

SPECIAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

March 22, 2023

Public Participation – Three (3) tenants, Steve Brudzinski, Teri Palmer, and Cheryl Theocles were present. Complaints referring to hallway issues, lack of lighting and cable issues.

I The meeting was called to order at 10:30 A.M. in the Authority office by Chairperson Horacek with the following members present: Commissioner Horacek, Commissioner Houlihan, and Commissioner DeVerry. Also present: Daniel J. Kelly, Managing Agent and Karen Casey, Operations Manager, Administrative.
At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Public Hearing Annual Plan – Commissioner Horacek called the Public Hearing to order at 10:39 a.m. There were no comments on the Annual Plan (FY 2024) by staff, residents, or general public. Board to vote on Annual Plan during New Business.

III Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: That the minutes of the Special meeting of December 7, 2022, be approved as printed. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

IV PAYMENTS

1. Payments were read and upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: That all bills be paid. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

V COMMITTEE REPORTS

1. Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: To accept the Treasurer's Report. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
2. Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
3. Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was

VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

4. Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was

VOTED: to accept the Quarterly Operating Statements (12-31-22) for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

VI COMMUNICATIONS

1. DHCD – Animals – State Aided Housing
2. DHCD – Updated DHCD Forms
3. BCARC - Thank you
4. DHCD – Updated Forms – Applicants/Tenants

VII REPORT OF MANAGING AGENT

1. Modernization
 - A. Depot Court (Electrical Panel) – Final paperwork has been submitted to DHCD/Engineers, waiting for approval.
 - B. Furnace – Authority accepting proposals to replace furnace at 46 Birchwood.
2. Annual Plan (N.B.)
3. Meeting Date (N.B.)
4. Wage Match Approval (N.B.)

VIII OLD BUSINESS

1. Personnel – An accidental disability retirement has been submitted to Hampden County Retirement for Benjamin Sanchez. Authority is waiting for responses by both attorneys for this case to be brought forward. Jason Grunwald has been nominated by the Select Board to the Board of Commissioners. He will be sworn in by the Town Clerk.
2. Tenant Organization – Commissioner DeVerry has met with some tenants to discuss formation of the organization.

IX NEW BUSINESS

1. Annual Plan – Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: To approve Annual Plan (FY 2024) and forward to DHCD for approval. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
2. Board Meeting – Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: To convene next Board Meeting on Wednesday May 3, 2023, at 5:30 p.m. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

3. Wage Match Approval - Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: To authorize Chairperson to sign Wage Match acknowledgement and forward to DHCD for approval. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

X ADJOURNMENT

Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: To adjourn at 11:08 a.m. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.


Daniel J. Kelly
Secretary and Managing Agent