



Killingly Housing Authority

KILLINGLY HOUSING AUTHORITY
MAPLE COURTS II
FEB. 20, 2024
MINUTES OF ANNUAL MEETING

RECEIVED
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2024 MAR -4 AM 8:50

Elizabeth M. Wilson

The Meeting was called to order at 7:03 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 one visitor.

a. Election of Officers:

Brian Tvelia nominated the following officers, seconded by Patricia Daly-Beyl

David Smith, Chairman for a three year term through Jan., 2027

Patricia Daly-Beyl, Vice Chairman for a one year term through Jan., 2025

Brian Tvelia, Treasurer for a one year term through Jan., 2025

Michael Moran, Secretary for a one year term through Jan., 2025

Vote to accept the nominations was unanimous.

2. It was moved by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve the minutes of the meeting of the Town of Killingly Housing Authority held on Nov. 21, 2023. The vote to approve the minutes was unanimous.
3. It was moved by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve as presented, the Treasurer's Reports for Nov., Dec., 2023 and Jan., 2024 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 Reports for Nov., Dec., 2023 and Jan., 2024 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 Reports for Nov., Dec., 2023 and Jan., 2024. Motion was unanimously approved.
6. In addition to the Executive Director's written report, she updated the Board regarding the progress for the elevator project as well as advising them of the additional repairs mandated by Otis Elevator in order to conduct the modernization project. As previously advised, a mini-split will have to be installed in the mechanical room and now it will be necessary to install a sump-pump in the elevator pit. Numerous other small jobs will be necessary in addition. She provided the Board with the Scope of Work and Cost Estimate to rehab the Birchwood Terrace project in preparation for a SSHIP application to be



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submitted for the 2025 round of applications and the necessity of advertising for a Consultant to prepare such application as well as providing administrative and technical support to implement activities throughout the duration of the project. She also informed the Board that the installation of Comcast bulk television was complete throughout the three projects. The Director was thanked for her report.

7. The Congregate Manager's report for Nov., Dec., 2023 and Jan., 2024, prepared by Jason Leveille, was accepted as read with thanks.
8. Town Council Liaison's Report: Ulla Tiik-Barklay was absent.
9. Citizens' Comments: None
10. Commissioners' Comments: None
11. Communications: None
12. Old Business: None
13. New Business:
 - a. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement for Maple Courts/Birchwood Terrace for the second quarter of the 2023/2024 fiscal year. Motion passed unanimously.
 - b. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement for Maple Courts II for the second quarter of the 2023/2024 fiscal year. Motion passed unanimously.
 - c. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement-Congregate Services for Maple Courts II for the second quarter of the 2023/2024 fiscal year. Motion passed unanimously.
 - d. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve the Administration Fund Operating Statement for Section 8 for the second quarter of the 2023/2024 fiscal year. Motion passed unanimously.
 - e. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve payment for bills numbered 45029 through 45246, EFT and EFTPS for Maple Courts and Birchwood Terrace for Nov., Dec., 2023 and Jan., 2024. Motion passed unanimously.
 - f. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve payment for bills numbered 12554 through 12620 for Maple Courts II for Nov., Dec., 2023 and Jan., 2024. Motion passed unanimously.

- 13 g. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Killingly Housing Authority Audit as prepared by Maletta & Company, Certified Public Accounts, for fiscal year ended June 30, 2023. There were no findings. Motion passed unanimously.

h. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to adopt Resolution #1-2024 authorizing the Executive Director to request proposals from qualified firms, individuals or other qualified service providers to perform the duties of a consultant for professional and technical services required in preparation and implementation of an SSHIP Funding Application for a rehab project at Birchwood Terrace. Roll call vote as follows:

Brian Tvelia Yes Patricia Daly-Beyl Yes David Smith Yes
Motion passed unanimously.

RESOLUTION #1-2024
February 20, 2024

Certified a true copy of a resolution duly adopted by the Housing Authority of the Town of Killingly, herein called the "Housing Authority", at the Annual Meeting held on Feb. 20, 2024, at which a quorum of the Board of Commissioners was present and acting throughout, adopted the following resolution:

WHEREAS, the Housing Authority owns Birchwood Terrace, a 40 unit elderly/disabled State property located in the Town of Killingly:

WHEREAS, Connecticut Housing Finance Authority has invited the Housing Authority to apply for funding from SSHIP (State Sponsored Housing Improvement Program) for the purpose of renovating Birchwood Terrace; and

WHEREAS, to prepare such application, the Executive Director is hereby authorized to request proposals from qualified firms or individuals for professional and technical services required in preparation and implementation of an SSHIP Funding Application for Birchwood Terrace. Services to include providing administrative and technical support to implement activities including program income during the contract period if the grant is approved.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director of the Housing Authority shall obtain such submittals from the RFP. Upon receipt, the proposals shall be evaluated by various parties on behalf of the Housing Authority and brought to the Housing Authority Commissioners for approval.

The undersigned certifies that the foregoing resolution has not been amended, modified or revoked and is in full force and effect on the date hereof.

13. i. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to enter into executive session at 8:40 P.M. for the purpose of employee wage negotiations for fiscal year 2024/2025. Motion passed unanimously.

Re-entered regular session at 8:55 P.M. with no motions or actions taking place during executive session.

- j. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve salaried and hourly wages as discussed during executive session for fiscal year July 1, 2024 through June 30, 2025. Motion passed unanimously.
14. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to adjourn at 9:00 P.M. Motion passed unanimously.

Respectfully submitted,



Carol A. Greene
Recording Secretary