

September 13<sup>th</sup>, 2023

The Meeting of the Berlin Housing Authority was called to order at 5:16 P.M. by Chairman Bajorski. In attendance were Commissioner Turner, Commissioner Yarincik, Commissioner McDermott, and Matt Fontaine of DeMarco Management. Commissioner O'Brien was absent.

**CALL TO ORDER:** 5:16 PM

**AUDIENCE OF CITIZENS:** Effie Peshka #4MM and Eliose Danko #14MM

**SECRETARY'S REPORT:** Commissioner Yarincik moved to accept the Secretary's Report seconded by Commissioner Turner. All in favor. MOTION CARRIED.

**MANAGEMENT COMPANY REPORT:**

Matt Fontaine gave a summary of the financial reports. Percival has three vacancies, Marjorie Moore has one vacant unit. Bank reconciliations were reviewed and approved for both sites as well. General maintenance for both properties was discussed.

MOTION was made by Commissioner Yarincik and seconded by Commissioner Turner to approve monthly reporting. All in favor. MOTION CARRIED.

MOTION was made by Commissioner Yarincik and seconded by Commissioner McDermott to approve the bank reconciliations and management report as presented. All in favor. MOTION CARRIED.

**OLD BUSINESS:**

Knights of Columbus Project: New investor being sought to replace Wells Fargo.

Trailer Park Status: Tabled.

Generator: The switchgear needed has a lead time of more than one year; Maria will provide Michele an update upon hearing from Engineer who will design the system. He is expected to do a site visit by end of Sept.

Capital Needs Assessment: Matt is working on scheduling with provider

Future Planning: Tabled.

Emergency Plan: Tabled.

**NEW BUSINESS:**

2023-2024 Residents Services Coordinator Grant from DOH

MOTION was made by Commissioner Yarincik and seconded by Commissioner Turner to approve the signing the document as prepared by DOH. All in favor. MOTION CARRIED.

Pet Policy – review needed for possible modification to ensure all pets are on “non-extendable leash and under tenant’s control” when outside of a resident’s apartment.

**Executive Session:**

MOTION was made by Commissioner Yarincik and seconded by Commissioner Turner to enter Executive Session at 6:37 PM, inviting Matt Fontaine. All in favor. MOTION CARRIED.

MOTION was made by Commissioner Yarincik and seconded by Commissioner Turner to exit Executive Session at 7:00 PM. All in favor. MOTION CARRIED. No action taken but Rosa Cruz Ramos has been hired as the new property manager to start Tuesday 9/19.

**Adjournment:**

MOTION was made by Commissioner Yarincik and seconded by Commissioner Turner to adjourn at 7:00 PM. All in favor. MOTION CARRIED.

Respectfully Submitted,  
Matthew Fontaine  
Recording Secretary

ATTEST TO:

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Santina Turner

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BERLIN TOWN CLERK