

**DRAFTED MINUTES**  
**CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT**  
**OFFICIALS**  
**EXECUTIVE BOARD MEETING**  
**WEDNESDAY, MAY 11, 2016**

**MEMBERS PRESENT:** Amy Lehaney, Immediate Past President; Jennifer Eielson, President; Caleb Cowles 1<sup>st</sup> Vice President ; Clarence B. Atkinson, Director; Deborah Miller, 2<sup>nd</sup> Vice President; Cedric Goo, Director; Brett Zuraitis, Director; Albertina Baptista, Treasurer; Marjorie Beauchette, Secretary; Judith Dicine, Esq. – Advisor.

**MEMBERS ABSENT:**

**GUESTS PRESENT:** Dawn Severine and Ebrima Jobe

**I. CALL TO ORDER**

Jennifer Eielson called the meeting to order at 12:45PM.

**II. OPENING REMARKS:**

**III. REPORTS OF OFFICERS**

A. **Treasurer:** beginning balance in the account as of March 1, 2016 is \$11,683.98. Please refer to attached treasurer's report dated May 9, 2016 for more details. Caleb made the motion to accept the treasurer report as is and Clarence seconded the motion and all were in favor.

B. **Secretary:** Amy stated that the invoice was sent to New-Haven, not Bridgeport and since then Jen has received payment from New-Haven and our membership is up to 95-96. By-law - Jen also stated that Brett is not running for a 3 years and that he has suggested to give his spot to Amy and she has accepted it. Motion was made to accept the secretary report with amendments, Cedric seconded the report and all were in favors.

**IV. REPORTS OF COMMITTEES**

A. **Education:** Caleb reported that for the summer meeting, we will focus on lead and a piece of it on the RRP program. Since we've seen a lot of housing inspectors are directing property owners to do renovation and/or repair. For our next seminar Kim from the State will be doing a piece of

the training regarding RRP. He has also reached out to the Water Plant Manager in New Britain to talk about Flint Michigan compare to water system in the pipe here in CT and what happened in Michigan. Caleb will also ask Senator Gerratana to be our keynote speaker and also invite Mr. Kennedy if he would like to come. Invitation letter to be sent out a month prior to our Seminar and must be from the President. Judy suggested that in the past we used to invite president from other organization and that it will be great to have those people on board again. Even the Commissioner, since we will be back at Anthony's we should make this a big event. Judy will also give SHIP update at our June Seminar.

- B. Membership: Jen reported since the last meeting we have a total of about 95 members and New-Haven finally paid.
- C. Legislative: Judy reported that the task force bill pass thru. Bedbug bill pass thru and so is the governor's bill – which concerned more with Juvenile. Property maintenance code did not get file, but we have support from 3 mayors, Waterbury, New-Haven and Bridgeport, and the State, DPH. Judy further stated that Blight is more than an exterior code violation. 2017 will definitely be the year for Property Maintenance Code and we have a lot of support. Enhance code enforcement will be the model for this year. We need our code official to be properly trained to work well with the people, home-owners ect..... We could adopt a property maintenance code. We need to have representative from our organization at the State, we not often involved, we don't have a lobbyist there and they don't think of this group and that CAHCEO needs to send representation and who's going to be able to come and be there routinely.
- D. By Law: We need to have someone who's not on the board to present the Slate at our next seminar and it was reported most of the time it is the Director who's not up to for election and/or re-election.

## V. UNFINISHED BUSINESS

- A. Jen Stated that the projector and recorder have been purchased, but we need to set up the projector. It is compatible with the computer, but we don't have Microsoft office on the computer/laptop and that the software needs to be purchased. Caleb will bring his computer, just in case.
- B. CAHCEO credit card, Debbie stated that \$2,500 should be enough, but not sure what our expenses are. Jen suggested that we need to go to the bank and there's a lot of changes that need to be made as Sean, Debbie will be added and Tina, Jen to be removed. Jen further stated that the process is not long at all and can be done after our next board meeting if we are in the area. All added members need to be present in order for the bank to complete the

changes. All agreed that \$2500 credit limit is good start and can be increased if we need to. Debbie, Tina, Jen, Caleb, Sean will need to go the bank.

**VI. NEW BUSINESS**

- A. June Awards – Code Enforcement Official of the Year: Raphael Podolsky nominated by Judy. Amy suggested that we should do a retirement award this year as well since we have 2 retirees coming from Bridgeport and possibly a few from the State and that the retirement award doesn't necessarily have to be done every year. Judy suggested that it can also be a recognition award. Judy further stated that, we used to recognize them (our retiree) every June and we should do that. For Housing Code Inspector of the Year: Nomination was incomplete and there were no other nominees. Caleb nominated Ariel Lago from New-Britain -- Housing Code Inspector of the Year. A bio was submitted for board approval. Debbie seconded the nomination for Ariel Lago and all were in favor.

**VIII. ANNOUNCEMENTS, PROGRAMS**

- A. Jen stated that for the Hoarding Seminar, we have sent a check \$350 and our logo to be added on. Hoarding Seminar is scheduled for May 25, 2016 and it's already full. It is being recorded by CT train.org and can be watched at a later date. Judy Stated there's another one coming for June 21, 2016. Hopefully that will be taped as well.

**IX. ADJOURNMENT**

- A. The meeting was adjourned at 1:58 pm.

Respectfully Submitted,

**Marjorie F. Beauchette**

Secretary

Connecticut Association of Housing Code Enforcement