

East Hampton Housing Authority
Regular Meeting
Thursday, March 16, 2023
Chatham Acres 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 Chatham Acres 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 under New Business of Discussion and Possible Action of Payday for Housing Authority Employees. Voted (4-0)

Executive Director

Introduction of New Executive Director

Chairman Hintz introduced the new Executive Director David Schumacher.

Approval of Minutes

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to approve the minutes of the Housing Authority Meeting of February 16, 2023 as presented. Voted (4-0)

Public Comment

None

Finance

Review of Financial Statements & Budget

Chairman Hintz doesn't have the January statement yet. The accountant is working on the budget. An extension has been granted by the State.

Review of Bills

Bills were received from the attorney for October 19, 2022 in the amount of \$120 and from December 7, 2023 for \$1,500. It was agreed to not pay the \$1,500 bill until a listing of services rendered is received. The \$120 bill will be paid.

Ms. Simko noted she would like to review the Amazon account monthly. Going forward it would be preferred to make purchases in town to support local businesses rather than on Amazon.

Community Development Block Grant (CDBG) Update

An updated quote from the architect with detailed items is needed.

Continued Business

Hiring Update

Laura will stay on as the permanent RSC.

Tenant Handbook Review of Unapproved Version

This item will be continued to the next meeting.

Rent

There is no increase in the base rent. Mr. Schumacher will be working on the recertifications before June. There could be increases in individual rents if income has increased.

Computer Security

The new website is being completed and new emails are being set up.

New Business

Transfer Policy

Ms. Simko reviewed the existing vacancies that are in the process of being filled. It is difficult to consider any transfers at this time since the apartments are being filled with new tenants. Advertisements were posted in January for people to apply to live in the Housing Authority locations. Many applications were received. There are three vacancies at each location that are in various stages of readiness for new tenants.

A motion was made by Ms. Simko, seconded by Ms. Grendzinski, to revoke the existing transfer policy. Voted (4-0)

Emergency Procurement for Health and Safety

The call for aid and fire system is not up to current standards. A proposal was received to replace the systems for \$158,000.

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to authorize an emergency appropriation for Chatham Acres and Bellwood Court for the call for aid and fire systems for the health and welfare of the residents in the amount of \$158,000. Voted (4-0)

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to transfer \$160,000 to the operating account for the emergency appropriation. Voted (4-0)

Mitsubishi Splits Service

Eight (8) units, 5 at Bellwood and 3 at Chatham, are scheduled to be serviced this week.

Hot Water Heater Update

All of the hot water tanks that were leaking have been replaced.

Rent Timing and Late Fee

One grace period for late rent needs to be established. Currently there are 10 day and 15 day grace periods and the late fee is a % of the rent. It was suggested to change the fee to \$25 after the 10th of the month as of July 1.

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to change the late fee to \$25 with a 10 day grace period as of July 1, 2023. Voted (4-0)

Recertification

Mr. Schumacher is working on recertifications. Letters need to go out 30 days ahead of time.

Reasonable Accommodations for Independent Living

Chairman Hintz discussed some of the calls to maintenance that are for things that should be taken care of by the tenant i.e. hanging blinds or curtains. This is not a part of the maintenance staff's job.

Pay Day

Chairman Hintz suggested moving pay day from Monday to Friday. It was agreed to move to Friday.

Vacancy Report

Discussed earlier in the meeting.

Liaison Reports**Commission on Aging**

Ms. Grendzinski reported that the senior center bus will take people to the grocery store, bank, doctor appointments, the senior center and more. Call the senior center in advance for a ride.

Tenant Commissioner

Ms. Grendzinski reported that paper white flowers can be picked up at Chatham and Bellwood on Thursday from 1pm to 3pm. Friday is the corned beef lunch at Bellwood for those that signed up. They would like the tenants at both locations to get involved in activities.

Communications, Correspondence & Announcements

None

Public Comment

Kelly, D1, asked questions about the fire alarms and pull cords.

Sali Parker noted the Senior Center bus is a donation of \$3.

Resident, asked for a copy of the minutes and noted lines and numbers need to be added to the parking lot at Bellwood.

Resident, noted the sign at Bellwood need to be reinstalled.

Resident, the sign for Chatham Acres also need to be reinstalled.

Laura, asked about the tenant handbook.

Kelly, D1, asked if there can be a process put together for resident's birthdays or when someone passes away. Chairman Hintz noted it would have to be a group where people volunteer their information.

Resident, asked if phone numbers for the residents can be distributed. Chairman Hintz noted the same as above.

Resident, commented a stop sign is needed at the entrance of the complex.

Adjournment

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to adjourn the meeting at 11:03am. Voted (4-0).

Respectfully submitted,

Cathy Sirois

Transcribed from Recording