

Tuesday, May 28, 2013

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING MAY 28, 2013 WELLS RUN

Called to order at 1:05 by Chairperson Barbara Spring

Commissioners present: Barbara Spring, Sandra Becker, Cheryl Stoughton (tenant representative), Bob Miller, Tom McClintock, Executive Director Jim Simoncelli Jr.

Minutes:

Correction under Site Inspection; Third sentence should read, “The Board also looked at the siding where the discoloration is most evident and the Board will be looking at the cost of power washing.”

Motion made by Bob Miller to accept minutes from May 14, 2013. Motion seconded by Sandra Becker. Motion Passed.

Maintenance Report:

Jim Simoncelli Sr. had removed all of the A/C cover at Wells Run.

Many residents at Bantam falls have asked if they will be allowed to put a second air conditioner in their bedroom window. Motion made by Bob Miller to send out notice to remind residents of their air conditioning fee and to state that if they would like to put an air conditioner in their bedroom window it must be approved and installed by Jim Simoncelli Jr. The air conditioner must also be a window unit. Motion also stated that each air conditioner has its own \$90 charge. One air conditioner is \$90 and two air conditioners is \$180. Motion seconded by Sandra Becker. Motion Passed.

Tenant Commissioner Report:

Cheryl Stoughton reported that residents in unit #26 did not receive permission to dig gardens along the wood line near another resident’s garden. Jim Simoncelli Jr. will take a picture of the gardens and send the LHA attorney a letter stating that the resident in #26 put these gardens in after the a notice went out stating that all residents must get approval from the LHA Board when making alteration to the inside or outside of the apartment. Jim Simoncelli will also send a copy of that notice to the attorney.

Jim Simoncelli Jr. will call the daughter of resident in #13 and notify them of the issue that the resident in #13 is a frequent faller and at this point is unsafe being left alone in her unit. Jim

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Simoncelli Jr. will also notify the family that the maintenance working is not a personal helper or aide to any resident.

Cheryl Stoughton presented a letter from resident in unit #3 to Chairperson Barbara Spring. The letter is requesting permission from the LHA Board to allow her to put in 4 pots (12") of begonias and impatiens in the pre-existing mulched border that fronts her section. Motion made by Barbara Spring to accept letter and allow resident in unit #3 to put in the pots. Motion seconded by Bob Miller. Motion Passed.

Litchfield Piano Works donated a new piano to Bantam Falls. Jim Simoncelli Jr. will send thank you letter to Litchfield Piano Works thanking them for their generous donation.

Cheryl Stoughton reported that the resident in unit #29 is still getting a white powder coming up from the carpet.

Bills and Communications

Jim Simoncelli Jr. stated that the first partial payments to Red Hawk and Bantam Fuel will go out with Mays bills.

Private Grants:

Jim Simoncelli Jr. received a letter from Seherr-Thoss Foundation that acknowledges that we received the grant money that they sent to The Litchfield Housing Authority. Sandra Becker signed the letter and it was sent back to Seherr-Thoss.

Report of Executive Director:

Jim Simoncelli Jr. is in the process of filling the units at Bantam Falls and the unit at Wells Run. Jim has appointments with several potential residents. The cleaners/painters have been working on unit #4 and should be completed shortly.

Motion made by Sandra Becker to enter executive session to discuss personnel matters. Motion seconded by Tom McClintock. Motion passed at 2:15.

Motion made by Bob Miller to leave executive session. Motion seconded by Tom McClintock. Motion passed at 2:30.

Bob Miller reported that he checks the oil level at least once a week on the oil tank at Bantam Falls. Bob Miller has been in contact with Jack Healy and Jack has stated that The Litchfield Housing Authority can choose any oil company that they prefer. Jim Simoncelli will contact the Business Manager of the Litchfield Schools and find out contact company that delivers them oil.

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Jim Simoncelli Jr. will contact the LHA Attorney about Dime Oil and if it is cost effective to pursue.

Motion Made by Cheryl Stoughton to accept proposal by Gwen Burgess or Accounting & More LLC. Motion seconded by Tom McClintock. Jim Simoncelli will email Gwen Burgess to notify her of the decision.

Financial Report:

Jim Simoncelli Jr. presented the financial report to the LHA Board. Motion made by Tom McClintock to accept the financial report that was presented. Motion seconded by Cheryl Stoughton.

Site Inspection:

A site inspection was not done.

Unfinished Business:

A. Insurance / Pets / Liability

- a. Jim Simoncelli Jr. will contact Asset Manager Wilma Ramos and ask if the LHA can require individual residents to have their own dog insurance policy.

B. Bantam Falls furnace contract proposal

- a. LHA is still waiting on J&M Plumbing to finalize the furnace setup on the computer.

C. Waiting list

- a. Nothing to report at this time

D. A-3

- a. Jim Simoncelli Jr. will ask Jon Worthington if The LHA can get in writing the codes that A-2 and A-3 follow.

E. Lawyer

- a. Tabled unit next meeting

F. Rent Increase

- a. Jim Simoncelli Jr. will ask Wilma Ramos about starting the process of a rent increase.

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New Business:

A. Discoloration Removal at Bantam Falls

- a. Jim Simoncelli is waiting on quotes from a few different companies.

B. LHA Directory

- a. Jim Simoncelli will continue to update the LHA Directory with the help of the LHA Board.

Tom McClintock made motion to adjourn meeting. Motion seconded by Cheryl Stoughton. Motion passed. Meeting adjourned at 4:13PM.