and Alea from DeMarco for all of their help throughout the past year and mentioned The Financial services and related will still be purchased from DeMarco property Management Co.

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### Public Comments:

- Crystal Doyle mentioned per her August 21<sup>st</sup> letter that she had a problem but no meeting was held as promised. VKlimas stated that it was his fault that the meeting wasn't schedule because he was so busy with the Fair, apologized for any inconvenience, and promised to schedule a meeting right after this meeting. Another issue is the emergency telephone system need to tested now with the new person and maybe new cell phones for the employees can be purchased; she also discussed the clearing of brush in an area that needs to be reviewed; VKlimas said they will look into those issues.
- Katie Rutkowski, stated that other residents were arguing with her about her unleashed emotional service dog. Mr. Klimas' stated the Agenda Item #7 Resident and Human Relations Committee report addresses the draft #7, 9/14/2017 "Assistance Animal" policy and procedure topic addresses this issue in a fair, consistent, and productive manner; and we can discuss that issue at that Agenda item.

Per Bylaws the election of officers for 9/19/2017 – 9/19/2018 was presented. VKlimas presented the following proposed slate of officers for the upcoming year:

- Vinnie Klimas, Chairperson
- Harold Sturgeon, Vice Chairperson
- Vinnie Klimas, Interim Treasurer, until new board member is appointed by the Mayor and Town Council.
- Heidi Caron, RN, Chairperson of the Resident and Human Relations Committee

- Beth Reese, Secretary and Resident Elected Member.
- NOTE: Opening for one Board member, hopefully

financial background

VKlimas asked three times if there are any other nominations, hearing none, VKlimas called for a motion to accept the slate as presented. HSturgeon moved the question and HCaron seconded; all voted in favor of the slate of officers for the new year.

Finance Committee and Mr. Fontaine distributed and discussed the August 2017 Monthly Financials Statements. VKlimas stated overall YTD Finances are basically right on target. In summary:

	August 30, 2017	YTD, 2017
Revenue	\$26,736	\$221,755
Expenses	(\$23,617)	(\$218,826)
Net Gain/Loss	\$3,118	\$2,929

VKlimas moved, HSturgeon seconded, and all voted in favor to accept the August 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.

Demarco Management Reports. Matt already presented the financials. Karen's Administrative Report:

- 5 vacancies or 92% occupied. One reasonable accommodation request.
- 11 applications on hand and are being reviewed.
- Monthly Marketing Update ... letters sent.
- 35 work orders completed for 3 weeks. Painting of electrical boxes.
- New flag pole will be installed with insurance funds because the last pole was accidentally knocked over.
- Since this is her last report ... Everyone thanked Karen for her assistance with warm applause of thankful appreciation.

#### COMMITTEE REPORTS.

- Personnel and Management/Executive Committees. VKlimas, Chairperson moved at about 7pm that the Board go into executive session to discuss two legal matters or lawsuits [actual and potential]; HS Sturgeon seconded the motion, and all voted in favor to into executive session. The Demarco representative attended as technical Experts on one of the matters. Mike

Wrona, Esq., the Board's Attorney also participated by phone. At about 7:45 pm the Board reconvened and moved to come out of Executive session; VKlimas moved, HSturgeon seconded and all voted in favor to come out of executive session. On one lawsuit topic no action was taken. On the other legal matter the following "Late Payment Policy" Motion was moved by VKlimas, Chairperson and seconded by HSturgeon:

"When renters are 30 days or later behind in their rent, they shall be presented a certified mail letter that they are late in their rent and they must meet within two weeks with the staff and if necessary a Board member[s] to implement and sign a reasonable written payment plan. Failure to implement and follow through with the approved Payment Plan shall result in the Authority seeking a "Notice to Quit" by the agency's attorney and shall move the late payment matter to proceed in the Ct. Housing Court, or other court as appropriate."

All voted in favor of adopted the Late Payment policy.

- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson Mr. Klimas, Chairperson discussed and distributed the 9/14/2017 draft #7 of the "Assistance Animals" Policy and Procedures. The changes from the previous draft were identified by crossed out words that were eliminated and bolded words that were added. They stressed that public input was requested and HCaron met with Katie Rutkowski for her input. The Draft #7 was discussed and RCaron stated some of KRutkowski suggestions

were included. KRutkowski expressed her strong disagreement and disappointment that each and every one of her suggestions should be included because she is an expert in ADA laws.

VKlimas mentioned some of her suggestions were included but not each and every one. VKlimas also mentioned that the Federal, ADA office reviewed the draft and felt it very good and the resources used were important documents used in developing this new policy.

VKlimas moved the two part Motion:

1. Delete paragraph "8. PET Allowed. E. AMERICAN DISABILITIES ACT SERVICE DOGS," PAGE 2, OF THE HOUSING Authority's existing "PET Policies and AGREEMENT" which is an addendum to the lease. VKlimas moved, HCaron seconded, and all voted in favor of this first part of the motion.
  2. Approve the 7 page, 9/14/2017; Draft #7, "POLICY NAME: ASSISTANCE ANIMALS" as distributed and discussed. VKlimas moved, HSturgeon seconded and all voted in favor to approve this draft as the final Policy and procedure on this matter.
- Physical Plant Committee. Mr. Sturgeon, Chairperson presented a new "Truck Acquisition Approval Resolution." HSturgeon, stated the budget has about \$10,000 for outside snow removal companies and those funds will pay for the truck and its equipment and for any extra staff hours we need. Furthermore, HSturgeon mentioned the truck is competitively bid through the State of Ct. DAS statewide bid process and this was low bid for three bids that included a Chevy , Dodge and Ford bid. This Ford truck was low bid.

Mike LeBlond part-time Maintenance Supervisor also was on hand and stated "yes" there is a need to be ready for snow and staff are ready willing and able to plow the snow with the truck. Depending on the snow storm size hourly helpers may be necessary to hire to assist.

HSturgeon distributed, discussed, and moved the following resolution::

"The Housing Authority of the Town of Plymouth approves The acquisition of a new 2016, Ford-350, 4 wheel drive, pick-up truck, with a snow plow and a poly sander attachments. Please see attached 8/22/2017 Crowley Ford Quote 170822005 which is made a part of this resolution. The total vehicle price is \$37,900 and will be financed over a 5 year timeframe with a standard buy out at the end of the finance agreement. The payment will be \$619.21/month, a yearly total of \$7,430.52; and \$6,683 total interest paid over a 6 year timeframe. The loan is from the Thomaston Savings Bank. The truck will be acquired via the Ct. State, Department of Administrative Services, Procurement Division public bid awards for public agencies. This resolution authorizes the Chairperson to sign and execute all appropriate financial, insurance, and related documents necessary to acquire the pick-up truck."

HSturgeon moved, HCaron, seconded, and all voted in favor in approving the above truck acquisition motion.

The Next Regular Meeting is October, 16, 2017, 6PM, Community Room, Gosinski Park. Everyone voted in favor of adjourning the meeting at 9PM. Respectfully submitted: VKlimas, Chairperson & BReese, Secretary.

*V. Klimas*  
*9/27/2017*