

**WINDSOR LOCKS HOUSING AUTHORITY
SOUTHWEST BOARD ROOM
120 SOUTHWEST AVENUE
WINDSOR LOCKS, CT 06096**

**REGULAR MONTHLY MEETING MINUTES
MONDAY, APRIL 29, 2024**

MEMBERS PRESENT: Steve Bushnik, Pat Sidervage, Giselle Rivera-Susaya & Ann Marie Claffey

MEMBERS ABSENT: Linda Zettlemoyer

ALSO PRESENT: Maria DeMarco, President, DeMarco Management Group, Chris Gatz, Property Management Supervisor

CALL TO ORDER: Steve Bushnik called the meeting to order at 5:04 PM at the Windsor Locks Housing Authority, Southwest Board Room.

Steve Bushnik welcomed Giselle River-Susaya.

PUBLIC COMMENT: None

Ann Marie Claffey arrived at 5:05 PM.

ADOPTION OF MINUTES: Pat Sidervage made a motion to “**approve the January 22, 2024, meeting minutes**”. Motion was seconded by Ann Marie Claffey. Without further discussion the motion passed with 4 in favor and 0 opposed.

CORRESPONDENCE: Maria DeMarco shared that HUD sends letters to ask for clarification on previous audits. After discussion, Maria DeMarco shared that HUD would complete an audit on May 14, 2024, to satisfy requests for updates on previously uncompleted tasks.

ACCOUNTS PAYABLE: Maria DeMarco shared that the accountant shared everything was up to date with all outstanding bills. Financials will be available at the next meeting. It was noted that Jane will be leaving her position on June 30, 2024.

EXECUTIVE REPORT: Maria DeMarco shared the Executive Director report. It is attached to the minutes. Maria DeMarco noted that there are a few vacancies, but there are people ready to move into the homes.

Maria DeMarco noted that there are numerous complaints about smoking in the units. She noted that WLHA is a smoke free property. She shared that she is not renewing leases and will be evicting tenants

who smoke on the property. She noted that materials to determine if the tenant smokes are being researched.

Steve Bushnik asked about Tenant Aged Receivables and the balance.

Chris Gatz, Property Management Supervisor, shared details about the Chestnut property. He noted that the culvert frequently fills up and floods around the property during storms. Chris asked for assistance as Public Works has stated that they will no longer clean the culvert. Ann Marie Claffey said that she will talk with Scott Storms and work to get an agreement in writing.

CHAIRMAN'S REPORT: Chairman Steve Bushnik shared that training needs to be scheduled for commission members.

TENANT COMMISSIONER REPORT: Pat Sidervage asked about a previous policy that was written about allowing tenants to enjoy alcoholic beverages while sitting outside at the picnic tables. Commissioner members discussed the previous policy.

Ann Marie Claffey made a motion to “**rescind the WLHA alcoholic beverage policy**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

Pat Sidervage shared that tenants have come to her with concerns, and she reminds them to fill out a form and/or talk to the housing office.

OLD BUSINESS:

- a. **CHRO:** Ann Marie Claffey asked if any updates on the CHRO. Steve Bushnik shared that there is no update.

NEW BUSINESS:

- a. **Response to Proposal for the Modernization Grant Consultant:** Maria DeMarco stated that she went to bid for the modernization grant consultant for Chestnut and Grove. They will continue to work with J D'Amelia & Associates LLC to replace carpet to vinyl flooring at the property.

Ann Marie Claffey made a motion to “**approve the proposal to perform modernization consulting and grant administration & application, preparation, and submission services**”. Motion was seconded by Pat Sidervage Without further discussion the motion passed with 4 in favor and 0 opposed.

- b. **Resolution 2024-005:** Steve Bushnik shared Resolution 2024-005 with commissioners. This resolution is to share the annual plan with other housing authorities.

Giselle Rivera-Susaya made a motion to “**approve Resolution 2024-005**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

c. **Budget:** Maria DeMarco shared the 2025 budget (Resolution 2024-004).

Giselle Rivera-Susaya made a motion to “**approve the 2025 WLHA Budget (Resolution 2024-004)**”. Motion was seconded by Ann Marie Claffey. Without further discussion the motion passed with 4 in favor and 0 opposed.

PUBLIC COMMENT:

Theresa Currier, S31 – Asked if there could be notification of when Chris is mowing so she can move her table and allow Chris to mow there. She also asked about the waitlist policy. In addition, she asked if she could add her plants to the atrium at her own risk.

Maria DeMarco responded saying that she will ask Chris to give a heads up. She also noted that she is looking into a robo-call system. Maria DeMarco shared that the waitlist is closed. Maria discussed with tenants to plant flowers around the sign.

ITEMS FOR FUTURE AGENDA: None

EXECUTIVE SESSION: Ann Marie Claffey made a motion to “**move to Executive Session**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed. At 5:56 PM the Housing Authority moved to Executive Session.

Ann Marie Claffey made a motion to “**adjourn Executive Session**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed. At 6:14 PM the Housing Authority ended Executive Session.

ADJOURNMENT: At 6:16 PM, Pat Sidervage made a motion “**to adjourn**”. Motion was seconded by Ann Marie Claffey. Without further discussion the motion passed with 4 in favor and 0 opposed.

Respectively Submitted,

Emily Kalenauskas
Recording Secretary

Windsor Locks Housing Authority
Administrative Report
April 29, 2024

Reporting Period: March 2024

Re-certifications:

- Southwest – 0 late
- Grove – 0 late
- Chestnut – 0 late:
- Public Housing (HCV) – 0 late

HQS Inspections:

- January due: 0
- Failed Inspections: 2
- Abatement: 0

Work Orders:

- New Maintenance Requests: 37
- Completed: 37
- EH&S - none

Showed Apartments to Potential Tenants: - None

Waiting List:

- Southwest: **30**
- Grove: **57**
- Chestnut: **81**
- HCV Lottery: **362** Lottery Date: October 2022

Occupancy:

1. Southwest Ave. Apartments:
 - 100% occupied
2. Chestnut Street Apartments:
 - 100% occupied.
3. Grove Street Apartments:
 - 100% occupied.
4. 123 Active Section 8 / HCV vouchers

Administrative:

1. Tenant Aged Receivables : Total AR \$ _____
 - 1 – 30 days: \$1291.00
 - 31- 60 days: \$967.00
 - 61-90 days: \$370.00
 - Over 90 days: \$28,158

2. HCV Related:

Correspondence:

- HUD site visit and file review scheduled for May 14, 2024.

Resident Concerns:

- None Reported

Grievances Received:

- None Reported

Announcements:

None to report

Maintenance:

Safety and cleaning protocols remain daily.
Regular maintenance care for property continues.

Activities:

None to report.

