

**SUFFIELD HOUSING AUTHORITY**  
**MINUTES OF REGULAR MEETING**

Wednesday, March 13, 2024

The Housing Authority of the Town of Suffield held its regularly scheduled meeting on Tuesday, March 12, 2023, at 6:30 P.M. at Maple Court 81 Bridge Street: the date and time duly established.

Mr. Messenger called the meeting to order at 6:30 PM

The following members were present:

Mr. Mark Messenger, Chairman

Mr. Jonathan Carson, Vice Chairman

Mrs. Jacqueline Marien, Secretary

Mrs. Kathy Remington, Treasurer

Mr. Larry Magoon, Tenant Representative was absent

Also present were: Jason Joyce, Executive Director, Patrick O'Sullivan, Maintenance, Debra Krut, Robert Hinckley, Barbara Jones, Holly Klein , Janet Ferris and First Selectman Colin Moll

**PUBLIC COMMENT:**

Mr. Hinckley is very happy living at Suffield Housing Authority and commended the staff for continuing to do a great job!

**MINUTES:**

Mr. Carson moved, Mrs. Remington seconded and so Voted: to accept the minutes of the November meeting. VOTE: 4-0

**BILLS:**

Mrs. Marion moved, Mr. Carson seconded and so Voted: to approve the bills presented which represent the expenses and expenditures of the Housing Authority for the billing period of March 2024.

VOTE: 4-0

**OLD BUSINESS:** The CDBG grant is moving forward. There was only one application to bid the project. The state approved moving forward with the single bid application from DEF.

The \$25 base rent increase was accepted by unanimous vote to begin May 1, 2024.

**NEW BUSINESS:** No new business

REPORT of the CHAIRMAN:

New applications were reviewed and will be placed on file.

The fourth quarter Financial Report was reviewed.

REPORT OF THE EXECUTIVE DIRECTOR:

The Second Baptist Church and the West Suffield Congregational Church sponsored a canned good food drive for the support of our senior housing. Many items including Progresso soups were donated to us. They successfully filled our small pantry and has served many residents already. Thank you to them for their generosity.

Our Management Plan is on track and we should not need to take monies from our Money Market Account.

Renter's Rebate will be starting and resident rent information has been sent to Beth at Suffield Community Aid for our residents.

Rent Recertifications have been completed. Residents will be notified of their new rent as of May 1, 2024.

The clothes line area behind the office will be converted to a sitting area in the near future.

MAINTENANCE:

Everything is progressing as it should.

REPORT FROM THE TENANT REPRESENTATIVE: Nothing at this time

SHA Staff Comments or Concerns:

A state sponsored Commissioners Training Meeting was attended by Jason and Patrick.  
An OSHA Training Meeting was attended by Jason and Patrick.

As we have only two full time employees that work as a team, it has been helpful training and also awareness of other Housing Authorities issues by attending and networking with others.

ADJOURNMENT:

Since there wasn't any further business to bring before the Board, Mrs. Marien moved and Mrs Remington seconded and so Voted: to adjourn this meeting at 7:20 PM. VOTE: 4-0

Respectfully Submitted,

Jackie Marien, Secretary  
jm/jj