

ANNUAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

June 20, 2023

PUBLIC PARTICIPATION – Terri Palmer addressed the Board about packages (Amazon, UPS etc.) being left in her hallway. The Authority will try and investigate the matter.

- I The meeting was called to order at 5:37 P.M. in person at the Authority office by Chairperson Horacek with the following members present: Commissioner Horacek, Commissioner DeVerry, Commissioner Grunwald, and Commissioner Lafrance. Also present: Daniel J. Kelly, Managing Agent and Joseph Casey, Operations Manager, Maintenance. Steven Brudzinski, tenant, was also present. At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Election of Officers – 1. Upon the motion of Commissioner DeVerry it was VOTED: Unanimously to elect Commissioner Horacek as Chairperson. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
2. Upon the motion of Commissioner Horacek it was VOTED: Unanimously to elect Commissioner Grunwald Vice Chairperson. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
3. Upon the motion of Commissioner Grunwald it was VOTED: Unanimously to elect Commissioner DeVerry as Treasurer. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
- III Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was VOTED: That the minutes of the Regular meeting of May 3, 2023, be approved as printed. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
- IV PAYMENTS
 1. Payments were read and upon the motion of Commissioner Grunwald and seconded by Commissioner Lafrance it was VOTED: That all bills be paid. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
- V COMMITTEE REPORTS
 1. Upon the motion of Commissioner DeVerry and seconded by Commissioner Lafrance it was VOTED: To accept the Treasurer's Report. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.

2. Upon the motion of Commissioner Lafrance and seconded by Commissioner Grunwald it was
VOTED: to accept the Consolidated Expenditure Report. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
3. Upon the motion of Commissioner Grunwald and seconded by Commissioner DeVerry it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.

VI COMMUNICATIONS

1. DHCD – Mediation Services
2. DHCD – Name Change
3. EOHLC - Budget (Revision 1) Approval

VII REPORT OF MANAGING AGENT

1. Modernization
 - A. Electrical Panels (Depot Court) – Board to vote on Certificate of Completion for RCE Construction for replacement of electrical panels at Depot Court.
 - B. 212 Sheep Pasture Road – Gomes Architect has finished final drawings for kitchen renovations at 212 Sheep Pasture Road.
 - C. 212 Sheep Pasture Road – Siding – Gomes Architect has finished drawings for siding work for 212 Sheep Pasture Road.
 - D. CPF – Flooring – Authority in contact with Wagner Flooring to receive a date work can begin at 12 Depot for hallway flooring with Community Preservation Funds.
2. Write Offs (N.B.)
3. Board Meeting (N.B.)
4. Management Agreement (N.B.)
5. Personnel – No update on Ben Sanchez' Workmen's Compensation case. All paperwork has been submitted to the Retirement Board.

VIII OLD BUSINESS

1. None

IX NEW BUSINESS

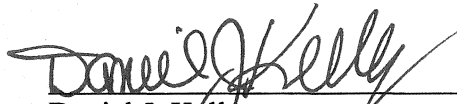
1. Write Offs – Upon the motion of Commissioner Grunwald and seconded by Commissioner DeVerry it was
VOTED: to authorize the Authority to write off one (1) delinquent account in the amount of \$6,732.00 for the fiscal year ending June 30, 2023. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.

2. Meeting Date – Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was
VOTED: to commence next Board Meeting on August 1, 2023, at 5:30 p.m.
Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
3. Management Agreement – Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was
VOTED: to authorize Chairperson to sign Management Agreement between Southwick Housing Authority (owner) and the Westfield Housing Authority (Managing Agent) for a one (1) year period beginning July 1, 2023. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.
4. Certificate of Completion – Upon the motion of Commissioner Grunwald and seconded by Commissioner DeVerry it was
VOTED: to approve Certificate of Completion and final payment of \$5,149.92 to RCE Co., Inc. for electrical panel replacement at Depot Court. The total cost of project was \$117,598.50. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.

X ADJOURNMENT

Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was

VOTED: to adjourn at 6:14 P. M. Roll call vote 4 to 0; Ayes: Horacek, DeVerry, Grunwald and Lafrance.



Daniel J. Kelly
Secretary and Managing Agent