

LITCHFIELD HOUSING AUTHORITY

SPECIAL MEETING APRIL 5, 2021

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

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

Commissioner's 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.

Tenant's present: No tenants were present.

Others present: Litchfield First Selectwoman Denise Raap.

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 February 26, 2021. On the first page under "Bills and Communications" second paragraph, the word "States" should be "state's".

Motion made by Tom McClintock to accept the minutes from the Special Meeting February 26, 2021 as corrected. Motion seconded by Ruth Torizzo. Motion passed.

Bills and Communications:

Nothing to report at this time.

Grants / Fundraising:

- a. Seherr-Thoss Foundations – Jim Simoncelli Jr. stated that the Fall 2019 grant process has been completed.
- 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 is one vacancy at Bantam Falls which has been rented for April 15, 2021. At Wells Run units B1 has been rented as of April 1, 2021 and 2 additional units have been vacated and will begin renovation soon.

Jim Simoncelli Jr. said that a Covid Vaccination Clinic has been set up by Walgreens at the Bantam Fire House on Wednesday April 7, 2021 from 9-3pm. It was organized by Executive Director Jim Simoncelli Jr. and Town of Litchfield Social Services Director for residents at Wells Run, Bantam Falls and Eldridge Senior Housing in Morris as well as for area residents.

Jim Simoncelli Jr. stated that the rent recertifications for Wells Run and Bantam Falls have all been completed and the rent increase will take effect May 1, 2021. Jim Jr. said that the increases (including base rent increases) would generate approximately \$950.00 per month.

Jim Simoncelli Jr. reported that Frontier Communications had to repair the phone lines at Wells Run. They have all been repaired and working properly.

Financial Report

Jim Simoncelli Jr. presented the following financial reports for January 2021:

Bank balances for operating account, grant holding account, pet security account, STIFF account for period ending January 31, 2021 along with Transaction List by Vendor January 2021.

After a brief discussion, motion made by Tom McClintock to accept the Financial Report for January 2021 as presented. Motion seconded by Ruth Torizzo. Motion passed.

Jim Simoncelli Jr. presented the following financial reports for February 2021:

Bank balances for operating account, grant holding account, pet security account, STIFF account for period ending February 28, 2021 along with Transaction List by Vendor February 2021.

After a brief discussion, motion made by Barbara Spring to accept the Financial Report for February 2021 as presented. Motion seconded by Tom McClintock. Motion passed.

Jim Simoncelli Jr. presented the following financial reports for March 2021:

Transaction List by Vendor March 2021. Bank statements for March were unavailable. A full report will be completed at the next Board meeting.

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 – Nothing to report at this time.

- C. Resident Manual – Jim Simoncelli Jr. stated that he and Administrative Assistant Beth Graziani are continuing progress on the Resident Manual. 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 April 2021.

New Business:

Tabled Items:

- a. Creating a 501C3
- b. Wells Run Sign – Bob Miller stated that the LHA should start to look for comparisons for ideas for the new Wells Run sign.

Executive Session:

Motion made by Barbara Spring to enter into executive Session. Motion seconded by Bob Miller.

Executive session was entered into at 2:20 PM.

Motion made by Tom McClintock to exit from Executive Session. Motion seconded by Barbara Spring.

Motion passed. Executive session ended at 2:32 P.M.

The following action was taken:

Motion made by Bob Miller to take the LHA's attorneys proposed action regarding the ongoing eviction at Wells Run. The tenant will have until June 30, 2021 to vacate the apartment and will waive all rights to appeal the action for further extensions. Motion seconded by Ruth Torizzo. Motion passed.

Adjournment

Motion made by Tom McClintock to adjourn meeting. Motion seconded by Barbara Spring. Motion passed.

Meeting adjourned at 2:36 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority