

East Hampton Housing Authority
Regular Meeting
Thursday, April 20, 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 as presented. Voted (4-0)

Executive Director

Executive Director - Certification

Executive Director David Schumacher has completed his training.

A motion was made by Ms. McLaughlin seconded by Ms. Grendzinski, to formally hire David Schumacher as Executive Director of the East Hampton Housing Authority. Voted (4-0)

Monthly Update

Mr. Schumacher reported that they are working on lawncare bids. Grasshopper will mow initially. Also, the broken doors at Bellwood and Chatham will be repaired with funds from the grant.

Approval of Minutes

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

Public Comment

Kathleen Stein, Bellwood, commented that her heat pump isn't working. Ms. Simko noted that individual air conditioners would be the responsibility of the tenant, however, the front windows of the apartments are not strong enough for regular window units. The units with broken split units will be repaired with the grant funds.

A resident commented that people are not walking on the sidewalks but are walking in the grass areas. She would like people to use the sidewalks.

A resident commented that some sidewalks need repair. Chairman Hintz noted they should fill out maintenance forms for areas with issues so they can be put on the list.

A resident commented that she feels that the resident comments are being dismissed. Ms. Simko stated that everything is noted for future resolution. Sometimes the comments cannot be answered immediately.

Finance

Review of Financial Statements & Budget

Chairman Hintz reported he will be working with Mr. Schumacher to update the financial statements for next month's meeting. The accountant has been in touch with the State regarding the extension for the budget. There is a need for a new audit firm.

Review of Bills

There is a bill for the new door for the water treatment room.

Community Development Block Grant (CDBG) Update

The bid went out for the architect to design the scope for the project. Five firms responded. They will be scored and interviewed. Other paperwork for the grant is moving forward.

Continued Business

Tenant Handbook Review of Unapproved Version

Ms. Simko suggested a workshop to reorganize the handbook. Members will check their calendars for the first week in May.

Emergency Procurement for Health & Safety

The costs for the call for aid and fire alarm systems came in higher than expected. The original plans were for a wireless system but the buildings are too far apart. A hardwired system will be looked at that is \$120,000 instead of \$160,000 for the wireless system.

Recertification

Mr. Schumacher reported that half of the residents are complete for recertification. The rest should be done soon. The deadline is June 1.

New Business

Attorney Discussion

(Pet Policy, Smoking Policy, Gun Policy)

The Board will be working with the Flynn Attorney group out of Boston. They are working on the Pet Policy and ESA Requirements. Next will be the Smoking Policy and Gun Policy. Drafts should be available by the special meeting.

2023 Budget

The budget is due to the State but the Housing Authority has an extension. They are working on getting a copy of the 2022 budget that was submitted. There were no copies in the office.

Vacancy Report

There are two openings at Chatham and 1 opening at Bellwood. One of the Chatham openings should be filled by May 1.

Liaison Reports

Commission on Aging

Tenant Commissioner

Ms. Grendzinski reported that there was a meeting with the Senior Center Director at Bellwood regarding transportation. Another will be scheduled for Chatham. The residents are trying to get the Birthday Club going. There are trees behind C3 and C4 that need to be addressed.

Communications, Correspondence & Announcements

Chairman Hintz reported that the Rotary will be doing signs for both locations.

Public Comment

Resident asked about the Pet Policy. It was noted this will be coming to the residents soon. He also asked if the Financial Statement is broken down between the two locations. Chairman Hintz noted it is one report.

Adjournment

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

Respectfully submitted,

Cathy Sirois

Transcribed from Recording