

LITCHFIELD HOUSING AUTHORITY
REGULAR MEETING SEPTEMBER 26, 2023

1:00 PM

WELLS RUN COMMUNITY ROOM

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

Commissioners present: Sandra Becker, Michael Lyn Cappello and Jean Adams (Tenant Commissioner).

LHA Employees present: Executive Director Jim Simoncelli Jr.

Tenants present: Eileen Mitchell (BF unit 3)

Tenant Comments/Questions: Nothing to report at this time.

Tenant Commissioner's Report: Nothing to report at this time.

Minutes:

Motion made by Micheal Lyn Cappello to accept the minutes from Regular Meeting on August 22, 2023 as presented. Motion seconded by Jean Adams. Motion passed.

Election of Officers: Michela Lyn Cappello made the motion to have slate of officers as follows: Sandra Becker as Chairman, Micheal Lyn Cappello as Treasurer. Motion seconded by Jean Adams. Motion passed

Bills and Communications:

Jim Simoncelli Jr. stated he will be the new Chairman of the Small PHA (Public Housing Authority) Committee. The small PHA Committee is put together through CONN-NAHRO and sets up meetings with speakers and training specifically for small PHA's.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Nothing to report at this time.
- b. Critical Needs
 - i: Wells Run
 - 1. Alarm System – Jim Simoncelli Jr. stated that the materials for the alarm system have come in and the project is currently in progress.
 - 2. Erosion – Jim Simoncelli Jr. said the asphalt work has been completed at Wells Run.

- c. DEP (Development Engagement Process) – Jim Simoncelli Jr. reported the application period for the Fall DEP is from September 27th through November 1, 2023.

Report of the Executive Director:

Jim Simoncelli Jr. reported that he attended multiple important sessions at the 2023 CONN-NAHRO Convention. First was a session regarding the available funding for SSHP properties. Second was a session on the updated Public Housing Manual. Third was a session with updates on new rental laws in CT. There will be a full report on all sessions attended when more time is allowed.

Jim Simoncelli Jr. reported that units A2 and G3 at Wells Run are vacant and that unit 27 at Bantam Falls is currently vacant with unit 29 becoming vacant on October 15, 2023.

Financial Report:

- a. August 2023 – Jim Simoncelli Jr. presented the following financial reports for August 2023: Transaction List by Vendor August 2023, bank balances for operating account, STIFF account, grant holding account, and pet security account, all accounts were period ending August 31, 2023. After a brief discussion, motion made by Jean Adams to accept the Financial Report for August 2023 as presented. Motion seconded by Michael Lyn Cappello. Motion passed.

New Business

- a. Rental Deposits – Jim Simoncelli Jr. stated that he will gather information on rental deposits and bring more info back to the Board for the next meeting.
- b. Late Fees – Jim Simoncelli Jr. that the state laws on late fees have changed. The new state law is starting October 1, 2023, and reads as follows, *“such late charge may not exceed the lesser of (1) five dollars per day, up to a maximum of fifty dollars, or (2) five per cent of the delinquent rent payment or, in the case of a rental agreement paid in whole or in part by a governmental or charitable entity, five per cent of the tenant's share of the delinquent rent payment. The landlord may not assess more than one late charge upon a delinquent rent payment, regardless of how long the rent remains unpaid.”*

Unfinished Business

- A. LHA Policies and Procedures
 - i. Procurement Policy – Nothing to report at this time.
- B. Resident Manual
 - i. Final Draft – Jim Simoncelli Jr. will send the Resident Manual to print.
- C. Creating a 501C3 – Nothing to report at this time.
- D. Breezeway / Grounds at Wells Run – Jim Simoncelli Jr. reported that a letter was sent to the resident that has not followed the rules regarding the breezeway.

- E. Immovable / Inoperable Vehicles – Jim Simoncelli Jr. reported that both residents with unmovable cars have been contacted. Jim Jr. will report at the next Board Meeting.

Adjournment

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed. The meeting was adjourned at 1:59 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority