

Minutes of Board of Commissioner's Meeting

Held on June 4, 2014 opening at 6:00 p.m.

Present: Commissioners: P. Mugavero, Cecile Fransceschino, John Korp,
Chairman, Jim Shelly, Executive Director/Secretary/Treasurer: Paul Rummerfield;
Absent: Commissioners Rob Larsen Ann Baptista R. Turdo

Attorney: Jenna Rottenberg;

Property Managers: K. DeGerolamo, Nan Quinn

Guests: None

Called to order and roll call by James Shelly in accordance with the Open Meetings Act delivered to the Express-Times, Acting Municipal clerk and posted in the Municipal Bldg., Housing Authority Office and Website.

**Motion: Approval of the minutes of Regular Meeting of March 5 and April 2, 2014, May 7, 2014
Unable to approve at this meeting hold until July Meeting**

First: N/A

Second:

All voted

Absent:

Motion: Accept the Bills of May 2014

First: J. Korp

Second: P. Mugavero

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

Communications:

Report of the Secretary - Treasurer

Resolution to close out 2010 Capital Fund

First: P. Mugavero

Second: J. Korp

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

Resolution #1232 to Sign Insurance Settlement (Walnut Street) \$176,518.80

First: P. Mugavero

Second: C. Fransceschino

All voted yes
Absent: R. Larsen, A. Baptista, R. Turdo

Resolution #1233 to accept tenant "Rent" write offs in the amount of \$70,673.03 from June 2013 – June 2014

Phil Mugavero mentioned that a policy be discussed with fee account Bill Kachen regarding write offs

First: C. Fransceschino
Second: P. Mugavero
All voted yes
Absent: R. Larsen, A. Baptista, R. Turdo

Resolution #1234 to accept tenant "Other Than Rent" write offs in the amount of \$79,743.29 from June 2013 – June 2014

First: P. Mugavero
Second: J. Korp
All voted yes
Absent: R. Larsen, A. Baptista, R. Turdo

Move Ins/Outs-

- June Reports Attached

List of applications

- June Reports Attached

Vacancy Report

Attached (to be issued each month)

Report of Committees

Finance/Bank Balances – June

Maintenance – Activity Reports

- Maintenance of lawn is requiring a lot of man hours
- Elevator at Andover Kent was down
- Electronic door problems at community building
- 2014 U.S. Inspections began inspection of property

Residents –

- Tenants allowing children to write on buildings with chalk seems to be increasing
- PR explained HUD's directive on the new Flat Rent requirements and the time frame for public comment
- PR explained the public comment time frame regarding No Smoking Policy in the Senior

High Rises

Development/Modernization –

- Heckman House furniture on back order
- Telephone issues on Elevator in HH
- Andover Kent construction beginning Showed board members colors/design

Personnel-

- Two employees suspended for 2 days - complete
- One employee out with shoulder problems; hopefully to return next week

Administrative Report –

- Closed out 2010 Capital Fund
- Ethic Reports – some are still due
- Robert Larson was re-appointed as Governor's Commissioner appointment

Resolution # 1235 to close out 2010 Capital Fund

First: P. Mugavero

Second: J. Korp

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

New Business -

- Commissioner Franceschino mentioned 2 lights out in parking lot of Heckman House
- Possibility of changing the next meeting from July 2, 2014 to July 9, 2014.

- **Resolution #1236 to pay Northeast Surveillance in the amount of \$6840.00 toward surveillance contract.**

First: J. Korp

Second: C. Fransceschino

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

- **Resolution #1237 to pay Interpipe (ricwell system) in the amount of \$8,353.64**

First: J. Korp

Second: C. Fransceschino

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

- **Resolution #1238 to pay J.G. Drywall (Andover Kent) \$63,210.00**

First: C. Fransceschino

Second: J. Korp

All voted yes

Absent: R. Larsen, A. Baptista, R. Turdo

Executive Session N/A

Adjournment-

Motion - Motion to adjourn

First: P. Mugavero

Second: C. Franceschino

All voted yes

Absent: John Korp, P. Mugavero, Rob Larsen

Adjournment: **7:10 p.m.**

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

JAMES M. SHELLY
Chairman