

Morris Housing Authority (MHA)
109 East Street, Morris, CT 06763
Phone (860)567-5876**MEETING MINUTES**
May 11, 2015

A regular meeting of the Morris Housing Authority was held at the Eldridge Office on May 11, 2015 and was called to order by Kevin DeRoehn, at 7:05 PM. (Terry and Mark arrived late and joined in)

ATTENDENCE

Here?	Name	Function	Here ?	Name	Function
yes	Terence(Terry) Phelan	Chairperson	Yes	Mark Halloran	Vice chairperson
Yes	Gina Parisi	Exec.Director/RSC	Yes	Kevin DeRoehn	Board member
Yes	Janet Weik	Resident board member	Yes	Janine Shailer	Secretary

1. Secretary's Report

Minutes of apr 13 meeting reviewed. Janet motioned to accept the minutes, Mark 2ndd. Board unanimously accepted

2. Resident Board Member Report

Resident input on possibility of help to update lights , heat units. Brief discussion followed where Kevin identified that the board is trying to arrange for an energy audit.

3. Management Report

Gina reports that the computer continues to have issued, is unable to print the P&L data . She reports taxes for last qtr have been paid; annual audit is coming up end of May. Quick books registration is complete and Jason to train her shortly.

4. Chairman's Report

Resident Annual Rent Recertification Gina confirmed that all recerts are complete -only one pending for signature.

Janine reminded Gina to ensure she completed the procedures-work instruction on how recerts are done –ASAP so we can place on file as an SOP.

6. Policies and Procedures

Kevin reports that the new annual inspection procedure is in progress only units 4,5,9,10 and 17 are left to be done.

He briefly shared how that was going and how the info would be reviewed.

7. Old Business

Rent increase -brief discussion;MHA will need to arrange meeting with Mentor Amenti ASAP

Building & Grounds, Maintenance/Repairs

Kevin commented on status of repairs getting done. Gina reports contractor is due in this week. There was brief discussions regarding leaky faucet in one unit and a range hood fan that may be in need of repair /replacement

A resident brought up an issue related to her unit things moved during entry to unfreeze pipes in her absence- there was discussion regarding letters sent to this tenant about damage in their unit- Board invited the tenant to come in to meet and discuss separately at her earliest convenience.

There was a brief discussion on one FOA inquiry. The requester wanted an update on the progress. One the May info is left to be collected-at which time all documents can be provided –at the previously mentioned fee.

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8. New Business

Washer / Dryer fee Increase- brief discussion. Janine asked Terry to review revenue to confirm if monies will likely build in the coffers sufficient to replace units if /when they need it.

Gina advised there had been inquiries regarding Rent rebate- She can provide a statement of rent to residents as needed but they must take this to the assessor's office.

It was noted that 2 light poles are out. Gina to contact Mary R for repairs.

Kevin advised about the impending repairs that will occur at the back entry area of unit 1.

Kevin motioned to open the floor to hear comments from residents Mark 2ndd board approved unanimously.

There general discussions and questions.

Unit 1 reports skunk is hanging around.

A resident noted some grass is missing near a septic tank – that will likely not be repaired before the tank repair is completed unless that cannot occur soon.

A resident noted that trash areas are in need of clean up.

There was discussion of any available grant with St of CT

At 8:09 PM Terry motioned to adjourn the meeting, Mark 2ndd . Board unanimously approved.

Meeting adjourned

Respectfully submitted,

Janine Shailer, Secretary