

HARWINTON HOUSING AUTHORITY-REGULAR MEETING-
WEDNESDAY-OCTOBER 19, 2016

ATTENDEES: Larry Atkins, Lynne Bobroske, Harry Buck, David Eylers, William Gangloff, David Garrison, Tammy Lutz and Sharlise McDuffie

CALL TO ORDER: At 10:00am by Chairman, David Eylers.

ADMINISTRATOR'S REPORT: A printed copy was presented and studied. Sharlise McDuffie read the Administrator's report starting with the financials and the budget and open invoices. Spoke on the vacant apartment turnover cost and all the work that has been completed within the unit. The funds will be taken out of the replacement reserve account and the new tenant will be moving in to this unit for November 1st, 2016, leaving Wintergreen Housing with zero vacancies and 93 applicants on the current waiting list.

Bill Gangloff made a motion to accept the Administrator's report, motion was seconded, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on September 21, 2016 was presented and studied. Bill Gangloff made a motion to accept the Minutes as printed. Motion was seconded, voted on and passed unanimously.

TREASURER'S REPORT: Balance as of 10/14/16 was \$12,900.50. Larry Adkins made a motion to accept the Treasurer's Report. Motion was seconded by Harry Buck, voted on and passed unanimously.

OLD BUSINESS: Updated on the fire protection and alarm system which was completed on September 1, 2016. Harry Buck discussed the need for a chart near the entrance and the side door near the Knox box, all the rooms have been labeled with a number above each door.

Larry Atkins discussed the possibility of the maintenance staff, David Garrison, to tend to the lawn care at Wintergreen. Discussion on purchasing of a new lawn mower, storing the equipment and maintaining the mower during the lawn care season. The board decision was to have three quotes presented at the next meeting for lawn care and snow removal.

Discussion on paving work and drainage repairs. Due to the fact that it is so late in the season this has to put on hold to the springtime and the pending the Library expansion. Tammy Lutz stressed that with dealing with USDA, a total of three estimates are needed.

NEW BUSINESS: Tammy Lutz of New Samaritans Elderly Housing Management presented a printed copy of the Annual Budget proposed for Wintergreen Housing. Studied and reviewed each line item. Bill Gangloff made a motion to accept the annual budget submission. Motion was seconded by Harry Buck, voted on and passed unanimously.

ADJOURNMENT: At 11:45 Harry Buck made a motion to adjourn. It was seconded, voted on and passed unanimously. Next scheduled meeting will be on November 16, 2016.

Respectfully submitted, Lynne Bobroske

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ON 10/25/16 AT 2:04 PM
ATTEST NANCY E. ELDRIDGE TOWN CLERK