

## REGULAR MEETING OF THE SOUTHWICK HOUSING AUTHORITY

May 3, 2023

Public Participation – Ms. Terri Palmer discussed some issues with her mini split (heating/cooling). Mr. Jason Grunwald was introduced as the new Board member. Mr. Brian Houlihan was congratulated as a retiring Board member and thanked for his service over the years.

- I The meeting was called to order at 5:30 P.M. in the Authority office by Chairperson Horacek with the following members present: Commissioner Horacek, Commissioner Houlihan, Commissioner DeVerry and Commissioner Grunwald. Also present: Daniel J. Kelly, Managing Agent, Karen Casey, Operations Manager, Administrative and Joseph Casey, Operations Manager, Maintenance.  
At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was  
VOTED: That the minutes of the Special meeting of March 22, 2023, be approved as printed. Unanimous vote 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.
- III 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 4 to 0. Ayes Horacek, Houlihan, DeVerry, Grunwald.
- IV 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 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.
  2. Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was  
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.
  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 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.

4. Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was  
VOTED: to accept the Quarterly Operating Statements (3-31-23) for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.

## V COMMUNICATIONS

1. DHCD – Wage Match - Tenants
2. DHCD – Redevelopment/Disposition
3. DHCD – Board Member - Contracts

## VI REPORT OF MANAGING AGENT

1. Modernization
  - A. Depot Electrical – RCE, Co. has submitted final paperwork to close out replacement of electrical panels at Depot Court. The final cost estimate is \$113,468.00.
  - B. Depot Court Roof – Maurice Ferriter & Sons have repaired the roof in the Community Room area. The ceiling will be repaired within the month.
  - C. 18 Depot Windows – Authority has met with DHCD Engineer/Architects for replacement windows at 18 Depot. Schematic designs will be completed.
2. Budget Revision (N.B.)
3. Meeting Date (N.B.)
4. Grievance Officer (N.B.)

## VII OLD BUSINESS

1. Personnel – Ben Sanchez has retained a lawyer and is negotiating a Disability/Retirement with Workman's Compensation Insurance along with the Hampden County Retirement Board.
2. Tenant Update – Authority has begun eviction process with tenant, waiting for grievance hearing.

## VIII NEW BUSINESS

1. Budget Revision 1  
Annual Operating Budget for State-Aided Housing Fiscal Year:  
Motion: Commissioner Houlihan moved that the proposed Operating Budget for State-Aided Housing of the Southwick Housing Authority (chapters 667/705/689), Program Number 400-1 for fiscal year ending 6/30/2023 showing total revenue of \$384,588.00 and total expenses of \$408,088.00 thereby requesting a subsidy of \$100,808.00, and further that the Managing Agent's total annual salary of \$54,041.00 for fiscal year ending 6/30/2023 be submitted to the Department of Housing and Community Development for its

review and approval. Commissioner DeVerry seconded the motion which, upon roll call, was passed by a vote of 4 to 0. Ayes: Horacek, Houlihan, DeVerry and Grunwald.

Annual Operating Budget for State-Aided Housing Fiscal Year:

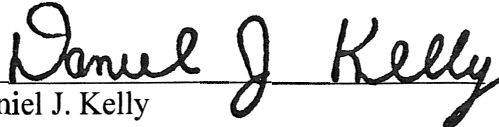
Motion: Commissioner DeVerry moved that the proposed Operating Budget for State-Aided Housing of the Southwick Housing Authority (chapters 667/705/689), Program Number 689-C for fiscal year ending 6/30/2023 showing total revenue of \$49,250.00 and total expenses of \$56,953.00 thereby requesting a subsidy of \$0.00, and further that the Managing Agent's total annual salary of \$54,041.00 for fiscal year ending 6/30/2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner DeVerry seconded the motion which, upon roll call, was passed by a vote of 4 to 0. Ayes: Horacek, Houlihan, DeVerry and Grunwald.

2. Meeting Dates – Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was  
VOTED: To convene next Board meeting (Annual) on Tuesday June 20, 2023, at 5:30 p.m. Unanimous vote 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.
3. Grievance Hearing Officer – Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was  
VOTED: To appoint Michael McMahon as Grievance Hearing Officer effective May 15, 2023.

## IX ADJOURNMENT

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

VOTED: To adjourn at 6:19 p.m. Unanimous vote 4 to 0. Ayes: Horacek, Houlihan, DeVerry, Grunwald.

  
Daniel J. Kelly  
Secretary and Managing Agent