

LITCHFIELD HOUSING AUTHORITY
SPECIAL MEETING DECEMBER 5, 2023

11:00 AM

WELLS RUN COMMUNITY ROOM

Called to order at 11:03 AM 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)

Others present: Gwen Burgess (CGT Financial Services)

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 October 24, 2023 as presented. Motion seconded by Jean Adams. Motion passed.

Bills and Communications:

- a. 2024 Board Meeting Schedule – Jim Simoncelli Jr. distributed a meeting schedule for the Litchfield Housing Authority Board Meetings for 2024. Motion made by Michael Lyn Cappello to approve the meeting schedule for 2024. Motion seconded by Jean Adams. Motion approved.

Grants / Fundraising:

- a. Community Development Block Grant (CDBG)
 - i. Bantam Falls Rehab Project – Nothing to report at this time.
- b. DEP (Development Engagement Process) – Jim Simoncelli Jr. stated that they have hired a Civil Engineer to completed the survey on the newly purchased land adjacent to Wells Run.

Report of the Executive Director

Jim Simoncelli Jr. stated that the Salvation Army will be hosting senior parties at both Bantam Falls and Wells Run. Bantam Falls will be held in the Bantam Falls Community room on Dec 20 and Wells Run will be Dec 14.

Jim Simoncelli Jr. reported that there are 2 vacancies at Bantam Falls and 1 vacancy at Wells Run.

Financial Report:

- A. 2024 Management Plan – Gwen Burgess from CGT Financial Services Jim Simoncelli Jr. presented the 2024 Management Plan (Budget) for the Litchfield Housing Authority. After a brief discussion, motion made by Jean Adams to accept the 2024 Management Plan as presented. Motion seconded by Michael Lyn Cappello. Motion passed.
 - B. October 2023 - Jim Simoncelli Jr. presented the following financial reports for October 2023: Transaction List by Vendor October 2023, bank balances for operating account, grant holding account, and pet security account, all accounts were period ending October 31, 2023. After a brief discussion, motion made by Michael Lyn Cappello to accept the Financial Report for October 2023 as presented. Motion seconded by Jean Adams. Motion passed.
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New Business

Nothing to report at this time.

Unfinished Business

- A. LHA Policies and Procedures
 - i. Procurement Policy – Nothing to report at this time.
- B. Resident Manual
 - i. Nothing to report at this time.
- C. Creating a 501C3 – Nothing to report at this time.
- D. Breezeway / Grounds at Wells Run – Jim Simoncelli Jr. and one of the LHA maintenance staff walked through all of the breezeways and removed all items that should not have been in the breezeway. The LHA is currently storing the items that were removed from the breezeways. Letters will go to the residents that have stored items requesting a response regarding what residents wants LHA to do with the items.
- E. Immovable / Inoperable Vehicles – One of the inoperable vehicles was removed. A letter will be sent to the other residents asking for a written response regarding the vehicle.
- F. Rental Deposits – Nothing to report at this time.

Executive Session

- a. Executive Director Review – Motion made by Michael Lyn Cappello to enter Executive Session. Motion seconded by Jean Adams. Motion passed. Executive Session was entered at 12:15 P.M.

Motion to exit out of Executive Session was made by Michael Lyn Cappello. Motion seconded by Jean Adams. Motion passed. Executive Session ended at 12:32 P.M.

Adjournment

Motion made by Michael Lyn Cappello to adjourn meeting. Motion seconded by Jean Adams. Motion passed.
The meeting was adjourned at 12:35 P.M.

Respectfully Submitted,

Jim Simoncelli Jr.
Executive Director
Litchfield Housing Authority