

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

**REGULAR MEETING MINUTES  
MONDAY, JUNE 24, 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 5:03 PM at the Windsor Locks Housing Authority, Southwest Board Room.

**PUBLIC COMMENT:**

*Theresa Currier, S31* – Asked about leaves and pine needle piles.

Maria DeMarco responded that the Housing Authority will investigate it.

*Ann Marie Zywna, S33* – Raised concerns about bugs on the property.

Steve Bushnik responded that the Housing Authority will check with maintenance.

**ADOPTION OF MINUTES:** Ann Marie Claffey made a motion to “**approve the May 20, 2024, meeting minutes**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

**CORRESPONDENCE:** None

**ACCOUNTS PAYABLE:** Maria DeMarco noted that all outstanding bills have been paid.

**EXECUTIVE REPORT:** Maria DeMarco shared that there is someone to replace the bookkeeper who leaves on June 30, 2024. The financial reports were shared; however, some adjustments will be made. It was noted that the ERAP program has been able to considerably increase its income over the last three years.

Maria DeMarco noted the vacancies for each property. There is one vacancy at Southwest which has a move in date of August 1, 2024. There are 0 vacancies at Chestnut and 2 at Grove Street. She noted that there is difficulty filling the Grove Street property because the available units are efficiencies. It was

noted that the waiting list has 30 applicants at Southwest, 52 applicants at Grove Street and 81 applicants at Chestnut.

**CHAIRMAN'S REPORT:** Chairman, Steve Bushnik shared that our new commissioner, Linda Zettlemoyer, will be joining soon. A discussion occurred on updating the town's webpage so that the information is current.

**TENANT COMMISSIONER REPORT:** Pat Sidervage asked that a list of names and phone numbers for commissioners. She also shared concerns about big branches that are over the property, which the Housing Authority noted they would check into.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a. **Equipment Upgrades:** Darlene West noted that they would like to upgrade the copier in the office. In addition, it was recommended that there be an upgrade to PHA for Housing Authority program management services.
- b. **Policy on Renter's Insurance:** Darlene West shared a drafted policy for the requirement of Renter's Insurance for tenants. It was recommended that it be put into effect by August 1, 2024.

Pat Sidervage made a motion to "**adopt Renter's Insurance Policy requirement**". Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

**PUBLIC COMMENT:**

*Theresa Currier, S31* – Asked about the cleaning procedures, noting that the cleaning is not consistent throughout the building.

Maria DeMarco responded that the Housing Authority will investigate it.

*Gail Germon, N4* – Asked what the function of the Housing Authority is and the role of the Tenant Commissioner.

Steve Bushnik and Maria DeMarco shared that the Tenant Commissioner is there to bring forward things that suggest changes to the policies and procedures for the benefit of the residents. It was noted that if there is a property concern then it should go to Housing Authority.

*Arlene Godin, S27* – Noted that there is a protective order on someone that is in the same unit as the person being protected.

Maria DeMarco noted that if there are concerns, then they need to be brought to the police department.

**ITEMS FOR FUTURE AGENDA:** No meeting will be held on July 29, 2024. In addition, the August meeting may be canceled, but will be reevaluated in July.

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**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 5:34 PM the Housing Authority moved to Executive Session.

Ann Marie Claffey made a motion to “**adjourn Executive Session**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed. At 6:06 PM the Housing Authority ended Executive Session.

**ADJOURNMENT:** At 6:07 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