

MONTVILLE HOUSING AUTHORITY MINUTES

MARCH 19, 2024

FREEDOM VILLAGE

1. CALL TO ORDER- 5:00PM
2. ROLL CALL- ANGELA SHERBANEE PRESENT, DEE MORTON PRESENT, KATHIE DOHERTY-PECK PRESENT, DEBORAH SUAREZ PRESENT. JOHN SZARZYNSKI ABSENT.
(SHIRLEY SMITH ABSENT)
3. REMARKS FROM TENANTS- NONE
4. REMARKS FROM PUBLIC- NONE
5. APPROVAL OF MINUTES- DEE MOTIONED TO APPROVE. KATHIE SECONDED. MOTION APPROVED BY ALL.
6. APPROVAL OF PAYMENT OF BILLS- DEE MOTIONED TO APPROVE. ANGELA SECONDED. MOTION APPROVED BY ALL.
7. CORRESPONDENCE- UNIT 13 NEEDS A NEW HVAC SYSTEM. A QUOTE WAS PRESENTED FOR ONE UNIT AT \$8850 OR TWO UNITS FOR \$15300. DISCUSSION TO BUY TWO FOR A DISCOUNT, AS OTHER HVAC'S NEED TO BE REPLACED AND CONTINUE TO HAVE ONGOING ISSUES. ANGELA MOTIONED TO APPROVE TWO HVAC UNITS. KATHIE SECONDED. MOTION APPROVED BY ALL.
8. REPORTS-
 - a. ACCOUNT BALANCES-
 1. CITIZENS BANK- \$121,553.84
 2. DIME BANK- \$8,120.92
 3. STIF ACCOUNT- \$121,559.32
 4. MONEY OWED FROM TENANTS- UNAVAILABLE
 5. PILOT- DEE MOTIONED TO TABLE UNTIL NEXT MONTH'S MEETING.
ANGELA SECONDED. MOTION APPROVED BY ALL.
 - b. OCCUPANCY- UNIT 21 IS VACANT
9. OLD BUSINESS-
 - a. Wi-Fi UPGRADE- DEE MOTIONED TO TABLE AND MOVE TO NEXT MONTH'S MEETING. ANGELA SECONDED. MOTION APPROVED BY ALL.
 - b. SSHIP FUNDING- DEE MOTIONED TO TABLE AND MOVE TO NEXT MONTH'S MEETING. ANGELA SECONDED. MOTION APPROVED BY ALL.
 - c. BY-LAW UPDATES- KATHIE ASKED FOR MORE TIME TO REVIEW. DEE MOTIONED TO TABLE AND MOVE TO NEXT MONTH'S MEETING. ANGELA SECONDED. MOTION APPROVED BY ALL.
 - d. AUDITS- DEE MOTIONED TO TABLE AND MOVE TO NEXT MONTH'S MEETING. ANGELA SECONDED. MOTION APPROVED BY ALL.
10. NEW BUSINESS-

- a. DISCUSSION OF GRIEVANCE PROCEDURES- DEB STATED THERE WERE DISCREPANCIES REGARDING ADDENDUM 13(MHA GRIEVANCE POLICY), WHICH IS IN THE LEASE, AND WANTED TO UPDATE AND REVIEW FOR AN EASIER WAY FOR PEOPLE TO FILE A GRIEVANCE, ESPECIALLY WITHOUT FEAR OF RETALIATION. DEE MOTIONED TO TABLE AND FOR DEB TO COMPILE INFORMATION AND RED-LINE CURRENT POLICY FOR REVIEW AT NEXT MONTH'S MEETING. ANGELA SECONDED. MOTION APPROVED BY ALL.

11. REMARKS FROM TENANTS-

- a. TENANT WANTED TO KNOW WHERE THE BOOKS WENT IN THE COMMUNITY ROOM AND IF THEY WOULD BE REPLACED.

12. REMARKS FROM PUBLIC-

- a. MAYOR BUNNELL STATED HE WAS IN FAVOR OF A LOCKED BOX IN THE COMMUNITY ROOMS FOR TENANTS TO FILE THEIR GRIEVANCES. HE ADDED POSSIBLY CREATING A GRIEVANCE COMMITTEE TO CONSIDER ACTION TO BE TAKEN FOR PUBLIC RECORD AND REASSURANCE FOR FOLLOW UP.

13. REMARKS FROM COMMISSIONERS-

- a. **ANGELA-** MAINTENCE BOARD TO BE UTILIZED FIRST. IT FALLS UNDER DAILY OPERATIONS. SHIRLEY RESIGNED AND HER LAST DAY IS FRIDAY. ANGELA IS LOOKING FOR SOMEONE TO TAKE OVER TEMPORARILY UNTIL A NEW PERSON IS HIRED. ANGELA IS LOOKING INTO SOMEONE FROM ANOTHER HOUSING AUTHORITY TO COME FIRST BEFORE LOOKING INTO ANOTHER AGENCY. ANGELA SPOKE WITH CHFA AND NO COMMISSIONER IS TO DO DAILY OPERATIONS. LOOKING INTO IF THE HOUSING AUTHORITY CAN AFFORD TO EMPLOY A FULL TIME ADMINISTRATOR, ALONG WITH INSURANCE. ANGELA TO HAVE CORRESPONDENCE WITH JOE FROM THE HOUSING TRAINING.
- b. **DEB-** DEB READ OFF MULTIPLE TENANT COMPLAINTS. DEB BROUGHT UP CONCERNS OF RETALIATION FOR THOSE WHO COME FORWARD WITH THESE COMPLAINTS. DEB STATES TENANTS ARE DISPONDENT AND UNTRUSTING.
- c. **KATHIE-** KATHIE DISCUSSED HAVING A SUB COMMITTEE FOR THE GRIEVANCE PROCEDURE. QUESTIONS REGARDING THE ASSET LIMIT AND NUMBER OF MONTHS NEEDED FOR RENT RECERTIFICATION. KATHIE TO CALL PENNY FOR CLARIFICATION. DISCUSSION ON FOLLOWING HUD RULES. DISCUSSION TO DO EMPLOYEE EVALUATIONS AND REVIEWS GOING FORWARD. KATHIE REQUESTED THAT THE BILLS BE SENT TO THE COMMISSIONERS PRIOR TO THE MEETINGS FOR REVIEW.
- d. **DEE-** DEE ASKED DEB FOR REDACTED COMPLAINTS FOR THE COMMISSION TO REVIEW, ALONG WITH ANY DESCREPANCIES SHE HAD REGARDING THE LEASE BEFORE THE NEXT MEETING.

14. ADJORN- 6:03