

BETHEL HOUSING AUTHORITY

25 Reynolds Ridge

Bethel, Ct 06801

REGULAR MEETING MINUTES

WEDNESDAY JULY 8 2015

4:00 PM

Commissioner Slifkin called the meeting to order at 4:00 PM

Roll Call:

**Commissioner Slifkin, Commissioner Walsh, Commissioner Ryan, Commissioner McCollam,
Commissioner Beeble**

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TOWN OF BETHEL
TOWN CLERK

Commissioner Slifkin asked that the Personnel Matters anticipated to be held in executive session be held in regular session. Motion made by Commissioner Ryan and seconded by Commissioner Beeble. Motion carried.

Present: Collin Vice, Mark Nolan

Citizens Input- Christine Sleight, Len Newby, Mary O'Leary

Phineas Park- Mark Nolan stated that new cards signature card are needed for the bank accounts and that he will arrange to pick them up or advise the members if they need to go to the bank.

Applications are now being accepted for Phineas Park. There are two vacant units, one (1) bedroom and (1) two bedroom.

A copy of the 2014 audit is provided for the Commission he advised that there were no management findings. The Commission was advised that the financials this month show a \$12,000 deficit due to the issue of the real estate taxes.

As discussed at the last meeting a committee consisting of Commissioner Beeble, myself and Collin will be responsible for the transition plan for Phineas Park. Negotiating tax relief plan with the town is a high priority.

The Federal Home Loan Bank will be accepting applications for their Affordable Housing programs which allow the Authority to leverage their resources with a combination of grants and loans to complete the balance of work needed here at Reynolds Ridge. I have been discussing this with Collin and our next step is to determine if we have a project ready to go this round or the next one.

In closing he advised that he will not be in attendance at the August meeting as he will be on vacation.

Motion was made by Commissioner Walsh and seconded by Commissioner Ryan to approve the minutes of June 10, 2015. Motion carried

Authorization to pay the bills of July 8, 2015 was made by Commissioner Ryan and seconded by Commissioner McCollam. Motion Carried.

Executive Director reported that we have 5 vacant units which were identified as 9, 12, 30, 71 and unit 1 which is a hold over for a tenancy matter. Two of these units are being held until we receive notification on the Small Cites grant. Units 9 and 54 are ready for occupancy. It was reported that several candidates had been selected for interviews and have elected not to come in or after screening elected not to accept the units.

The satellite dish report has been finalized and of the 7 identified we have three (3) residents who have deposits on file. Two (2) who have not paid the deposit, one (1) move-out and the dish remained and the final is searching their records as they indicated they made the payment.

As of today only (1) written response has been received concerning the no smoking policy. Signs will be ordered for placement about the property so that everything will come into place by September 1, 2015 this will also include all residents signing the new lease amendment.

The court date for the tenancy matter was postponed until Monday July 13, 2015. The ED stated that although we entered into a judgement, the plaintiff can still file to have the case reopened as the matter is presented to the court clerk, who does not know the circumstances and will place it on the calendar to be heard. The current balance owed is about \$1,100.00 and to date we have paid \$900.00 in legal fees and growing. This nonpayment of rent is sending the wrong signal to our other residents because they are advising me to send them to Jerome Mayer our attorney.

Motion by Commissioner Beeble and seconded by Commissioner Ryan to table the Treasurer's Report because all of the bank statements are not in. Motion carried.

Unfinished Business

Motion by Commissioner Ryan and seconded by Commissioner Beeble to have a new door installed for unit 37. Motion carried

New Business

Motion to adopt a resolution to engage David Belcher to Update Web Site No.001 was made by Commissioner Ryan and seconded by Commissioner McCollam. Motion carried

Motion to adopt a resolution to have all building exteriors power washed No. 002 was made by Commissioner Beeble and seconded by Commissioner Walsh. Motion carried.

Motion to authorize payment of stored materials for units 1 and 12 to Wood Works Construction, Inc. No. 003 was made by Commissioner McCollam and seconded by Commissioner Walsh. Motion carried.

Motion to authorize a reasonable accommodations request for bathroom upgrade- Project E- 166 Unit # 44- No. 004 was made by Commissioner Ryan and seconded by Commissioner McCollam. Motion carried.

Motion was made by Commissioner Ryan to open the floor for nominations for Assistant Treasurer for the 2015- 16 calendar years and seconded by Commissioner Walsh. Motion Carried.

Motion by Commissioner Ryan to nominate Commissioner Beeble for the Assistant Treasurer and seconded by Commissioner Walsh. Called for other nominees and nominations were closed.

Chairman called for the vote. Motion carried.

Commissioner Beeble asked the ED to speak for the occasions when the Commission can go into executive session. It was stated: Pending litigations, personnel matters, contract negotiations or real estate transactions. Commissioner Beeble re-affirmed when it is allowable to do so.

Commissioner Ryan request for payroll documents to be provided and she will review the same at another time.

Chairman called for a discussion of the Executive Director's summer hours. Commissioner Ryan made the motion to return to a five day work week and it was seconded by Commissioner Walsh. A discussion ensued and the only reason stated was that the residents had a concern about the office being closed for three days. The ED stated that she is available by phone as she carries the company cell phone and the number of calls received over the course of 3 months was perhaps three (3). She requested to know what the resident's concerns and issues were. ED was not in agreement and will respond. Motion carried. The Executive Director will return to a full five (5) a week schedule.

Motion by Commissioner McCollam and seconded by Commissioner Ryan to provide part- time employees with vacation compensation. This compensation will be based on hours worked per week. Motion approved- with one abstention Commissioner Beeble.

Motion by Commissioner Beeble to adjourn was made at 5:40 pm and seconded by Commissioner Ryan.

Respectfully Submitted

Collin Vice

Recording Secretary

BOARD ADOPTED RESOLUTION NO. - 002

ADOPT A RESOLUTION TO HAVE ALL BUILDING EXTERIORS POWERWASHED

Whereas, the Housing Authority of the Town of Bethel is desirous of having the services of a vendor to power wash the exterior of all buildings at Reynolds Ridges; and

Whereas, the request was made verbally to a total of 4 independent contractors on Monday June 28, 2015 with a response due date of Monday July 6, 2015 and;

Whereas, at the appointed time four (4) pricing proposals were received; and

Whereas, it is the recommendation that the Authority authorized Leo Gallagher to proceed with the Power washing of all building exteriors at Reynolds Ridge as the proposals received were as follows:

- Leo Gallagher Painting \$3,000.00
- Trans Clean \$4,950.00
- CertaPro Painters \$5,200.00
- JB Property Maintenance \$6,375.00

Now therefore, be it resolved that the Authority authorize Leo Gallagher to power wash all building exteriors at Reynolds Ridge in the amount of \$3, 000.

RESOLVED THIS 8th DAY OF JULY IN THE YEAR 2015

ATTEST

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TOWN OF BETHEL
TOWN CLERK

SECRETARY

BBOARD CHAIRMAN/VICE CHAIRMAN

BOARD RESOLUTION NO.-001

ADOPT A RESOLUTION TO ENGAGE DAVID BELCHER TO UPDATE WEB SITE

Whereas, the Housing Authority of the Town of Bethel is required to update its web site when polices are updated and or adopted; and

Whereas, the following documents have been updated and or adopted and located on the Authority's web site known as www.bethelhousingauthoority.org; Tenant Selection Plan for E-133, Tenant Selection Plan for E- 166, Pet Policy, No Smoking Policy, forms and 30 day notice, Satellite Dish Regulations, Application forms for Projects E-133 and Project E-166; and

Whereas, David Belcher has provided a cost to complete the assigned tasks; and

Whereas, it has been determined that the cost to complete the upgrades will be \$ 580.00; and

Now therefore, be it resolved that the Authority authorize David A. Belcher to proceed with the web site update as defined in the proposal dated June 25, 2015.

RESOLVED THIS 8th DAY OF JULY, 2013

ATTEST

SECRETARY

BOARD CHAIRMAN/VICE CHAIRMAN

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TOWN CLERK

AUTHORIZATION FOR REASONABLE ACCOMMODATIONS REQUEST UNIT # 44- NO. 004

AUTHORIZATION TO APPROVE REASONABLE ACCOMMODATIONS REQUEST

A REQUEST HAVE BEEN RECEIVED FOR MODIFICATIONS TO BATHROOM AT UNIT 44 BASED ON MEDICAL DISABILITIES. AUTHORIZATION IS BEING REQUESTED THAT THE IMPROVEMENTS BE MADE TO ASSIST THE OCCUPANT IN UNIT NO. 44.

DOCUMENTATION CONCERNING THE REQUEST IS ATTACHED.

NOW THEREFORE BE IT RESOLVED THAT THE BATHROOM MODIFCATION REQUEST FOR UNIT NO. 44 BE APPROVED.

AUTHORIZED THIS 8TH DAY OF JULY IN THE YEAR 2015

SECRETARY

BOARD CHAIRMAN/VICE CHAIRMAN

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TOWN OF BETHEL
TOWN CLERK

BOARD ADOPTED RESOLUTION NO.- 003

AUTHORIZE PAYMENT TO WOOD WORKS CONSTRUCTION, INC. UNDER THE AMENDED CONTRACT TERMS FOR STORED MATERIALS FOR UNITS 1 AND 12.

Whereas, the Housing Authority of the Town of Bethel Entered into a contract amended with WOOD WORKS CONSTRUCTION, INC. Services on March 17, 2015; and

Whereas, Wood Works Constructions has purchased and stored cabinets required for the rehabilitation of units 1 and 12 and are requesting payment in the amount of \$13,500.00

Whereas, the Executive Director and the Maintenance Supervisor have examined the request for a for payment of stored materials; and

Now therefore, be it resolved that the Authority issue payment to WOOD WORKS CONSTRUCTION, INC in the amount of \$ 13,500.00 for stored materials.

RESOLVED THIS 8th DAY OF JULY IN THE YEAR 2015

ATTEST

SECRETARY

BOARD CHAIRMAN/ VICE CHAIRMAN

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