

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING FEBRUARY 26, 2021

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:04 PM by Chairperson Sandra Becker

Commissioners present: Sandra Becker, Bob Miller, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner).

LHA Employees present: Executive Director Jim Simoncelli Jr. and Administrative Assistant Beth Graziani.

Tenants present: No tenants were present.

Others present: Litchfield First Selectwoman Denise Raap and Gwen Burgess from CGT Financial Services.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Nothing to report at this time.

Minutes:

Corrections to Minutes Special Meeting January 22, 2021. On the first page under "Bills and Communications" third paragraph, the name "Barbara Miller" should be "Barbara Spring".

Motion made by Barbara Spring to accept the minutes from the Special Meeting January 22, 2021 as corrected. Motion seconded by Bob Miller. Motion passed.

Bills and Communications:

Jim Simoncelli Jr. stated that the HASIP Basic Needs Pantry is offering grant money to housing authorities for COVID-19 Relief items These items include but not limited to food, hand sanitizer, PPE equipment etc. The LHA Resident Service Coordinator will be applying for this funding.

Sandra Becker stated that she had communication with the Governor's Office regarding a COVID-19 vaccination clinic at the LHA. Sandra continued by stating that the States response regarding this clinic was that a Housing Authority is not an assisted living facility or nursing home therefore it does not fit in the current phases of the COVID-19 vaccine distribution.

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 he spoke with the LHA Asset Manager regarding the proposed base rent increase and is waiting on written approval. Once approved, residents will receive at least a 30-day notice prior to the effective date of May 1, 2021.

Jim Simoncelli Jr. said that most of the re-certification forms have been returned to the office and hopes more will come in soon. All residents will be notified by April 1, 2021 of any rent changes.

Jim Simoncelli Jr. said that he will continue with the tick application at both Bantam Falls and Wells Run in 2021.

Jim Simoncelli Jr. handed out a Solar Opportunity Summary which included basic information about solar energy. It will be tabled until after May 1, 2021.

Barbara Spring asked Jim Simoncelli Jr. if there were any vacancies at Bantam Falls and Wells Run. Jim Jr. stated that there is one vacancy at both facilities, and they will be rented as soon as possible.

Capital Improvements - Ongoing Projects

- a. WR- Community House Remodel – Jim Simoncelli Jr. said that the generator for Wells Run has been installed and will be hooked up to propane next week.

Financial Report

Gwen Burgess from CGT Financial Services distributed the following year end financial reports; Budget vs. Actuals January – December 2020 FY19 P&L, Profit and Loss by Class, January – December 2020 and Balance Sheet Comparison as of December 2020. After a detailed discussion regarding the reports, the legal expenses from December 2020 in the amount of \$3700.00 will be added to this report and multiple line items will be reclassified.

Motion made by Barbara Spring to accept the financial reports as amended. Motion seconded by Tom McClintock. Motion passed. The State Report ending December 31, 2020 will be submitted based on the financial information approved in the above reports.

Inspection of Grounds: - An inspection was not done.

Sub-Committees

- A. Grounds / Facility Inspection – Nothing to report at this time.

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 the 5 additional cameras for H Building at Wells Run have been installed.
- C. Resident Manual – Jim Simoncelli Jr. stated that he and Administrative Assistant Beth Graziani has started 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. A draft of this manual should be completed by the end of March 2021.

New Business:

Tabled Items:

- a. Creating a 501C3
- b. Wells Run Sign

Executive Session:

Motion made by Tom McClintock to enter into executive Session. Motion seconded by Bob Miller. Executive session was entered into at 2:20 PM.

Motion made by Barbara Spring to exit from Executive Session. Motion seconded by Tom McClintock. Motion passed. Executive session ended at 2:41 P.M.

No action was taken.

Adjournment

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed. Meeting adjourned at 2:50 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority