

REGULAR MEETING – April 11, 2024

Chairperson Susan Bannon called the April Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

PRESENT: Chairperson Susan Bannon. Commissioners Carl Schaefer, Sean Hadden & Steve Wakefield, Executive Director Betsy R. Soto, Wendy Ng, Michael Patrick.

ABSENT: None

Public Comment: Wanda Satkiewicz, 80 Franklin St.#224 inquired about the board meeting notice, she was informed that the meeting date, location, and times are listed on the tenant bulletin boards, VHA website, all VHA properties community rooms and Town of Vernon Website. Additionally, the list of Board meetings was delivered to all Congregate residents the day after the meeting on 4/12/2024. Clara Werpechowski, 22 Franklin Park East, thanked the Maintenance Department for replacing the American Flag, reported laundry room door automatic door not working. Ian Mills, 14 Franklin Park East, mentioned the tenant newsletter, inquire about the downspouts and tenant work order confirmation notifications.

MINUTES: On a motion made by Commissioner Sean Hadden the Regular meeting minutes of March 14, 2024, were approved as read. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Sean Hadden made a motion to approve the payments, Commissioner Carl Schaefer second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #69200-69243; Federal #25817-25848; Franklin Park East #1794-1800; Windermere #2058-2071; State #15491-15502; Congregate #13583-13612; HCV# none and Local #3538-3552. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Chairperson Susan Bannon questioned check#25828, #1797, #13586, Facility Manager explained; Commissioner Sean Hadden questioned check#25829, Facility Manager explained; Commissioner Steve Wakefield questioned check#25825 & #25848, Facility Manager explained. Commissioner Carl Schaefer questioned check#25818 & #2060. Facility Manager explained. The commissioners accepted. No further questions. Commissioner Sean Hadden wanted a copy of the reimbursement policy and reimbursement mileage rates. Emailed to BOC on 4/12/24.

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

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners by Ms. Soto. Unit Occupancy 98%.

Executive Director Report: Grove Court Major Renovation – A Contract has been signed with Pioneer. The A&E team is currently answering questions from the Fire Marshal and Building Department. There is now a building permit in place. The date of the resident meeting was 2/28/24. Mobilization meeting was held on 3/15/24. Contractor mobilized on 2/18/24. The Job meeting was held on 03/27/24. The tenants of Building #7 began moving out on April 02, 2024, and continuing through April 03, 2024. Next Job meeting is for April 3, 2024.

Exterior Doors & Storm Doors at Franklin Park West, and Storm Doors at Franklin Park East- A & E RFP sent to five (5) firms. A&E pre-proposal conference held on 3/6/24. Proposals due 3/21/24. Five (5) proposals received. Proposals under review.

Franklin Park West Roof Replacement-Closeout documents have been submitted. Final Payment Requestion is currently being processed.

Franklin Park East Roof Replacement-Pending close out documents.

Franklin Park East, West, and Windermere Signage Project- Architect revised ground sign height.

VHA approved revised Scope of Work. Witham Construction to propose credit for revised scope of work. The proposed CREDIT has been received and is under review.

Court Tower - Flooring abatement & requirements Eagle Environmental has been awarded a contract for LEP services. Request for Proposals for Relocation Specialist under review.

Pitkat Congregate Living Center-Capital Needs Assessment - Proposal in the amount of \$3,800 received from Bureau Veritas. Proposal has been sent to CHFA for review and approval.

Local Section 8 - The department ended March with a count of 353 HCV, 6 up from the previous month. The Section 8 program is working diligently towards the continuance of increasing the program to maximize the number of participants on the program.

State of Connecticut DOH-Housing Program - The Department ended March with a count of 1,116 Vouchers and RAP state certificates, no changes from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Emergency Safety & Security Grant (ESSG) - Grant application for Exterior Doors and Deadbolts has been submitted.

Congregate Facility Report: The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. All common areas in the building continue to be sanitized on a regular basis and before and after scheduled activities. On Wednesday March 13th residents enjoyed chair yoga with Jeanne. On Thursday March 14th residents enjoyed music with Sandy in the downstairs sitting area. On Tuesday March 19th UCONN students gave a discussion on food safety and contamination. On Wednesday March 27th residents enjoyed chair yoga with Jeanne. On Thursday March 28th residents enjoyed music with Alex in the downstairs sitting area. Every Tuesday the residents are able to partake in a food share distribution. At that time residents are able to obtain some needed food items. Also, every other Tuesday volunteers deliver bread & pastry from Stop & Shop or Shoprite. We have scheduled different card games, such as LCR on Sunday evenings, Pokeno on Tuesday, and Thursday evenings and BINGO on Wednesday and Saturday. They also enjoy building puzzles and playing board games in the parlor or sunroom. Our Bulletin Board area is the "Communication Gateway" for the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & Community Activities. Our Bulletin Board consists of the following: Monthly menu provided by Glendale Senior Dining, Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter and interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board.

Old Business: None

New Business: 2024/2025 Congregate Rent Increase, Management & Congregate Services Plan. Ms. Soto presented to the Board the proposed rent and core services increase and the Annual Congregate Facility Management and Services Plan for approval. After some discussion, Commissioner Carl Shaffer made a motion to approve both rent and core services increase, Resolution #423. Commissioner Sean Hadden seconded with all present voting for the approval of the motion. Motion carried.

The Management Plan includes a \$20 increase in the base rent and a \$10 increase for the Core Services. After some discussion, Commissioner Sean Hadden made a motion to approve the Management and Congregate Service Plans as presented, Resolution #423. Commissioner Carl Shaffer seconded with all present voting for the approval of the motion. Motion carried.

Informational: None

Executive Session: None

The next meeting will be held on May 9, 2024, at Court Towers, 21 Court Street, Vernon, CT 06066, community room at 1:00 pm.

The April Regular Meeting was adjourned at 2:59 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Carl Shaffer all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director