

BETHEL HOUSING AUTHORITY

25 Reynolds Ridge

Bethel, Ct 06801

REGULAR MEETING MINUTES

WEDNESDAY AUGUST 12, 2015

4:00 PM

RECEIVED

2015 AUG 14 P 12:06

TOWN OF BETHEL
TOWN CLERK

Commissioner Slifkin called the meeting to order at 4:00 PM

Roll Call:

Commissioner Slifkin, Commissioner Walsh, Commissioner Ryan, Commissioner McCollam, Commissioner Beeble- absent

Present: Collin Vice

Citizens Input- Christine Sleight

PHINEAS PARK- TABLED

Commissioner Beeble arrived at 4:17 pm

Motion was made by Commissioner Walsh and seconded by Commissioner Ryan to approve the minutes of July 8, 2015. Motion carried

Authorization to pay the bills of August 12, 2015 was made by Commissioner Walsh and seconded by Commissioner McCollam. Motion Carried.

Motion was made by Commissioner Ryan and seconded by Commissioner Walsh to add to the Agenda authorization to go out for bid for plumbing, painting and janitorial services. Motion carried.

Motion by Commissioner Beeble and seconded by Commissioner Walsh that we add to the agenda the operation hours of the laundry rooms. Motion carried.

Motion by Commissioner Beeble and seconded by Commissioner McCollam that effective immediately the laundry room hours of operation for Reynolds Ridge will be from 6am to 9pm with signage posted. Motion carried.

Executive Director reported that we have one (1) new move-out and you have on the agenda a request to amend Wood Works Constructions contract to rehab the unit. We now have a total of 5 vacant units. Someone is scheduled to move in unit 54 at the beginning of the month. Units 30 and 71 are part of the small cities grant and 12 and 21 will undergo rehab. A total of 34 leaseholders have executed the no smoking lease amendment on the Project E-133 side and 28 on the Project E-166 side.

I have received information from Larry Wagner that the Small Cities contracts are with the Town and he will make contact with us to set up a meeting to prepare for the next steps.

Motion by Commissioner Ryan and seconded by Commissioner McCollam to accept the treasurer's reports for June and July 2015. Motion carried.

New Business

A motion was made by was made by Commissioner Beeble and seconded by Commissioner Walsh to Authorize Periodic Payment to Wood Works Construction, Inc. for rehab of Unit 12- No-005 Motion carried.

A motion was made by Commissioner Walsh and seconded by Commissioner Beeble to adopt a resolution to Amend Contract with Wood Works Construction N0-006 for the rehab of unit 21. Motion carried.

A motion was made by Commissioner Walsh and seconded by Commissioner McCollam to table the review and acceptance of the Semi-Annual Financial Statements for projects E-133 and Project E-166 N0-007 Motion carried.

A motion was made by Commissioner Ryan and seconded by Commissioner Walsh to authorize the purchase of a shed from Barn Yard N0-008. Motion carried.

A motion was made by Commissioner Beeble and seconded by Commissioner McCollam to Adopt a Resolution to Increase the Base Rents for Project E-166 Reynolds Ridge N0-009. Motion carried.

Authorization to Approve Reasonable Accommodations Requests for units 10 and 66 N0-010 was made by Commissioner Beeble and seconded by Commissioner Ryan. Motion carried.

Motion to Amend Contract with Bethel Visiting Nurse Association N0-011 was made by Commissioner Walsh and seconded by Commissioner Ryan. Motion Carried.

Motion to go into Executive Session was made by Commissioner Beeble and seconded by Commissioner McCollam. Motion carried.

August 12, 2015 Meeting Minutes continued from after the vote to go into Executive Session to discuss Personnel Matters – Executive Director and invite Collin Vice to the Executive Session.

The Commissioners excused Collin Vice from the Executive Session at 6:50 PM. Commissioner Lou Walsh also departed the Executive Session at that time.

Motion to come out of Executive Session at 7:04 PM by Linda Ryan, seconded by Timothy Beeble, Unanimously approved.

No votes were taken during Executive Session.

Motion by Timothy Beeble, seconded by Linda Ryan, that Chairman Gail Slifkin issues a written warning to the Executive Director for her handling of a complaint by a tenant of a serious harassment by an Authority staff member. Unanimously approved.

Motion to adjourn at 7:25 PM was made by Linda Ryan, seconded by Timothy Beeble. Unanimously approved.

Respectfully Submitted

Collin Vice
Recording Secretary

AUTHORIZATION FOR REASONABLE ACCOMMODATIONS REQUEST UNITS # 10 AND 66 -NO- 010

AUTHORIZATION TO APPROVE REASONABLE ACCOMMODATIONS REQUEST

TWO REQUESTS HAVE BEEN RECEIVED FOR MODIFICATIONS TO THE BATHROOMS IN UNITS 11 AND 66 BASED ON MEDICAL DISABILITIES. AUTHORIZATION IS BEING REQUESTED THAT THE IMPROVEMENTS BE MADE TO ASSIST THE OCCUPANTS OF THE IDENTIFIED UNITS.

DOCUMENTATION CONCERNING THE REQUEST IS ATTACHED.

NOW THEREFORE BE IT RESOLVED THAT THE BATHROOM MODIFICATION REQUEST FOR UNITS 11 AND 66 BE APPROVED.

AUTHORIZED THIS 12TH DAY OF AUGUST IN THE YEAR 2015

SECRETARY

BOARD CHAIRMAN/VICE CHAIRMAN

ADOPT A RESOLUTION TO INCREASE THE BASE RENT FOR PROJECT E-166 NO-009

WHEREAS, THE AUTHORITY'S BASE RENT FOR PROJECT E-166 OF REYNOLDS RIDGE HAS NOT BEEN INCREASED IN SEVERAL YEARS; AND

WHEREAS, A STUDY OF SURROUNDING COMMUNITIES WITH STATE ELDERLY HOUSING REVEALED THAT BETHEL HAS THE LOWEST BASE RENT LEVELS OF ALL IT'S PEERS; AND

WHERE AS CHFA HAS RECOMMENDED THAT THE AUTHORITY INCREASE THE CURRENT BASE RENTS TO NEW BASE RENTS WHICH WILL BECOME EFFECTIVE JANUARY 1, 2016; AND

WHEREAS, THE RATES WILL INCREASE AS FOLLOWS:

<u>BEDROOM SIZE</u>	<u>CURRENT</u>	<u>PROPOSED</u>
0	55	300
1	70	350

WHEREAS, THE FIXED PERIODIC PAYMENT FROM RESIDENTS SHOULD COVER THE EXPENSES TO OPERATE THE PROPERTY; AND

WHEREAS, IT IS PROPOSED THAT CURRENT RESIDENTS WHO DO NOT MEET THE NEW PROPOSED BASE RENT LEVELS WILL SEE THEIR RENT INCREASE BY \$25.00 PER MONTH EACH YEAR UNTIL THEIR RENT REACHES THE BASE RENT AMOUNT, OR 30% OF ADJUSTED INCOME EXCEEDS THE NEW BASE RENT AMOUNTS.

NOW THEREFORE BE IT RESOLVED THAT THE BASE RENTS FOR PROJECT E-166 BE INCREASED EFFECTIVE JANUARY 1, 2016.

RESOLVED THIS 12th DAY OF AUGUST IN THE YEAR 2015

ATTEST

SECRETARY

BOARD CHAIRMAN/ VICE CHAIRMAN

AUTHORIZATION TO PURCHASE STORAGE SHED FROM THE BARN YARD NO-008

WHEREAS, THE AUTHORITY'S MANAGEMENT IS IN OPERATION IS IN NEED OF ADEQUATE STORAGE SPACE TO ACCOMMODATE THE MANAGEMENT AND MAINTENANCE OPERATIONS; AND

WHEREAS, THE BARN YARD PRICING INCLUDES PURCHASE AND INSTALLATION; AND

WHEREAS, PRICING WAS VIEWED FROM LOWES AND HOME DEPOT, BOTH WOULD REQUIRE ADDITIONAL COSTS FOR ASSEMBLY AND FOUNDATION WORK; AND

WHEREAS, AUTHORIZATION IS REQUESTED THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO HIRE THE BARN YARD TO FURNISH AND INSTALL A STORAGE SHED FOR BHA MANAGEMENT RECORDS AND FILES IN AN AMOUNT NOT TO EXCEED \$2,907.00

RESOLVED THIS 12 DAY OF AUGUST IN THE YEAR 2015

ATTEST

SECRETARY

BOARD CHAIRMAN/VICE CHAIRMAN

ADOPT A RESOLUTION TO AMEND CONTRACT WITH WOOD WORKS CONSTRUCTION, INC. FOR THE REHAB OF UNITS # 21 NO- 006

Whereas, the Housing Authority of the Town of Bethel entered into agreement with Wood Works Construction, Inc. on March 17, 2015; and

Whereas, authorization is requested to proceed with the rehabilitation of UNIT 21

Whereas, the amount of the amendment will be \$20,240.00;

Whereas, the total amount to be approved for the additional work shall not exceed \$20,240.00

Whereas, the remaining terms and condition of the agreement remain in effect; and

Now therefore, be it resolved that the Authority amend the contract with Wood Works Inc. in accordance with the terms and conditions outlined in Bid No. 002.

This 12th TH DAY OF AUGUST, 2015

ATTEST

SECRETARY

BOARD CHAIRMAN/VICE CHAIRMAN

ADOPT A RESOLUTION TO MAKE A PERIODIC PAYMENT 1 TO WOOD WORKS CONSTRUCTION, INC.
UNDER THE AMENDED CONTRACT TERMS FOR THE REHABILITATION OF UNIT 12- N0-005

Whereas, the Housing Authority of the Town of Bethel Entered into an amended contract with WOOD WORKS CONSTRUCTION, INC. Services on March 17, 2015; and

Whereas, WOOD WORKS CONSTRUCTION, INC., is requesting Periodic Payment No.(1) for work completed to date in unit 12 in the amount of \$4,860.00; and

Whereas, the Executive Director and the Maintenance Supervisor have examined the request for a periodic payment (1) and found everything to be in order; and

Now therefore, be it resolved that the Authority issue payment to WOOD WORKS CONSTRUCTION, INC for periodic payment (1) in the amount of \$4,860.00.

RESOLVED THIS 12th DAY OF AUGUST IN THE YEAR 2015

ATTEST

SECRETARY

BOARD CHAIRMAN/ VICE CHAIRMAN