

LITCHFIELD HOUSING AUTHORITY  
SPECIAL MEETING DECEMBER 18, 2020

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:03 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Ruth Torizzo (Resident Commissioner), Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Commissioners absent: Barbara Spring and Tom McClintock.

Tenants present: Carol Powers (Unit 32) Bantam Falls.

Others present: First Selectwoman Denise Raap.

**Tenant Comments/Questions:**

Carol Powers expressed concerns regarding the snow plowing and the snow removal around cars at Bantam Falls.

**Tenant Commissioner's Report:**

Nothing to report at this time.

**Minutes:**

Motion made by Bob Miller to accept the minutes from the Special Meeting November 16, 2020 as presented. Motion seconded by Ruth Torizzo. Motion passed.

**Bills and Communications:**

Nothing to report at this time.

**Grants / Fundraising:**

- a. Seherr-Thoss Foundations – nothing to report at this time.
- b. Housing Authority Small Improvement Program (HASAIP) (Rolling Application) - Nothing to report at this time.

**Report of the Executive Director:**

Jim Simoncelli Jr. reported that there are two vacancies at the LHA. One at Bantam Falls and one at Wells Run. The unit at Bantam Falls will be rented as of January 15, 2021.

Jim Simoncelli Jr. said he received the LHA Audit Report from Maletta and Company, in bound form and will distribute it to the commissioners at the next in person Board Meeting.

Jim Simoncelli Jr. reported that there are still concerns about COVID-19 at the LHA. Notices were sent out to all residents which covered a wide array of procedures regarding non-resident visitors not complying with the policies. Jim Jr. will post additional signage as well as having the LHA RSC (Resident Service Coordinator) conduct wellness calls with all the residents to remind them of the policies posted.

Jim Simoncelli Jr. reported that there were multiple problems with the snow plowing contractor and snow removal from the last snowstorm at Bantam Falls and Wells Run. Jim Jr. stated that he has attempted to contact the snow removal contractor since October 16, 2020 without success. Jim Jr. continued by stating that the cars at Wells Run were still snowed in 1 ½ days after the snowstorm, that there was never any ice melt put on the sidewalks at Wells Run, and that he had been notified that 3 people (combination of residents and guests) fell due to poor cleanup. Also, when the company plows the parking lots the plow leaves a large pile of snow behind the cars and residents are not able to get to their vehicles. Jim Jr. said he has been extremely disappointed in their lack of communication with the Housing Authority and how the snow clean-up was done for the last large snowstorm between December 16<sup>th</sup> – 17<sup>th</sup>. Jim Jr. will write the contractor a letter stating the above and that they need to contact the LHA as soon as possible or the LHA will find another snow removal contractor.

### **Capital Improvements - Ongoing Projects**

a. WR- Community House Remodel – Jim Simoncelli Jr. said that the generator for Wells Run has been ordered and will be installed upon arrival.

### **Financial Report**

Bob Miller reported on the bank account balances of each Litchfield Housing Bank account. Bob Miller suggested finding a financial advisor to suggest how to get a better return for the money in the LHA STIFF account.

### **Inspection of Grounds:**

An Inspection was not done.

### **Sub-Committees**

- A. Grounds / Facility Inspection – Bob Miller commented how nice the grounds and the building at Bantam Falls looked with all the holiday lights and decorations

### **Unfinished Business**

- A. LHA Policies and Procedures
  - i. Procurement Policy – Nothing to report at this time.
  - ii. Tenant Selection Policy – Nothing to report at this time.
- B. LHA Security

- i. WR – Cameras – Jim Simoncelli Jr. stated that he emailed NYCONN Security Systems to schedule the installation of the additional cameras at Wells Run for early next year.
- C. Creating a 501C3 – Nothing to report at this time.
- D. Wells Run Sign – Jim Simoncelli Jr. said he will submit a complete application to the Litchfield Historic District Commission as soon as the style of the lights for the sign are determined.

**New Business:**

- a. Resident Manual - Jim Simoncelli Jr. stated that he will be putting together a Resident Manual for all residents. This manual will include all rules and regulations, policies, important information and phone numbers along with other information pertinent to residents.

**Tabled Items:**

**Executive Session:**

Motion made by Bob Miller to enter into executive Session. Motion seconded by Ruth Torizzo. Executive session was entered into at 1:56 PM.

Motion made by Bob Miller to exit from Executive Session. Motion seconded by Ruth Torizzo. Motion passed. Executive session ended at 2:10 P.M.

No action was taken.

**Adjournment**

Motion made by Bob Miller to adjourn meeting. Motion seconded by Ruth Torizzo. Motion passed. Meeting adjourned at 2:11 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.  
Executive Director  
Litchfield Housing Authority