

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

43 Ronald Rd. – Gosinski Park Unit 31 – Community Room, Terryville, CT. 06786

MINUTES FOR: The Regular and Annual Meeting November 18, 2019.

[1.] Regular Meeting:

The meeting was called to order by the VKlimas, Chairperson at 6pm; the Pledge of Allegiance was recited by all; and Invocation of "God Bless America, Plymouth, and everyone at Gosinski Park" by VKlimas, Chairperson. Voting members attending: VKlimas, LNHA, Chairperson; MAgey, Resident Elected; and KMackiewicz, Treasurer. A quorum was present. HCaron Vice Chairperson and JLongo, Physical Plant were unable to attend.

Other guests (non- voting) attending: Janett Olivieri, Executive Director; Harold Sturgeon, Supervisor of Maintenance and four residents attended. Our Attorney Mike Wrona, Esq. participated by phone during the Executive Session.

The 10.21.2019 Regular Meeting Minutes were distributed and reviewed, and VKlimas moved and MAgey seconded the Motion to accept the Minutes as amended. The amendment is on Page 4 to correct the second paragraph to read "...2020..." [NOT ..."2010" ...] and all the Board Members voted to accept the Minutes as amended.

PUBLIC COMMENTS.

Regarding the status of past Public Comments regarding the resident water spicket issue VKlimas, Chairperson made a Motion to enter into Executive Session to discuss legal strategies regarding Water Spicket Complaint; CMackiewicz, seconded the Motion and all voted in favor of the Motion and the Executive session was moved into the Business

office. Our Attorney, Mike Wrona, Esq. provided legal advise and strategies by phone, JOlivieri, ED also attended to provide their expert advise. About 20 minutes later the Board reentered the Community Room and all voted in favor to come out of Executive Session. With MAgey recusing himself from any action there was not a quorum for any vote on this single item at this meeting.

Other Public Comments were;

- One resident suggested to the Board to increase HSturgeon hours.
- Another resident's unit needed painting.
- The office's answering service phone needs to be fixed because it is not taking messages.
- The campus map was being corrected.

VKlimas stated all items will be addressed.

MANAGEMENT REPORTS:

1. JOlivieri presented her 11.18.19 Executive Director's Report. In summary she reported that she has an active waiting list to fill the upcoming vacancies, working on several files, 2 vacancies or 97% occupancy rate, recertifications, hopefully we will 100% occupied by the end of the year, need snow shovelers; and the **Annual Thanksging meal will be this coming Monday, November 25, 2019 at noontime in the Community Room!** VKlimas moved to accept her Report, CMackiewicz seconded the Motion and all voted in favor to accept JOlivieri's ED Report.
2. HSturgeon presented his October 21 to November 15, 2019 Work Order Maintenance Reports. The Reports Identified 56 Work Orders completed and 18 Works Orders that are opened. HSturgeon requested the Finance Committee to approve \$3,076.50 to purchase the "Cyclone Rake" for picking up leaves, branches and

acorn nuts that clutter the sidewalk. He stated plentiful acorns are dangerous for the elderly, frail, and disabled to walk on. The Finance Committee did approve the emergency expenditure and urged the maintenance staff to please make sure the plentiful round and dangerous acorns when walking on the side walk for the frail and seniors and disabled are quickly cleaned so that they do not clutter on the sidewalk making the sidewalks dangerous due to the acorns. CMackiewicz made the motion to purchase the "Cyclone Rake" in an emergency purchase procurement mode; VKlimas seconded the Motion and all vote in favor of the emergency purchase. Additionally, HSturgeon presented a Preventative Maintenance Program Agreement that is needed for the heating/AC units per unit. VKlimas stated we need to do this but due to the \$5000 cost at least two more quotes are needed per our Procurement Policies and to please bring three quotes at the next meeting. MAgay moved to accept the Maintenance Work Order Report, CMackiewicz, seconded the Motion, and all voted in favor of Work Order Report.

COMMITTEE REPORTS:

Finance Committee. KMackiewicz, Treasurer presented the October, 2019 Financials. MFontaine, CPA, Controller, DeMarco Co., prepared the Financials along with his monthly CPA notes but could not make the meeting. CMackiewicz distributed and discussed the October Financials:

Operational Funds:

FINANCIAL SUMMARY (NON-DESIGNATED)	October, 2019	YTD, 2019
Revenue	\$28,468	\$273.090
Expenses	(\$22,289)	(\$269,537)
Net Income	\$6,179	\$7,426

Overall, for Operational Funds are in the black and positive. This was in large part several Capital expenses were recalassified from Operational to Capital expenses. Capital Funds (Grant Designated) were separate and they also are right on target. KMackiewicz, Treasurer Motioned to accept the October, 2019 Financials as distributed, VKlimas seconded the Motion; and all voted in favor to accept the October, 2019 Financial Report. VKlimas stated he is discussing the \$22,000 sewer tax bill with the Sewer Authority and hopes to resolve this issue within the next one to two months.

Physical Plant.

- SSHP AND CDBG. VKlimas stressed the CDBG and SSHP funds hopefully will be coming up sometime later this year or early 2020. DBerto, Housing Consultant and VKlimas attended the intense State required four day CT. DOH, HUD, CDBG training conference and both passed. We are keeping close track to the dates to submit funding application to these important state and federal funds. VKlimas distributed a Nov., 13th email he sent to the mayor who read it at the Town Council meeting regarding the CDBG and SSHP funds.
- \$222,700 Life Safety Critical Needs. While all of the physical construction being 100% complete; but, the final "Close Out" financial paperwork is still being processed and we project we should receive the required "Retainage" state funds within the upcoming month and then pay the remaining retainage Invoice on the project.
- \$278,000 Pre-Development Grant/Loan from DOH. The second half \$139,000 in funds has been received and the Accounts Payable for the AIA and Housing Consultant are fully paid up to date. The remaining funds (roughly \$95,000) will be used for the required Environmental Reports and completion of the project.

- \$53,509.56 Eversource LED Lighting project is completed. Going forward this project will be considered a maintenance issue.

Resident and Human Relations Committee. MAgey stated several residents attended and are concerned about following outstanding topics of:

- Annual Thanksgiving Meal and the date will be November 25, this coming Monday at 12 noon in the Community Room. All residents, staff, and board members are invited!
- Telephone calls placed to the office are not being answered; JOlivieri stated there are problems with the answering machine and will call IT to try to fix the problem.
- Group robo call system needs to be resolved ... snow is fast approaching,
- VA out-reach program,
- Need for a resident helpful move-in Manual,
- The need for a fire alarm and resident call-for-aid flyer, VKlimas mentioned he met with Tony Orsini, Town Disaster Manager and will be developing training and a flyer.
- Invite Ct. DEEP to discuss wild animals running thru the property,
- Illustrated a draft #2 revised campus wide map that will replace the existing faded maps with errors on them.
- JOliveiri, ED, will follow-up on the above listed projects.

[2] Annual Meeting:

1. CMackiewicz, Treasurer and VKlimas, Chairperson distributed and discussed the 6 page State Required 2020 "Projected Annual Operating," After noting the following minor small-in-scope primary differences of:
 - \$7,000 to further implement the Tenant File Audit,

- Promote HSturgeon to a full-time salaried Maintenance Supervisor and add a \$2,000/year PT Clerk.
- Add 0.45/hour for six months and an additional 0.45 cents/hour to adjust for the increase of minimum wage for the 2.3 FTE employees.
- Electrical bill projected decrease due to the LED lighting upgrades which are much cheaper to operate.

CMackiewicz, Treasurer moved to approve the "2020 PROJECTED ANNUAL OPERATING BUDGET; VKlimas seconded the motion, and the three members voted to approve the 2020 Budget. In summation it is a \$334,545 Annual Balanced Budget. It will be sent to MFontaine who must also sign it and then submit it to the State DOH/CHFA for their review, approval and comments.

2. The Board Members Annual Organizational Assignments, 1/1/2020 to 12/30/2020 was distributed and will be voted upon at the December meeting after the Bylaw revisions are voted upon.
3. A copy of the proposed amendments to the BYLAWS was distributed with the proposed changes highlighted in yellow. Per the Bylaws any changes must be announced 30 days before a vote is taken upon. The newest proposed change is establishing an "Administrative Committee" to process all of the upcoming grants paperwork and the needed policies and procedures.
4. Also it is recommended to change the monthly meetings from the third Monday to the third Wednesday. The changes will be voted upon by the Board at the December 16th meeting

VKlimas made a motion to adjourn the meeting at about 8pm, CMackiewicz seconded the motion; and all voted in favor to adjourn. The next meeting is December 16, 2019, Community Room, at 6PM.

Respectfully Submitted:

Vinnie Klimas
11/25/19

Vinnie Klimas, Chairperson