

**HOUSING AUTHORITY OF THE TOWN OF SOMERS
SOMERS HOUSING MANAGEMENT, INC.
Somers, CT 06071**

MINUTES OF THE REGULAR MEETING – January 21, 2009

1. Call to Order

Chairman DuPerre called the special meeting of the Housing Authority of the Town of Somers and the Somers Housing Management, Inc. to order at 6:30 p.m. in the Wood Crest Center Community Room.

2. Attendance

Commissioners Present: Brian DuPerre, Mary Lou Hastings, Joan Jaquith and Bob Landry

Commissioners Absent: Diane Yensen, Ex Officio: Hon. David Pinney
Diane Yensen was available by cell phone for votes and discussion if needed.

Others in Attendance: Ron Gatlick (Real Estate Diagnostic, Inc.), Cindi Parker (Resident Service Coordinator), Cheryl Lallier (Property Manager), William Guzie (Town Resident)

3. Approval of Meeting Minutes

3.1 December 10, 2008 Special Meeting

It was MOVED (Mary Lou Hastings) SECONDED (Bob Landry) to approve the December 10, 2008 Special Meeting minutes as presented.

3.2 January 9, 2009 Special Meeting

It was MOVED (Bob Landry) SECONDED (Joan Jaquith) to approve the January 9, 2009 Special Meeting minutes as corrected.

The January 9, 2009 minutes were corrected as follows:

The spelling of Mr. Edelstein's name was corrected where it appears in the minutes.

4. Financial Reports

4.1 2008 Operating Budget

The commissioners reviewed the 2008 Operating Budget report that was presented by DeMarco Management Corporation. Chairman DuPerre directed several questions to Mr. Gatlick who was unable to respond in detail to specific questions. Chairman DuPerre stated that his understanding of the housing authority's contract with DeMarco Management Corporation was based on a flat per unit fee; however, the 2008 Operating Budget shows several line item charges. Chairman DuPerre will contact Maria DeMarco and Harvey Edelstein for clarification on this issue.

4.2 2009 Operating Budget

No budget was presented.

4.3 Development Budget

No development budget was presented due to the absence of Mr. Edelstein.

5. Communication

5.1 January 20, 2009 Slip and Fall Incident Report

Property Manager, Cheryl Lallier, reported on a slip and fall incident that occurred on January 20, 2009. A resident of 71 Battle Street slipped on the ice while walking her dog.

The resident was taken to the hospital as a precautionary measure and was released. The resident sustained a bump on her head.

Ms. Lallier reported on the safety measures she put in place following the incident.

The commissioners felt that the incident report presented was not clear as to specifically where the incident happened and requested that Ms. Lallier amend her report.

The commissioners discussed what measures need to be taken immediately to insure the resident's safety. It appears that ice is building up in the gutters and water is dripping on to the sidewalks due to the melting/freezing weather conditions. Large icicles are forming over the doorways and ice is forming on the sidewalks and the sidewalks on the north side of the building are extremely dangerous. Currently, the exit/entrance doors in the areas where there is serious icing have been taped with caution tape. Saw horses will be placed outside to warn residents of the dangerous condition.

The property maintenance man applies ice melt daily and has been chipping away at the ice; however, on the day of the incident he had called in sick and ice melt had not been applied.

There are no maintenance services provided on weekends. To ensure the safety of the residents, the commissioners requested, as a interim solution, that Ms. Lallier apply ice melt to all the sidewalks on Friday evening before she leaves and return on Saturday and Sunday mornings to reapply more ice melt.

Chairman DuPerre will determine who is responsible for correcting this situation. This issue will be discussed at the next construction meeting.

5.2 Equipment Inventory

In anticipation for a change in management companies, the following has or will take place:

- Cheryl Lallier, Property Manager, has submitted a list of all equipment on site. The list will be reviewed and confirmed as to whether the item is owned by DeMarco Management Corporation or the housing authority.
- Ms. Lallier gave Chairman DuPerre the title and information on the 2001 pick-up truck and plow attachment.
- All manuals and warranties for all the on-site equipment will be given to Chairman DuPerre.
- The housing authority will purchase a television for the Wood Crest Community room.

5.3 Winter Services Contract

A new contract with Bill's Landscaping, dated January 21, 2009, was presented. This new contract includes a zero tolerance service that would provide an ice watch service.

Due to the pending change in management companies and the additional cost involved, the commissioners agreed to keep the current contract with Bill's Landscaping in place and to table further discussion on the new contract presented. Because the 2009 Operating Budget is not available, the commissioners felt that they could not commit to an increase in winter services.

5.4 Job Description: Resident Service Coordinator

A job description outlining the duties and responsibilities of this position was presented. This position is paid for out of grant funds and clarification as to how these funds are being handled needs to be determined. Employee tax withholding also needs to be clarified.

6. Add or Delete Agenda Items

7. Old Business

- 7.1** Building Project Update – Phase I (H.Edelstein)
- 7.2** Building Project Update – Phase II (H.Edelstein)

No reports were presented due to the absence of representation from Real Estate Diagnostic, Inc.

8. New Business

8.1 Removal of Recording Secretary Position

It was MOVED (Mary Lou Hastings) SECONDED (B.Landry) to terminate the paid position of recording secretary. MOTION PASSED

8.2 Replacement of Management Company

Chairman DuPerre reported that one company has expressed interest. The commissioners need to determine what specific regulations and requirements are involved before moving forward. DeMarco Management Corporation will continue to manage the property until a new management company is in place.

9. Resident Questions/Concerns

- Due to the construction, the pole light outside unit 63 has been removed and there is no lighting in the horseshoe area. The construction company will be contacted immediately and requested to install temporary lighting in that area.
- A request was made to use unit 8 as a temporary location to play cards and to be used to wait for the bus. Keys will be provided so that this unit can be used as requested.
- Several power surges has been experienced which have caused serious damage to electrical components and computers. The power company will be contacted and requested to examine the power lines. This issue will be discussed at the next construction meeting.

10. Other

- Resident files have been forwarded to SunAmerica as requested.
- A construction meeting needs to be scheduled as soon as possible. Real Estate Diagnostic, Inc. representatives will be available during Mr. Edelstein's absence.
- The building is now secure and the key fob system is in place. The building is locked at night and on weekends.

11. Adjournment

It was MOVED (Mary Lou Hastings) SECONDED (Joan Jaquith) to adjourn the regular meeting at 8:36 p.m. MOTION PASSED

Respectfully Submitted,

Joan Jaquith
Secretary
Housing Authority of the Town of Somers/Somers Housing Management, Inc.

These minutes are not official until approved at a subsequent meeting.

Minutes Approved at the February 18, 2009 regular HATS/SHM meeting.