



Killingly Housing Authority

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Elizabeth M. Wilson

KILLINGLY HOUSING AUTHORITY
MAPLE COURTS II
NOV. 21, 2023
MINUTES OF REGULAR MEETING

The Meeting was called to order at 7:00 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, Congregate Manager, Jason Leveille and Town Council Liaison, Ulla Tiik-Barklay.
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 Sept. 19, 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 Sept. and Oct., 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 Reports for Sept. and Oct., 2023 for Maple Courts II. Motion was unanimously approved.
5. It was moved by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve as presented, the Section 8 Financial and Activity Reports for Sept. and Oct., 2023. Motion was unanimously approved.
6. In addition to the Executive Director's written report, she informed the Board of the Town Council's recent action awarding the Housing Authority funding up to \$150,000 to repair the elevator within the congregate facility. She informed the Board of the request from Connecticut Housing Finance Authority (CHFA) to submit a Scope of Work and Cost Estimate to rehab the Birchwood Terrace project as preparation for a Small Cities Grant application to be submitted for the 2025 round of applications. The Director requested the Board consider a change in the September 19, 2023 action regarding the cost to employees for their health insurance and to add an agenda item dealing with this issue. The Director was thanked for her report.

A motion was made by Brian Tvelia, seconded by Patricia Daly-Beyl, to move agenda item 13a to 13k with the following agenda item as 13a: Discussion and possible action regarding a change in the language dealing with present employees cost for insurance coverage. Motion passed unanimously.



7. The Congregate Manager's report for Sept. and Oct., 2023, prepared by Jason Leveille, was accepted as read.

8. Town Council Liaison's Report:

Town Council Liaison, Ulla Tiik-Barklay, discussed the recent action by the Town Council regarding funding for the modernization of the elevator at Maple Courts II. In addition she spoke to possible future assistance in the blacktopping at the Housing Authority properties. She also informed the Board of the completion of property assessments and present actions by the Council regarding the Northeast District Department of Health. Ms. Tiik-Barklay was thanked for her report.

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 amend the action taken on Sept. 19, 2023 causing existing employees to be charged the new contributory rates if additional coverage was required following that date and to grandfather existing employees, as of Sept. 19, 2023, at the contributory rates in existence prior to that date. Motion passed unanimously.

b. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve payment for bills numbered 12524 through 12538 for Sept., 2023 and bills numbered 12539 through 12553 for Oct., 2023 for Maple Courts II. Motion passed unanimously.

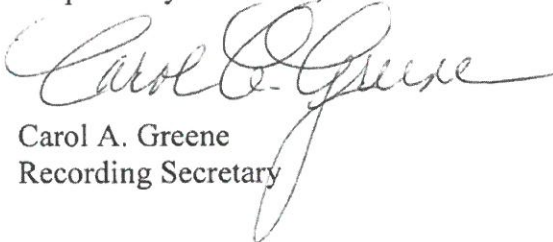
c. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to authorize the Town of Killingly to enter into a contract with Otis Elevator to furnish labor and material to provide a microprocessor based HydroAccel control system for the elevator at Maple Courts II and for other work required to complete this project. Motion passed unanimously.

d. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, authorizing the Executive Director to obtain the services of J. Associates Architects to prepare a "Scope of Work" and "Estimate of Cost" in preparation for an application for a

Small Cities Grant to renovate the Birchwood Terrace project. Motion passed unanimously.

13.
 - e. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the 2024 Housing Authority Meeting Schedule as presented. Motion passed unanimously.
 - f. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the 2024 Holiday Schedule as presented. Motion passed unanimously
 - g. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement for Maple Courts/Birchwood Terrace for the first quarter of 2023/2024 fiscal year. Motion passed unanimously.
 - h. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement for Maple Courts II for the first quarter of 2023/24 fiscal year. Motion passed unanimously.
 - i. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve the Administration Fund Operating Statement-Congregate Services for Maple Courts II for the first quarter of 2023/2024. A discussion took place regarding the cost of the food service provided by Whitsons being over budget by \$19,721 at the end of the quarter. Further discussion and possible action will be scheduled in the near future. Motion passed unanimously.
 - j. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to approve the Administration Fund Operating Statement for Section 8 for the first quarter of 2023/24 fiscal year. Motion passed unanimously.
 - k. Motion by Brian Tvelia, seconded by Patricia Daly-Beyl, to approve for payment, bills numbered 44860 through 44945, EFT and EFTPS for Sept., 2023 and bills numbered 44946 through 45028, EFT and EFTPS for Oct., 2023 for Maple Courts and Birchwood Terrace. Motion passed unanimously.
14. Motion by Patricia Daly-Beyl, seconded by Brian Tvelia, to adjourn at 8:30 P.M. Motion passed unanimously.

Respectfully submitted,



Carol A. Greene
Recording Secretary