

Minutes

The Commissioners of the Housing Authority of the City of Willimantic met in a regular meeting at the Housing Authority offices, 49 West Avenue, Willimantic, Connecticut at 7:00 p.m. on Wednesday, March 26, 2014. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT
John Naumec
Linda Stevens
John Schwenk
Jean Gaskin

ABSENT

The Minutes of the previous meeting were accepted with the following corrections.

Public Time: Michael addressed the Board to accept the low bidder, All State Construction...

CORRESPONDENCE:

2/28/2014 NAHRO Monitor.
3/7/2014 HUD - Notice of Case Closure, HUD Investigation.
Correa vs. WHA

Executive Director's Report

The report of the Executive Director is attached herewith and hereby made a part of these minutes.

PUBLIC TIME:

No one from the public chose to speak.

Resolution - 3846

The following resolution, #3846 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project CT10-1-2-5	Transfer to COF #132	\$130,635.62
Project MR-7-34	Transfer to COF #124	\$ 47,589.78
Project MR-50 Section 8	Transfer to COF #124	\$ 33,320.68
Project E-22-87	Transfer to COF #124	\$ 20,893.26
Central Office Fund	#7432 - 7629	

Executive Director's Report
March 26, 20141. **Handicapped Access to Apartments on West Avenue.**

The work at Nathan Hale Terrace modifying two apartments, making them fully handicap accessible is almost complete. They are scheduled to be rented the beginning of April.

2. **Staffing.**

The Authority continues to experience staffing difficulties in our maintenance department due primarily to health problems among its members. Two maintenance employees continue to be out indefinitely on Worker's Compensation and a third will be out for a several weeks.

We have hired two new maintenance workers. Clayton Coogan started work on March 10th and Connor Anniello is scheduled to start on March 24th. They both bring with them various maintenance qualifications.

3. **Vacancy Rates.**

The vacancy rate remains very low.

4. **Replacement of Furnaces at Wilbur Cross Apartments.**

A contract with All State Construction was signed the beginning of March and the funds for this project were allocated in the HUD system. Work is scheduled for the later part of April 2014.

5. **Preconstruction Program - Governor's First Thirty**

We have submitted documentation accepting a grant for planning and rehabilitation at Hevrin Terrace.

We will host a training session sponsored by CHFA on various funding opportunities available through this program on April 28, 2014. Approximately 25 Housing Authorities are invited to attend.

6. **Major Repairs - Jonathan Trumbull Terrace.**

The is Maintenance staff continues to work at preventative maintenance and addressing repairs as needed to address roof leaks, overhangs that have deteriorated and are falling apart, the sewer lines that are continually backing up, and mold problems.

7. **Computerizing the Office**

We are in the process of preparing to computerize the office. Computers have arrived and are being prepared for the new computer program and the conversion in April 2014.

A. AGENDA ITEMS:

1. Minutes.
2. Correspondence.
3. Executive Director's Report
4. Public Time
5. Resolution - Approve Paid Invoices.
6. Resolution - Approve Submission of Annual/Five Year Plan to HUD.
7. Resolution - Approve Write-off of Vacated Tenant Accounts Receivable for Nathan Hale Terrace, Wilbur Cross Apartments, John Ashton Tower.
8. Resolution - Approve Write-off of Vacated Tenant Accounts Receivable for Terry Court and Eastman Terrace.
9. Resolution - Approve Write-off of Vacated Tenant Accounts Receivable for Hevrin Terrace.
10. Resolution - Approve Write-off of Vacated Tenant Accounts Receivable for Jonathan Trumbull Terrace and Father Honan Terrace.
11. Executive Session - Tenant and Employee Issues.
12. Other Business.
13. Public Time
14. Close

VACANCIES: As of 3/20/2014 ()= number vacant but assigned to new tenant

Jonathan Trumbull: 11 out of 40 (1)	Ashton Tower: 4 out of 100 (4)
Father Honan: 2 out of 50 (1)	Wilbur Cross: 1 out of 50 (1)
Eastman Terrace: 5 out of 78 (1)	Nathan Hale Terrace: 8 out of 100 (4)**
Terry Court: 4 out of 68 (1)	
Hevrin Terrace: 1 out of 90 (1)	

TOTAL 36 (14) 22 vacant and not yet assigned

LAST MONTH TOTAL 32 (15) 17 vacant and not yet assigned

** Two units have been taken off line to renovate and make handicap accessible.

Commissioner Gaskin moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Schwenk and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution - 3847

The following resolution, #3847 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the Annual Plan/Five Year Plan of the Housing Authority of the City of Willimantic for the Fiscal Year July 1, 2014 through June 30, 2015 is hereby approved for submission to the United States Department of Housing and Urban Development.

Commissioner Stevens moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution - 3848

The following resolution, #3848 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the following Vacated Tenants Accounts Receivable for Nathan Hale Terrace, Wilbur Cross Apartments, and John Ashton Tower be written off the books of the Authority as of June 30, 2014.

CONN 10-1-2-5

7-15	Torres, Sheila	\$160.16
15-13	Ramirez, Esther	\$1,415.89
23-19	Caquias, Zuleyka	\$862.49
25-21	Lopez, Alexandra	\$641.67
26-18	Rosario, Glendalee	\$1,956.73
40-22	Figueroa, Julio	\$111.61
55-18	Haggerty, Patricia	\$346.96
87-24	Figueroa, Eilyn	\$841.69
113-6	White, Harold	\$2,278.13
		<u>\$8,615.33</u>

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution - 3849

The following resolution, #3849 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That the following Vacated Tenants Accounts Receivable for Terry Court and Eastman Terrace be written off the books of the Authority as of June 30, 2014.

MR 7-34

17-9	Colon, Leanna	\$729.50
28-17	Lopez, Jesica	\$2,792.76
41-10	Vazquez, Milagros	\$449.55
42-17	Lopez, Jessica	\$880.13
47-22	Rivera, Oneida	\$424.97
49-11	Kallman, Heather	\$719.97
56-15	Carmona, Antonia	\$74.99
61-16	Young, Jordana	\$394.06
73-9	Torres, Zelma	\$50.00
91-9	Martinez, Juanetta	\$1,490.13
111-11	Charles, Rasheeda	\$2,808.49
128-16	Baez, Mabel	\$3,322.99
144-3	Rodriguez, Jacqueline	\$1,559.58
		<u>\$15,697.12</u>

Commissioner Stevens moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Schwenk and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution - 3850

The following resolution, #3850 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the following Vacated Tenants Accounts Receivable for Hevrin Terrace be written off the books of the Authority as of June 30, 2014.

MR50

184-21	Owens, Quinnisha	\$155.96
217-12	Baker, Helen & Donzelle	\$1,035.06
218-16	Jefferson, Julia	<u>\$371.31</u>
		\$1,562.33

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution - 3851

The following resolution, #3851 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the following Vacated Tenants Accounts Receivable for Jonathan Trumbull Terrace and Father Honan Terrace be written off the books of the Authority as of June 30, 2014.

E 22-87

14-15	Lopez, William	\$302.53
46-7	Dexter, Prescott	\$17.95
48-6	Baril, Ethel	\$136.50
56-2	Milhomme, Gerard	<u>\$42.13</u>
		\$499.11

Commissioner Gaskin moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Linda Stevens	
John Schwenk	
Jean Gaskin	

The Chairman thereupon declared said motion carried and said resolution adopted.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:37 p.m. to consider Employee and Tenant Issues. The Board returned to Regular Session at 7:45 p.m.

OTHER BUSINESS:

The Board was notified that the Housing Authority Office will be closed during the week of April 21 - 25, 2014 for a couple of days due to computer training. The specific dates are still pending until the final training schedule is determined.

An article in The Chronicle regarding the Mansfield Housing Authority and a shortfall of funding for their Section 8 Voucher Program was discussed.

PUBLIC TIME

No one from the public was present.

There being no further business to come before the Board, it was moved, seconded, and carried that the meeting adjourn. The Chair thereupon declared the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Kim Haddad

Kim Haddad
Secretary