

SPECIAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

October 19, 2022

- I The meeting was called to order at 10:00 A.M. via Zoom by Chairperson Reed with the following members present: Commissioner Reed, Commissioner Houlihan, Commissioner J. Horacek, and Commissioner DeVerry. Also present: Daniel J. Kelly, Managing Agent, Karen Casey, Operations Manager, Administrative and Gary DePace, Fee Accountant who discussed both 400-1 and 689-C Budgets. No questions from Commissioners will vote under New Business.

At this time the Chairperson announced that no video or audio recording was being made of this meeting.

- II Upon the motion of Commissioner Houlihan and seconded by Commissioner Horacek it was
VOTED: That the minutes of the Special meeting of July 25, 2022, be approved as printed. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.

III PAYMENTS

1. Payments were read and upon the motion of Commissioner Horacek and seconded by Commissioner DeVerry it was
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Houlihan and seconded by Commissioner Horacek it was
VOTED: To accept the Treasurer's Report. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.
2. Upon the motion of Commissioner DeVerry and seconded by Commissioner Horacek it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.
3. Upon the motion of Commissioner Horacek and seconded by Commissioner Houlihan it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.

V COMMUNICATIONS

1. DHCD – Data

2. DHCD – Vacancy Fees, Waivers, Structured Fees
3. DHCD – Budget Guidelines
4. DHCD – Fire Alarm Testing
5. DHCD – Performance Management Review

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. Depot Court – Electrical Panels – RCE, Co. completed the electrical panels at Depot Court. Final costs of project were \$117,598.50.
 - B. Summer Drive – EG Excavating of Granville replaced stairs (front, back) rotted wood around that area and seeded lawn where needed. Also, installed pavers in backyard for patio area. Total costs of project \$8,874.21.
 - C. Roof Depot Ct. – Authority waiting on design completion.
 - D. 689 Depot – Planning stage for siding repair.
 - E. 212 Sheep Pasture – Planning stage for kitchen renovation.
2. Budgets (400-1) (689-C) (N.B.)
3. Meeting Date (N.B.)
4. Resident Service Coordinator (N.B.)

VII OLD BUSINESS

1. Personnel – Authority is waiting to hear of status of maintenance employee Ben Sanchez who has been on Workmen's Compensation. Doctor's appointment in November.
2. Tenant – Two (2) vacancies at Depot Court as of 10-1-22

VIII NEW BUSINESS

1. Budgets-

ANNUAL OPERATING BUDGET FOR STATE-AIDED HOUSING FISCAL YEAR:

Motion: Commissioner Horacek moved that the proposed Operating Budget for State-Aided Housing of the Southwick Housing Authority (Chapter 667/705/689), Program number 400-1 for fiscal year ending 6/30/2023 showing total revenue of \$384,588.00 (Acct. No. 3000) and Total Expenses of \$408,088.00 (Acct. No. 4000) thereby requesting a subsidy of \$100,099.00 (Acct. No. 3801), and further that the Managing Agent's total annual salary of \$10,088.00 for fiscal year ending 6/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Houlihan seconded the motion which, upon rollcall was passed by a vote of 4 to 0.

ANNUAL OPERATING BUDGET FOR STATE-AIDED HOUSING FISCAL YEAR:

Motion: Commissioner Houlihan moved that the proposed Operating Budget for State-Aided Housing of the Southwick Housing Authority (Chapter 667/705/689), Program number 689-C for fiscal year ending 6/30/2023 showing total revenue of \$49,250.00 (Acct. No. 3000) and Total Expenses of \$56,953.00 (Acct. No. 4000) thereby requesting a subsidy of \$0.00 (Acct. No. 3801), and further that the Managing Agent's total annual salary of \$10,088.00 for fiscal year ending 6/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Horacek seconded the motion which, upon rollcall was passed by a vote of 4 to 0.

2. Meeting Date – Upon the motion of Commissioner DeVerry and seconded by Commissioner Horacek it was

VOTED: to commence next Board meeting December 7, 2022, at 10:00 am.

3. Resident Service Coordinator – Upon the motion of Commissioner Horacek and seconded by Commissioner Houlihan it was

VOTED: to approve the application for increased funding for the Resident Service Coordinator. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.

IX ADJOURNMENT

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

VOTED: to adjourn at 10:31 am. Unanimous vote 4 to 0. Ayes: Reed, Horacek, Houlihan, DeVerry.


Daniel J. Kelly
Secretary and Managing Agent