

East Hampton Housing Authority
Regular Meeting
Thursday, May 18, 2023
Chatham Community Room & Via Zoom

MINUTES

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

Call to Order & Pledge of Allegiance

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

Adoption of Agenda

A motion was made by Ms. Simko to adopt the agenda and move the Pet Policy, Smoking Policy and 2023 Budget Moved to Continued Business, seconded by Bunny. Voted 4-0

Executive Director

Executive Director David Schumacher updated everyone on progress over the last month.

Monthly Update

Flagpole painted and waiting on flag.

Lions Club donated picnic tables, chairs and trays of food to both Bellwood and Chatham

Cleaning out sheds at Chatham

Grasshopper signed a contract for summer and fall mowing.

Ted Hintz suggested we address both lawn mowers we purchased last year and try to sell.

Bunny made a motion to discuss mowers at next board meeting, seconded by Ms. Grendzinski voted 4-0

Approval of Minutes

A motion was made by Ms. McLaughlin, seconded by Ms. Grendzinski, to approve the minutes of the Housing Authority Meeting of April 20, 2023. Voted 4-0

Public Comment

Marilyn Gerzabek, Bellwood, asked about power washing Bellwood property. Mr. Hintz noted last time they looked at Bellwood it wasn't necessary but will follow up at the end of summer.

Finance

Review of Financial Statement and Budget

Mr. Hintz explains how we have a 2-year contract with auditor previous Director signed and we have asked for an extension on the audit that is due in June.

Review Of Bills

No outstanding bills due at this point

Community Development Block Grant (CDBG) Update

Received 2 bids from architects and will be moving forward with choosing an architect shortly.

Continued Business

Tenant Handbook Review Of Unapproved Version

Mr. Hintz explains how the board had a special meeting on the employee handbook and only got through half of the handbook so we will schedule another special meeting to finish reviewing and updating the handbook. A special meeting is scheduled for May 25 at 10:00 A.M. in the Chatham Community room.

Emergency Procurement for Health and Safety

Debaldo Security has walked the property and mapped out where they will be digging for the new system. Contract is signed and will start work end of next week. They will have to enter all the units to get access to the attic to run the wiring for the new system. The digging will be done behind the units so a small cleanup of tenant's personal items will have to be moved.

Pet Policy

Working with the attorney about the policy but they haven't made any progress. Pet deposit will be refunded to those that have given us one. If the tenant hasn't provided a security deposit, they will not be refunded.

Smoking Policy

Still working on a policy that the state of Connecticut will approve.

2023 Budget

Asked for an extension and will be working on it within the next few weeks.

New Business

Architect Review and Approval

2 proposals have come back to us, but one bid was higher than the other company. Brian Cleveland Architect walked both properties with Mr. Hintz and Director Schumacher and showed the most interest out of both companies. Ms. McLaughlin made a motion to hire Brian Cleveland Architect, Ms. Simko seconded. Voted 4-0

Gun Policy

Mr. Hintz explains how you are allowed a gun on the property if it meets with CT laws and guidelines.

Lawnmowers

Director Schumacher will contact local companies that might be interested in buying both lawnmowers. Grasshopper has lawn contract so there is no need for the mowers.

Vacancy Report

Director Schumacher reports that only one opening at Chatham, which should be filled by mid-June and one opening at Bellwood which should be filled by June 1.

Liaison Report

Commission on Aging

Tenant Commissioner

Ms. Grendzinski reported that the Commission on Aging had a board member resign. There are 2 vacancies open on the board. They are hoping to have a booth at Old Home Day to spread the word.

Communications, Correspondence & Announcements

Nothing to report currently.

Public Comment

A resident asked about construction and where they will be digging. She also asked about gun policy. Mr. Hintz addresses it that the firearm needs to be stored properly.

A resident asks if the Housing Authority will be doing inspections. Mr. Hintz answered that maintenance will be doing inspections over the summer. The same resident asks about the construction and what will be done. Mr. Hintz explains the work that will be done at both locations.

Laura (Chatham) asks about the pull cord system and smoke detectors. Mr. Hintz answered we will be receiving new smoke detectors.

A resident asks if we can relocate the pull cords, but they need to stay in the location they are in now.

A resident asks about open gun carry and if they can have them in the community room. The Housing Authority follows State of CT Guidelines.

Jim Taylor (Bellwood) asks if it is allowed to paint the apartment if the tenant supplies the same paint and pays for the labor. Mr. Hintz addressed the question and requests we talk about it at the next board meeting. He also asks about antennas on the roofs and if they are allowed. Mr. Hintz answers in the handbook they are not allowed because we have new roofs, and they are not allowed.

Adjournment

A motion was made by Ms. Simko, seconded by Ms. Grendzinski to adjourn the meeting at 10:46 A.M. Voted 4-0.

Respectfully submitted.

Executive Director David Schumacher