

MINUTES  
BETHEL HOUSING AUTHORITY  
MINUTES OF SPECIAL MEETING HELD  
FEBRUARY 13, 2013  
5PM  
25 REYNOLDS RIDGE

Vice- Chairman Harold Dalcher called the meeting to order at 5:45 pm

Roll Call

Present: Harold Dalcher, Linda Ryan and Gail Slifkin, Mark Nolan, Shirley Dann, Bernard Rotunda and Juanita Cummings

Citizen Input- Shirley Dann spoke about her concern about freezing pipes and stated that she mentioned the matter to the Executive Director today. The ED asked if Ms. Dann had a crawl space in her unit to which she replied yes and therefore it is recommended that we install insulation in the entire building. Bernard Rotunda provide the ED with a list items he stated needed repair upon examination it appeared many were routine and the items such as cabinets and windows will be made part of our capital I improvement projects. The ED will address what is on the list. Juanita Cummings, spoke about taking part of the green and having that as employee and guess parking allowing the bus stop moved to the front of the admin building, which would enable residents to wait for the bus inside during bad weather. The Commissioners requested that she return with a rendering and that way we would have a good idea of the proposal before making comments as to it feasibility or not.

Phineas Park- represented by Mark Nolan reported that all is going well and requested authorization to engage the auditor to complete the financial reporting for FY ending 12/31/2012. Contract presented for service was presented and executed as it was the same auditor from the previous year and the cost had not changed. Mark also advised that since a year had lapsed with Rural Development we no longer needed to file quarterly financial reports with them and will now be required to file them annually. Further update on the family who under-reported their income as it has now been determined that the owe much less than previously report also once the final number are realized the family will need to sign a repayment giving them 24 month to repay the debt. The agreement is than filed with Raul Development. Mark was asked to forward to the ED a list of vendors that we can contact about providing prices on an as needed basis.

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TOWN OF BETHEL  
TOWN CLERK

Motion made by Linda Ryan and seconded by Gail Slifkin to approve the minutes of December 11, 2012, January 9, 2013 and February 4, 2013 with a correction of the December 11, 2012 minutes to read that Gail Slifkin was in attendance. Motion Carried.

Executive Director's Report- Spoke about having to complete the financial reports for both sides by February 28, 2013. Further update included a report on the appliances that were brought to the Commission's attention last month. The delinquent account report was presented and so far there are 2 delinquent accounts on the 133 side and 4 on the 166 side. The ED also stated that hopefully with the new software updates planned financial reporting will be presented for review by the board.

Treasurer Report- None presented.

Authorization to Advertise for Rehabilitation of 5 un-occupied units. Motion made by Gail, Second by Linda and motion carried.

Authorization to establish a revolving checking account to pay bills and payroll was motioned by Linda, seconded by Gail and the motion carried.

Authorization to engage David Belcher consulting services for conversion of in house financials accounting and the state non subsidized housing data and on line systems passed with a motion by Gail and seconded by Linda and the motion carried.

Reasonable accommodation request was discussed at length and it was determined that the Authority's policy is to provide parking for residents and not guest and because we only have a limited number of space we must provide parking to residents with cars. The issue concerning the ramp was best handle if they could work with the Area Program for the Aging as they could assist the family in finding the proper solution and design for the ramp they are requesting as the one previously installed at the Authority's expense was not designed to allow the occupant to use the ramp without assistance, therefore it could best be handled with an entity who has previously designed ramps for the service needs of the disabled. Further the ramp needs to be designed in such a way as it does not impede other from using the walkway and there is free access for all. Therefore the request was denied. Motion by Gail, seconded by Linda and the motion carried.

Motion to Adjourn made by Linda and second by Gail, motion carried.

Respectfully Submitted

Collin Vice, Secretary