

East Hampton Housing Authority
Regular Meeting
Thursday, February 16, 2023
Bellwood Court Community Room & Via Zoom

MINUTES

Present: Chairman Ted Hintz, Ann McLaughlin, Bunny Simko (Zoom) and Shelley Grendzinski

Call to Order & Pledge of Allegiance

Chairman Hintz called the meeting to order at 10:00 a.m. in the Bellwood Court Community Room and via Zoom.

Adoption of Agenda

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to adopt the agenda with the addition of Item C under New Business for Appointment of Officers. Voted (4-0)

Executive Director

Brief Update

Chairman Hintz reported that Terry Concannon resigned from the Housing Authority Board.

Approval of Minutes

A motion was made by Ms. Grendzinski, seconded by Ms. Simko, to approve the minutes of the Housing Authority Meeting of January 19, 2023 as presented. Voted (4-0)

Public Comment

Martin Flannery commented that his Mitsubishi split unit is not working. He uses his all year. Chairman Hintz noted this will be discussed later in the meeting.

Freddie commented that she sent an email but wasn't sure if it was received.

Finance

Review of Financial Statements & Budget

Chairman Hintz met with the accountant. They are in the process of filing the State financials.

Review of Bills

None

Community Development Block Grant (CDBG) Update

Chairman Hintz has been in contact with the State regarding the grant. They are still moving forward with the grant, it was not rescinded. He also met with a new architect last week. The scope of the grant will change for insurance reasons related to the call for aid service.

Continued Business

Hiring Update

Chairman Hintz introduced Laura, the interim RSC. Her hours are posted on the door at each location. The Executive Director position is still posted on the Town of East Hampton website.

Discussion of Mitsubishi Splits

At least 3 of the units are down. They cannot replace all of them at this time. Window air conditioners may need to be used for a while until the replacement of all units can be added into a grant.

Computer Security

Now IT Works has been contracted for computer security. Everything has now been segregated between the community and the office.

New Business

Discussion of Billing from Prior Architect

The Housing Authority has received a bill for \$12,700 from Wiles Architect. Chairman Hintz has been in contact with them multiple times for a copy of the signed contract, but it hasn't been received. There is no signed contract in the files. Wiles indicated theirs was thrown out. The amounts on bids and invoices are not adding up.

A motion was made by Ms. Grendzinski, seconded by Ms. Simko, to not pay the architect until the documents/contracts can be validated. Voted (4-0)

Rent

There will be no increase in the base rent this year.

Appointment of Officers

Since Ms. Concannon resigned there is no Treasurer. Two signatures are needed on checks so a Treasurer is needed.

A motion was made by Ms. Grendzinski, seconded by Ms. Simko, to appoint Ann McLaughlin as the Treasurer. Voted (4-0)

Vacancy Report

There are six vacancies: three at each location. Three are ready to be filled. Eight applications have been received and three people are ready to be placed with one on the wait list.

Liaison Reports

Commission on Aging

Ms. Grendzinski reported that she and Laura met with JoAnn to work on getting more residents involved in programs. The Commission on Aging held a strategic planning workshop. The Lions Club held a coat giveaway at St. Patrick's.

Tenant Commissioner

Ms. Grendzinski reported that residents are not cleaning out the washing machines after each use. The dumpster light is fixed. There will be a bookcase purchased for Bellwood Community Room.

Communications, Correspondence & Announcements

Ms. Grendzinski reported that Ms. Concannon wanted to say goodbye to everyone.

Chairman Hintz talked to the plumber and the water heaters are in the process of being replaced.

Ms. Simko attended a Zoom conference through CONN-NAHRO regarding smoking and marijuana use. It was presented by Attorney David Carlson. She would like to talk with him about updating the Housing Authority policies. She will contact him and get a proposal.

Public Comment

Resident, asked if the heat pumps are being cleaned and commented on cancelled appointments.

Resident, asked if names can be put on a list for maintenance. It was noted there is a box to provide maintenance requests at Bellwood.

Resident, asked if the Housing Authority is looking for a full time maintenance person. Chairman Hintz reported they will wait until an Executive Director is hired.

Resident, asked about the status of the mailroom door and an update on the re-paving of the parking lot. Chairman Hintz reported the door is being looked into to get fixed and the cost of the paving the parking lot is too high right now.

Resident, asked how the call for aid will work.

Adjournment

A motion was made by Ms. Grendzinski, seconded by Ms. McLaughlin, to adjourn the meeting at 10:35am. Voted (4-0).

Respectfully submitted,

Cathy Sirois
Transcribed from Recording