

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

**SPECIAL MEETING MINUTES
MONDAY, MAY 20, 2024**

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

MEMBERS ABSENT: Linda Zettlemyer

ALSO PRESENT: Maria DeMarco (President, DeMarco Management Group), Sherrie Garner (Vice President of Operations), Darlene West (Director of Housing)

CALL TO ORDER: Steve Bushnik called the meeting to order at 5:05 PM at the Windsor Locks Housing Authority, Southwest Board Room.

PUBLIC COMMENT: None

ADOPTION OF MINUTES: Ann Marie Claffey made a motion to “**approve the April 29, 2024, meeting minutes**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

CORRESPONDENCE: Maria DeMarco shared that a letter was received from the Law Offices of David J. Mathis. This will be filed.

ACCOUNTS PAYABLE: No update given at this meeting. Jane, the individual who does the WLHA accounting, will be in on June 30, 2024. WLHA is still searching for a new fee accountant.

EXECUTIVE REPORT: Maria DeMarco shared there is one vacancy at Grove Street. Everything else is 100% occupied. Sherrie Garner noted there has been one notice of termination sent to a resident due to noncompliance and not showing up when appointments are scheduled. The Southwest annual recertifications and renewals will be completed by June 30, 2024. Sherrie Garner shared that they are working to resolve the past due balances listed, that may not actually be past due.

CHAIRMAN’S REPORT: Chairman Steve Bushnik shared that he has not heard an update about the ongoing litigation of the former Executive Director. In addition, Steve Bushnik shared that the town is looking into commissioner’s seats and some need to be reappointed.

TENANT COMMISSIONER REPORT: Pat Sidervage shared that the person hosting social events will no longer have them due to financial challenges. Ideas were discussed amongst commissioners on the option of bringing in people to lead the events. Pat Sidervage shared concerns about a resident who was riding their bicycle within the building.

OLD BUSINESS:

- a. **Culvert on Chestnut Street:** Ann Marie Claffey shared that she spoke with Scott Storms about the culvert located on Chestnut Street. Steve Bushnik shared that he will bring it up at the next RTC meeting. Maria DeMarco discussed with the commissioners about mattress removal. A memo will go out to residents letting them know they are responsible for removal.

NEW BUSINESS:

- a. **Update on HUD Site Visit & 2022 File Review Close Out:** Sherri Garner shared that in preparation for the HUD site visit, the documentation was reviewed. Sherri Garner shared that a retention policy needs to be developed and shared with HUD to clear some of the violations. Recommendations for guidelines were given by HUD. A second policy that needs to be created was a reasonable accommodation request policy and a way to track the requests. It was discussed to have the management agency manage requests and bring them to the board as needed. Sherri Garner shared that there are various HUD forms that have been introduced and put into use that were not previously used. Sherri Garner shared that the files will be randomly audited by DeMarco staff so that files will be accurate. Finally, HUD will be returning in July to close out the files and change the rating of WLHA.

Sherri Garner shared that the Chestnut & Grove properties have not been inspected in several years. A quote is being drafted by Nutmeg. It was discussed that the WLHA would look to train Chris to be an inspector in the future.

- b. **Upgrade Laundry Equipment:** Maria DeMarco shared that there have been several requests for new laundry facilities. It was discussed that once the new laundry machines are installed, the rate will go up to \$2.00.
- c. **Renters' Insurance:** Maria DeMarco shared that in other properties, renters' insurance is required. It was discussed that by July 1, 2024, residents will be required to obtain and provide a record of renters' insurance. A policy will be drafted and voted upon at the next meeting. After a vote, the residents will receive 30 days of notification.

PUBLIC COMMENT: None

ITEMS FOR FUTURE AGENDA: It was discussed that a written policy on renters' insurance be on the next agenda.

EXECUTIVE SESSION: Pat Sidervage made a motion to “**move to Executive Session**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed. At 5:49 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 6:11 PM the Housing Authority ended Executive Session.

ADJOURNMENT: At 6:12 PM, Pat Sidervage made a motion “**to adjourn**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

Respectively Submitted,

Emily Kalenauskas
Recording Secretary