

HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY – September 17, 2019

ATTENDEES: Chairman Dale Adkins, Lynne Bobroske, Danielle DellaVecchia, Mary Heltke, Charlotte Mochak, Nancy Schnyer and Charlie Donovan. Absent: William Gangloff

CALL TO ORDER: At 10:30 am by Chairman, Dale Adkins, welcomed all to our monthly meeting and introduced Charlie Donovan, who filled the Superintendent position in July.

ADMINISTRATOR'S REPORT: Danielle DellaVecchia, Property Administrator read the Administrator's report starting with the cash, account payables, and the replacement reserves. All maintenance requests and service calls have been routine maintenance and the community is completely occupied.

Over the last two months, the septic system tanks have been serviced and cleaned out, storm drains flushed, the hedges around the buildings are getting trimmed up and the dryer vents for the coin operated machines have been thoroughly cleaned. Charlotte Mochak made a motion to accept the Administrator's report, motion was seconded by Nancy Schnyer, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on Wednesday, June 18, 2019 was presented and studied. Chairman, Dale Adkins stated that a correction needs to be made with the reports for the, New Business line item. The audit report was not yet signed, he just received a draft letter from Alan Tucker. Nancy Schnyer made a motion to revise the Secretary Report as stated with the correction. Motion was seconded by Charlotte Mochak, voted on and passed unanimously.

TREASURER'S REPORT: No report was given due to the absence of the Treasurer, William Gangloff.

OLD BUSINESS: The two streetlights near the dumpster have not been in operation for several weeks. Today, Eastside Electric and Harwinton Paving will be coming out to look at the situation since it has been determined by Eastside Electric on the previous inspection that the underground wires are damaged and the road may need to be saw cut to repair the wiring to the light poles and then re-paved as needed. Also mentioned was the service contract for the snow removal and lawn care. Pending quotes have been requested.

NEW BUSINESS: Unit #6 has a defective bathroom floor drain due to the pitch of the flooring. Danielle has reached out to the architect and the subcontract who had completed the renovation work. Chairman Adkins advised Danielle to get three quotes to resolve this issue with the center drain in Unit #6 bathroom floor.

Danielle stated that the Wintergreen Senior Housing subsidy in the amount of \$6,600.00 was submitted to the Town of Harwinton for the next annual budget.

Nancy Schnyer proposed a house marker for the Skinner House from the National Register of Historic Places and handed out a two page informational correspondence on details. Chairman Adkins would like to continue this until November's meeting when all board members will be present. The appearance of the exterior of the Skinner House was discussed and options will be reviewed again in springtime.

ADJOURNMENT: At 11:05 pm Nancy Schnyer made a motion to adjourn. It was seconded by Charlotte Mochak, voted on and passed unanimously. Next scheduled meeting will be on Tuesday, October 15, 2019 at 10:30am. at the Skinner House, 60 Bentley Drive, Harwinton, CT

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT

ON 9-18-19 AT 1:45pm

ATTEST TOWN CLERK

Jane Bogan