

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

**SPECIAL MEETING MINUTES
MONDAY, DECEMBER 2, 2024**

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

MEMBERS ABSENT: Linda Zettlemyer

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

CALL TO ORDER: Steve Bushnik called the meeting to order at 5:03PM at the Windsor Locks Housing Authority, Southwest Board Room.

PUBLIC COMMENT: None

ADOPTION OF MINUTES: Ann Marie Claffey made a motion to “**approve the October 28, 2024, meeting minutes**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

CORRESPONDENCE: None

ACCOUNTS PAYABLE: No update given.

EXECUTIVE REPORT:

- a. **Financial Statements:** No update given.
- b. **Vacancy Report:** Darlene West noted that there is 1 vacancy at Southwest and 3 at Grove Street. There are a few pending evictions. Maria DeMarco noted that we changed systems that upgraded the property management system, highlighting areas that are better indicators of finances, and it was discovered that many properties are at an unacceptable delinquency percentage.
- c. **General Information:** Darlene West noted that the waitlist has 81 people at Chestnut, 41 people at Grove and 24 people at Southwest.

Maria DeMarco shared that there were issues with replacing the carpets at Chestnut. Maria DeMarco noted that an alternative method to replace the carpets is being researched.

CHAIRMAN'S REPORT: No update given.

TENANT COMMISSIONER REPORT: No update given.

OLD BUSINESS:

- a. **Board Member Training:** A reminder was given to board members that they need to complete the Board Member training. It is offered through HUD for free or board members can attend a conference. Darlene West will send a link to board members so they can complete it.

NEW BUSINESS:

- a. **Policy Updates/Revisions:**

- a. **Late Fee Increase:** Darlene West noted that currently, there is a \$25.00 late fee. Darlene West requested that the late fee be raised to \$50.00 on February 1st, 2025.

Ann Marie Claffey made a motion to “**raise the late fee from \$25.00 to \$50.00, effective February 1st, 2025**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

- b. **Minimum Rent:** Darlene West noted that there is no current minimum base rent at the properties. Darlene West requested that there be a minimum base rent of \$50.00 for all properties. Discussion occurred amongst board members regarding the proposal.

Giselle Rivera-Susay made a motion to “**raise the minimum base rent to the HUD max allowable**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

Darlene West shared a CHFA Rent Increase policy that was sent out. The notice suggested in the policy that a 5.8% rent increase is recommended as of 7/31/2024. Darlene West requested that the Windsor Locks Housing Authority follow CHFA's guidelines for three years. For Southwest, it will go up 7/1/2025 and will go up at their annual lease renewal.

Ann Marie Claffey made a motion to “**adopt the CHFA Rent Increase Policy for Southwest for the next three years**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

- b. **Set 2025 Meeting Calendar:**

Pat Sidervage made a motion to “**approve the calendar of meetings for 2025 for the Windsor Locks Housing Authority**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 4 in favor and 0 opposed.

PUBLIC COMMENT:None

ITEMS FOR FUTURE AGENDA: The December meeting will be cancelled. At the January meeting, board members will discuss and vote upon the budget.

ADJOURNMENT: At 5:57PM, Ann Marie Claffey made a motion “**to adjourn**”. Motion was seconded by Pat Sidervage. Without further discussion the motion passed with 4 in favor and 0 opposed.

Respectively Submitted,

Emily Kalenauskas
Recording Secretary