

# Montville Housing Authority Meeting Minutes

APRIL 23,2024 5:00PM

Independence Village

41 Milefski Drive Uncasville, Ct. 06382

1. CALL TO ORDER 5:00PM
2. ROLL CALL- Angela Sherbanee Present, DeeAnn Morton Present, Kathie Doherty-Peck Present, Deborah Suarez Present, John Szarzynski Present
3. REMARKS FROM TENANTS (3 Minutes) - Moved to new business
4. REMARKS FROM PUBLIC (3 Minutes) - Moved to new Business
5. APPROVAL OF MINUTES- Tabled to May meeting
6. APPROVAL OF PAYMENT OF BILLS - Tabled to May meeting
7. CORRESPONDENCE - Tabled to May meeting
8. REPORTS- Tabled to May meeting
  - a. ACCOUNT BALANCES
    1. Dime Bank
    2. Citizens Bank
    3. STIF Account
    4. Money owed from Tenants
    5. PILOT
  - b. OCCUPANCY
9. OLD BUSINESS- Tabled to May meeting
10. NEW BUSINESS
  - a. Hiring of Elderly Housing Management
    1. Tenants and public were informed that:
      - a. The commissioners have decided to hire the Elderly Housing Management(EHM) Inc. to manage the Freedom Village and Independence Village properties. Several introductory meetings were held and the commissioners present were impressed with their resumes and property management portfolio.
      - b. It is a 3 year contract that either side can cancel with 60 days notice. EHM is still under the guidance of the Montville Housing Authority (MHA)
      - c. EHM is based out of North Haven. Started by Connecticut Conference of the United Church of Christ.
      - d. EHM will start out by providing a shared, part time administrator (up to 22.5 hours per week,onsite April 25th) for the first 90 days. After the 90 days a 30 hour per week non shared administrator will be hired.
      - e. EHM will provide a team of property management experts(on site May 1) to work on getting the Montville Housing Authority (MHA) property management software(rent certification/recertification,tenant waiting list,vendor invoices,payroll) up to date with documented processes.
      - f. EHM team will help MHA with finding other sources of supplemental income(grants for Resident Service Coordinator,Section 8 Housing

**Assistance, Rental Assistance Program (RAP)) to keep the MHA properties solvent and providing reasonable rents.**

**11. REMARKS FROM TENANTS AND PUBLIC**

- 1. Concerns were raised about the May 1 rent increases via the rent certification process done over the last year. The tenants were informed to pay the new rates starting May1 and assured everyone the EHM team will relook at the process and the tenants will be informed of any discrepancies found and compensated for any errors found in the process.**
- 2. The tenants that felt they couldn't pay the increases should notify the commissioners immediately so that a payment resolution could be worked out.**
- 3. The tenant commissioner informed the tenants that other entities were looking at the process also.**
- 4. Request for planting new grass where the ground was dug up for access to drainage pipes were raised. The commissioners will make sure it happens.**
- 5. Request to move picnic tables to less damp areas was raised. Commissioners will make it happen.**
- 6. Tenants were assured that landscaping vendor was contacted about mowing the properties as soon as possible.**

**12. ADJOURN- 6:03pm**