



Killingly Housing Authority

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Elizabeth M. Wilson

KILLINGLY HOUSING AUTHORITY
MAPLE COURTS II
SEPT. 19, 2023
MINUTES OF REGULAR MEETING

The Meeting was called to order at 7:05 P.M. by Chairman David Smith.

1. Roll Call: Present was David Smith, Patricia Daly-Beyl and Brian Tvelia. Michael Moran was absent with notice. Also present was the Executive Director, Carol Greene and Town Council Liaison, Ulla Tiik-Barklay.
2. It was moved by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the minutes of the meeting of the Town of Killingly Housing Authority held on Aug. 15, 2023. The vote to approve the minutes was unanimous.
3. It was moved by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve as presented, the Treasurer's Report for Aug., 2023 for Maple Courts and Birchwood Terrace. The vote to accept the reports passed unanimously.
4. It was moved by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve as presented, the Treasurer's Report for Aug., 2023 for Maple Courts II. Motion was unanimously approved.
5. It was moved by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve as presented, the Section 8 financial and Activity Report for Aug., 2023. Motion was unanimously approved.
6. In addition to the Executive Director's written report, she informed the Board of recent problems with the elevator within the Congregate facility. On Aug. 17th there was a break-down at lunch time. Otis Elevator was contacted and an ETA of 3:00 PM was provided. A short time prior to 3:00 PM, Otis advised that because of the availability of a technician, it would be necessary to charge over-time rates to provide service this day, otherwise service would be provided the next day. As there were residents "stuck" on the first floor that resided on the second floor, it was necessary to agree to the overtime rates.

Unfortunately, the new ETA provided was 7:00 PM. When the technician arrived, the part necessary to repair the elevator was obsolete due to the age of the elevator. It was impossible to repair at that time. We were informed there was a



possibility they could obtain a used part in a warehouse in the morning and would return to repair the elevator. In order to assist in getting the residents on the second floor back to their apartments, the Dayville Fire Department provided services.

In 2017, a Small Cities Grant funded \$27,000 to upgrade the elevator which was installed in Sept., 1993 during the construction of Maple Courts II. At that time, Otis advised that a total Modernization in the amount of \$90,000 was suggested due to the age of the elevator. Sufficient funding was unavailable in order to accept that recommendation.

We are now in a position that we have no other choice than to have the work completed as we risk having the elevator "red tagged" in the event of another breakdown with parts being unavailable. The Housing Authority is exploring various sources of funding at this time.

The Director was thanked for her report.

7. The Congregate Manager's report for July. 2023 prepared by Jason Leveille was accepted as read.

8. Town Council Liaison's Report:

Town Council Liaison, Ulla Tiik-Barklay, reported on various situations being considered and acted upon by the Council during the current month. She also reported that the Town was exploring various funding sources to assist the Housing Authority in their pursuit to obtain funds for the elevator repairs. She was thanked for her report

9. Citizens' Comments:

Mary Boyce of 20 Birchwood Terrace complimented the Authority on the land-Scaping, which included trimming and removal of over-grown shrubbery and low hanging tree branches, done over the last few weeks.

10. Commissioners' Comments: None

11. Communications:

Copy of letter sent to the Town Council regarding the need of driveway and parking lot repairs within the Maple Courts & Birchwood Terrace projects.

12. Old Business:

a. A discussion took place regarding the cost of employees' health insurance to the Housing Authority. A schedule of insurance, determining the future cost of health insurance to new employees and existing employees requiring additional coverage, was presented which will bring the bi-weekly payroll deduction into line with what the Town receives from their employees. A motion was made by Brian Tvelia, seconded by Patricia Daly-Beyl, to accept the schedule which indicates a percentage of the annual premium: Single coverage will pay 14.1% of the annual premium, a couple will pay 18% of the annual premium and a family will pay 19.5% of the annual premium. The Employee's Personnel Policy shall be amended to indicate the new ruling effective Sept. 19, 2023. Motion passed unanimously

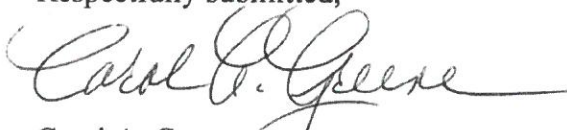
13. New Business:

a. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve payment for bills numbered 44768 through 44859, EFT and EFTPS for Aug., 2023 for Maple Courts and Birchwood Terrace. Motion passed unanimously.

b. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve payment for bills numbered 12508 through 12523 for Aug., 2023 for Maple Courts II. Motion passed unanimously.

14. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to adjourn at 8:06 P.M. Motion passed unanimously.

Respectfully submitted,



Carol A. Greene
Recording Secretary