

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

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

6/19/2017 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, was ill.

Others attending Non-Voting: John Pajeski, Town Council Liaison; Matt Fontaine, CPA, Controller – DeMarco; Karen Kaczenski, Property Manager – Demarco; and five 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 5/15/2017 Regular Meeting Minutes were distributed, HSturgeon moved to accept, VKlimas seconded, and approved by all with Mike Drozdick abstaining. And the 5/19/2017 Executive Committee Minutes – special meeting minutes of an emergency nature to buy a new lawn mower for \$5443 were discussed and approved; HSturgeon moved for acceptance, VKlimas, seconded it, all approved with Mike abstaining.

Public Comments:

- Fred mentioned he needs to have his rug replaced, a new refrigerator, and a new stove due to rust on them.
- Crystal mentioned that the term issue for the Resident Elected Member was on a 3 year ballot which is nearly up needs to be

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addressed as per options as described by our Attorney. She recommends pursuing the option going to the residents and asking them to spend up to \$5000 for a Judge's Declaratory Statement. Beth Reese, Resident Commissioner, commented that 5 years is the state law and we do not need to spend the money. Mr. Klimas stated we have had extensive discussion and debate and we need to address this issue and he will bring forth recommendations at the next meeting.

- Mr. Reed Haviland, read a June 2, 2017 letter of opposition to the recent revised Pet Policy. He also handed a DVD to Mr. Klimas that addresses the issue. His letter raises the issue that the Pet Policy violates many ADA laws. He also mentioned that "... he was never informed of any discussion or afforded any input" Mr. Klimas responded that the Board always welcomes input and advice from the residents and public and that the Pet Policy has been substantially discussed with residents at the Residents and Human Relations Committee as well as at several Boards meetings. Additionally, Mr. Klimas stressed that we welcome new advise at all times and that the Board will review his comments and get back to him.

Mr. Klimas mentioned that due to the severe thunder storm that was forecasted and is occurring Mr. David Berto, President of "Housing Enterprises, Inc." requested that his Housing Consultant RFP, Interview, and Contract be rescheduled. The Board will have a special meeting for action on this important topic.

Mike Drozdick, Treasurer and Matt Fontaine, CPA, Comptroller at DeMarco distributed and discussed the final AUDIT FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015. At the last meeting, Mr. Jason Geel, CPA, our Auditor from Maletta and Company distributed and thoroughly explained the Draft 5/15/2017, Audit/Financial Statements For the Years Ended 12/31.2016 and 2015. Today, the Final Audit was distributed, discussed, and approved.

Highlights of the 15 page Audit were:

- “Opinion. In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Housing Authority of the town of Plymouth ... “ [Introductory pages].
- “... During our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses ...”
“... our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. ... “ [Last two pages of the Audit.]
- Overall the Authority’s Profit/Loss picture is in better shape:

	2016	2015
Revenue	\$323,044	\$306,232
Expenses	(\$320,230)	(\$317,897)
Net gain (Loss) for the period	\$2,814	(\$11,665)

- Retained earnings has also improved:

	2016	2015
Unappropriated	\$42,883	\$40,069
Appropriated Repairs, Maintenance, \$ Replacement	\$167,971	\$152,869

- The 15 page final Audit also noted there were \$85,092 in repairs and upgrades for 2016 and \$27,095 for 2015.
- The PILOT program was also detailed within the Audit and he mentioned it was one of the best written Agreements he has seen because it allows abatement incentives for improvements.
- The Final Audit was approved by the Finance Committee.
- Mr. Drozdick moved for the acceptance and approval of the final Audit for 2016 and 2015, Mr. Klimas seconded it and the Audit was unanimously accepted and approved by the Board.
- Mr. Klimas also distributed a “10 YEAR FINANCIAL TRENDS” Report that graphically illustrate 10 years of comparative data for: A Decade P/L Statement; Income Vs Expense, and Retained Earnings (Surplus). This was also unanimously accepted and signed by all.
- Mr. Klimas thanked: Matt Fontaine, CPA, from DeMarco for getting the books in order; and everyone for their hard work in achieving a much improved financial condition of the Authority.

DeMarco Management Reports.

Mr. Fontaine distributed and discussed the May 30, 2017 Financials Statements. MDrozdick stated the Finances are on target. In summary:

	May 30, 2017	YTD, 2017
Revenue	\$28,299	\$140,645
Expenses	(\$26,285)	(\$137,749)
Net Gain/Loss	\$2,013	\$2,895

Mr. Klimas moved, Ms. Drozdick seconded, and all voted in favor to accept the May 30, 2017 Financials.

Karen's Administrative June, 2017 Report.

- Karen stated effective immediately she is being transferred to another site full time and that 'Aleea' Bailey will be taking her place. HSturgeon stated and VKlimas supported we felt we should have had better communications when staff are being changed. They felt we should be informed [professional curtesy] before the change actually occurs and that staff consistency is important.
- Inspections for July for re-certifications are complete.
- 93% occupied; 4 vacancies, showed two apartment, 7 people on the waiting list, 2 Applications.
- Three marketing packages sent out ad in the Plymouth Connection.
- Reminder apply by April 1st Renter's Rebate has begun.
- 28 work orders were processed. Please have Mike sign the date on the Work Order when work has been completed.
- New lawn mower has been purchased.
- A price for cleaning and buffing the community room is in the works and dumpsters have been initiated. Mike is cleaning out full of junk in the garages; and one will be available for residents usage.

Board voted to accept Karen's Monthly Report.

COMMITTEE REPORTS.

- Personnel and Management/Executive Committees. VKlimas, chairperson reported that the Authority is now advertising for a permanent Property Manager/Executive Director to be supervised by the Housing Authority and that the position would be eliminated from DeMarco's responsibilities. Mold Expenses paperwork has been submitted to the Insurance Co. for the possibility of being reimbursed and we have not heard back from them.
- Resident and Human Relations Committee. Heidi Caron, RN, Chairperson was ill and could not attend. Mr. Klimas summarized the status of those activities.

1. Round tables that are commercial quality have been purchased.
2. ADA commercial quality picnic tables to be purchased and installed on complex are still being researched.
3. Benches for the residents have been purchased and located throughout the campus.
4. July 4th picnic budget is will be held


**RESIDENTS ANNUAL July 4th PICNIC! =
July 5, 1 to 4 PM, DJ, Hot Dogs and
Hamburgers, and Refreshments.**

5. Two new computers for \$499 each, a printer, and appropriate tables, and related materials from the Thomaston Savings Bank grant have been purchased and will be operational by the July 5th picnic.

- Physical Plant Committee. Mr. Sturgeon, Chairperson stated the 120 single cylinder deadbolts for the residents by Santeri Locksmith Contract was awarded and is in process and should be completed by the next regular meeting. A new lawn mower acquired through the State Bid process was purchased for \$5443 please see Executive Committee Minutes Special Meeting of an emergency nature for details. Benches are out and being used by all. H. sturgeon moved and VKlimas seconded to a lot \$1500 for a floor polisher and related and the motion was accepted by all. HSturgeon moved and VKlimas seconded to a lot an annual stipend of \$50 to each maintenance persons for tan slacks and green shirts as their work clothes; and everyone voted in favor of the motion. HSturgeon also mention we have to develop a better Mold Policy and Procedures and he will report back to the Board on the matter.

The next meeting is July 17, 2017, 6PM, Gosinski Park. All voted in favor to adjourn the meeting at 8PM.

Respectfully Typed:

 6/26/17

Vinnie Klimas, Chairperson and

Beth Reese, Secretary and Resident Elected Member