REGULAR MEETING – October 11, 2018

Chairperson Mike O’Neil called the October Regular Meeting of the Housing Authority to order at 1:04 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Glenn Tarro and Peter Olson, Executive Director Betsy Soto and Bobbi Kruglik.

ABSENT: Commissioner Judy Hany

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Peter Olson, the minutes of the Special Regular meeting held Oct 1st was approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries. On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the September Regular meeting were approved as read. Commissioner Peter Olson seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Peter Olson seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66131-66184; Federal #24048-24079; Franklin Park East #1465-1470; Windermere Court #1568-1579; State #14993-15000; Congregate #11985-12015 Voucher #50441-50444; and Local #3220-3224. Motion carries. The Housing Authority’s credit card invoice was reviewed and approved.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR’S REPORT:

Francis Pitkat Congregate Living Center Renovations:Renovations are moving along at the Pitkat, construction is 98% complete. The Main entrance canopy is complete, sidewalks and parking lots are complete including new concrete curbs, LED Lights, dumpster enclosure, line striping, 1st floor and 2nd rugs and vinyl flooring are complete, Arts and Craft room complete, Library room complete, New fire panel installed, completed and passed inspection. Renovations of all 44 apartments, the Dining Room fireplace construction and front office remodel are complete. Kitchen counters and backslashes are 100% complete. The common area heat was completed in December. The roof has been replaced and the new windows are 100% complete. Attic insulation 100% complete, Repainting of Bridge Deck completed, the common area finishes and new light fixtures throughout the building are 100% complete. The new elevator is operating and complete. The fire alarm and security cameras are 100% complete. Landscaping is complete, but will need continuously seeding applications due to the initial process not being successful. There are still items that are being addressed and project cannot be closed until the items have been installed per the project specifications. Furniture for the facility are on the final selection stages. There is no current update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. The project cost savings of this project will go toward the new furniture for the facility. CHFA has approved all but 3 change orders.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,159 vouchers and RAP certificates which is up 4 from my previous report. State of Connecticut Audit was received 9/27/18 and again high performers.

Local Section 8:The department ended September with 324 vouchers which is up 55 from the last report. Project Base Voucher have been successfully implemented as of 10/1/2018. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Franklin Park East and West:Camera project design drawings are complete and bidding process has begun. Re-Construction of unit 33 Franklin Park East in progress.

Court Street: Lobby project designs are complete. Final selections are still in the works. The large elevator repairs are complete.

Maintenance: Temp agency continues to assist with the search of a maintenance person(s) and Facility’s Manager. Maintenance position has been placed on INDEED.

Grove Court Project Based Vouchers:The Vernon Housing Community Development Corporation will serve as the separate entity for the full purpose of signing the HAP contract. PBV have been successfully implemented as of 10/1/2018.

OLD BUSINESS:

PBV-Grove Court: The PBVs have been implemented for October 1st.

NEW BUSINESS:

2019 Management Plan: Ms. Kruglik gave an overview of the proposed 2019 Management Plan. There is no increase in the Base Rent in the Plan. The Plan is effective January 1, 2019. Effective October 1, 2018, the complex is subsidized with Project Based Vouchers. After a review and discussion of the proposed Management Plan, Commissioner Glenn Tarro made a motion to approve the proposed Management Plan as presented. Commissioner Karen Roy-Guglielmi seconded with the vote 3 ayes, no opposed. The motion carried and said resolution was adopted.

Admissions and Continued Occupancy Plan (ACOP): Ms. Soto gave an overview of the proposed Revised ACOP which included updated Regulations. After some discussion, Commissioner Glenn Tarro made a motion to approve the proposed Admissions and Continued Occupancy Plan. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. The ACOP was approved and adopted.

Audit: The Audit for the year ending 2017 has been completed. There was one concern regarding the Congregate Pre-development loan repayment. Ms. Soto will address the issue.

Flat Rents: The flat rents, which is the maximum rent that the tenant pays for rent, will 2% for 2019. The flat rent is at 85% of the Fair Market Rent. After some discussion, Commissioner Peter Olson made a motion to approve the Flat rents for 2019. Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

Payment Standards: The Payment Standards for the Section 8 program, which is the maximum amount that the Landlord can charge for rent, will remain the same for 2019. After some discussion, Commissioner Glenn Tarro made a motion to approve the Payment Standards for 2019. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries.

Recommendation for Purchase-Vehicles: Ms. Soto informed the Board that she would like to replace 2 vehicles and will contact three Dealerships for quotes including the Dealership with the State Contract.

Recommendation to Compensate for Services: Ms. Soto would like to offer a stipend to Jeffrey Arn for consulting services and his involvement in implementing the PBV Program.

Ms. Soto proposed $4,000 for work done to date and $35 an hour for future consulting services. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the payment to Mr. Arn, Commissioner Glenn Tarro seconded with the vote being 3 ayes. Motion carries.

INFORMATIONAL:

DOH Audit: Ms. Soto received the results of the Audit conducted on the DOH Program. The overall amount of Section 8 error was one (1) error in total out of thirty-two (32) files reviewed for a .03% overall error rate. The total Rental Assistance Program errors are zero (0) out of the twenty-six (26) files reviewed.

The next meeting will be the combined November/December Regular Meeting which will be held on December 6, 2018 at 21 Court St. at 1:00 pm.

The October meeting was adjourned at 2:29 pm on a motion by Commissioner Peter Olson; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

 Executive Director