

LITCHFIELD HOUSING AUTHORITY

REGULAR MEETING JUNE 14, 2022

1:00 PM

REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Called to order at 1:00 PM by Chairperson Sandra Becker

Commissioners present Sandra Becker, Barbara Spring, Tom McClintock, Ruth Torizzo (Resident Commissioner)

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

Others present: Michael Lyn Capello (Director of Social Services of Litchfield)

Tenants present: No tenants were present.

Tenant Comments/Questions:

Nothing to report at this time.

Tenant Commissioner's Report:

Ruth Torizzo mentioned that the exercise classes organized by Janice Conner, the Resident Service Coordinator, will be ending at the end of June. Ruth also stated that the renters rebate program was conducted on June 7, 2022 for the residents of Bantam Falls.

Minutes:

Motion made by Barbara Spring to accept the minutes from May 10, 2022 Regular Meeting as presented. Motion seconded by Ruth Torizzo. Motion passed.

Bills and Communications:

a. Kone – Invoices

i. Jim Simoncelli Jr. brought correspondence from the Litchfield Housing Authority's Sales Executive at Kone. The LHA was given 4 payment options regarding the adjusted invoices. Motion made by Barbara Spring to accept the first option which is to pay a total of \$1809.56 which includes a one-time 5% discount. Motion seconded by Ruth Torizzo. Motion passed.

Grants / Fundraising:

a. Community Development Block Grant (CDBG)

- i. Bantam Falls Rehab Project – Motion made by Barbara Spring to move \$14,500 from the LHA STIF Account to the LHA’s Operating Account for payment of Phase 1 of the architectural fee for the Bantam Falls Rehab Project. Motion seconded by Ruth Torizzo. Motion passed.
- b. Seherr-Thoss Foundation
 - i. Wells Run Sign – Jim Simoncelli Jr. stated that the new sign for Wells run has been ordered and payment has been submitted.

Report of the Executive Director:

Jim Simoncelli Jr. said that there is still parking issues at Wells Run. Jim Jr. will pass out warning tickets prior to issuing the parking fee that is listed in the LHA Parking Policy.

Jim Simoncelli Jr. stated that the current Tenant Commissioners’ term is expiring. The LHA will follow the State Statue regarding the appointment of a Tenant Commissioner.

Jim Simoncelli Jr. reported that the new laundry company contract has been signed and that the install date will be on July 25, 2022. Jim Jr. will organize the disconnect from the current laundry company as close to July 25, 2022 as possible.

Financial Report:

Jim Simoncelli Jr. presented the following financial reports for May 2022:

Transaction List by Vendor May 2022, bank balances for operating account, grant holding account, pet security account for period ending May 30, 2022.

After a brief discussion, motion made by Barbara Spring to accept the Financial Report for May 2022. Motion seconded by Ruth Torizzo. Motion passed.

Capital Improvements - Ongoing Projects

Jim Simoncelli Jr. stated he will be looking for critical needs funding for the alarm system and erosion issues at Wells Run.

Unfinished Business

- A. LHA Policies and Procedures
 - i. Procurement Policy – Nothing to report at this time.
 - ii. Tenant Selection Policy – Jim Simoncelli Jr. reported that the Tenant Selection Policy will be reviewed and updated
 - iii. Grounds / Breezeway Policy – Nothing to report at this time.
- B. Resident Manual – Nothing to report at this time.
- C. Creating a 501C3 – Nothing to report at this time.

New Business:

Executive Session

Executive session was not entered.

Adjournment

Motion made by Barbara Spring to adjourn meeting. Motion seconded by Tom McClintock . Motion passed.
Meeting adjourned at 2:25 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority