

Tuesday – March 19, 2019

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

CALL TO ORDER: At 10:30 am by Chairman, Dale Adkins, welcoming all to our monthly meeting. Chairman Adkins called this special meeting since Nancy Schnyer was not sworn in until yesterday as a new board member. Last month minutes had Nancy Schnyer as voting on the agenda so we need to revise the minutes with board members only voting on the February itinerary. The board unanimously voted to an addendum of the minutes for February 20, 2019 regular meeting, to withdraw the voting of Nancy Schnyer from the record. The motions to accept the reports were seconded by other board members.

ADMINISTRATOR'S REPORT: Danielle DellaVecchia, Property Administrator read the Administrator's report starting with the cash, account payables, and the replacement reserves. At this time there has not been any activity within the replacement reserve account.

All maintenance requests and service calls have been routine maintenance. Danielle spoke on the renovations of Unit #6, USDA inspection was postponed until March 20<sup>th</sup> and the move in will be shortly after. Danielle said that now Unit #3 is vacant and the move out date will be March 31<sup>st</sup> and then she will have the subcontractors get in to renovate. An applicant has been interviewed and pending approvals. William Gangloff made a motion to accept the Administrator's report, motion was seconded by Lynne Bobroske, voted on and passed unanimously.

SECRETARY'S REPORT: A printed copy of the Minutes of the Regular Meeting on Wednesday, January 16, 2019 was presented. As per this special meeting the minutes have been revised.

TREASURER'S REPORT: Balance as of February 11, 2019 was \$16,027.96. Nancy Schnyer made a motion to accept the Treasurer's Report. Motion was seconded by Lynne Bobroske, voted on and passed unanimously.

OLD BUSINESS: Danielle DellaVecchia spoke on the storage sheds units. The quoted price is between \$10,000 and \$13,000 which does not include the electrical work, but Spencer Politz of Troop 55 will work along with the electrical subcontractor. The project is proposed to start in June. Lynne Bobroske requested to have a schedule of the detailed work to be performed including the details of the shed designs, schedule of work orders, list of materials being used and exterior landscaping design for the next board meeting.

Danielle spoke on the renovation projects. Unit #20 has been completed and all invoices have been submitted and paid in full. Unit #6 is pending the USDA inspection and all the invoices will be submitted for payment.

The handrail of the Skinner House leading to the second floor is pending a proposal for the work order to be completed and the Historical Society is willing to participate in funding a portion of this repair.

NEW BUSINESS: William Gangloff has brought to the attention of both the property administrator and Mary Heltke of the management company, that the in lieu of taxes for Wintergreen Housing is to be received to the Financial Office and not the Town Tax Collector.

Chairman Adkins has listed a new schedule of the meetings effective for the upcoming year for the Harwinton Housing Authority, they are as follow, April 16<sup>th</sup>, May 14<sup>th</sup>, June 18<sup>th</sup>, No meetings for July and August, September 17<sup>th</sup>, October 15<sup>th</sup>, November 19<sup>th</sup> and December 17<sup>th</sup> at 10:30am.

ADJOURNMENT: At 11:00 am William Gangloff made a motion to adjourn. It was seconded by Nancy Schnyer voted on and passed unanimously. Next scheduled meeting will be on Tuesday, April 16th at 10:30am. at the Skinner House, 60 Bentley Drive, Harwinton, CT

Respectfully submitted, Lynne Bobroske

RECEIVED FOR RECORD AT HARWINTON CT

ON 4-8-19 AT 8:30am

ATTEST TOWN CLERK *Janey Bryan*