

SPECIAL MEETING – April 28, 2022

Chairperson Karen Roy-Guglielmi called the January Regular Meeting of the Housing Authority to order at 12:59 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners; Susan Bannon, Carl Shaffer, Sean Hadden, Executive Director, Betsy R. Soto, Finance Manager, Wendy Ng.

ABSENT: Kathleen McCarthy,

Public Comment: Town Council Member Jim Tedford and Heathryn Leduke, Financial Analyst for the Town of Vernon both came to observe.

A motion was made by Commissioner Carl Shaffer to add (1) Manager Report (2) Proposal to using record device in meeting to today's agenda. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Commissioner Susan Bannon to adopt the March 2022 Regular Meeting minutes as offered. Commissioner Carl Shaffer seconded. Commissioner Carl Shaffer requested to remove explanation on Check check#12958 and #12977 "remove items that the grinder cannot shred like diapers, diaper pads, rags, and shirts" in March 2022 minutes. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Carl Shaffer made a motion to approve the payments. Commissioner Susan Bannon the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68089-68128; Federal #25246-25270; Franklin Park East #1684-1685; Windermere Court #1863-1868; State #15277-15288; Congregate #12983-13003; HCV# none and Local #3407-3408. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Susan Bannon had question on Cong. check #12988 and check# 13002. It was explained 1st payment for Gazebo. Question answered that the contractor already prove they already bought the Gazebo. Cong. check#13002 is paid Architect to find out why refreezes at roof edges, no follow up required. Chairperson Karen Roy-Guglielmi had questions on Revolving check# 68093. It was explained that this is payment to Fee Accountant Janet Wortman, payments aren't to her personal name but company she works for. Question answered no follow up required. Commissioner Sean Hadden had question on Revolving check#68099. It was explained this was to replenished Petty Cash which used to various purposes, certified mail, small stuffs for events. Receipts are kept for all Petty Cash activity. Executive Director invited Commissioner Sean to come to the office to review the receipts and provide further knowledge as to how activity information documentation is kept.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners. Commissioner Carl Shaffer ask to move investment money out from on current Financial Institution, State of CT Treasurer's Office, to others who will give higher pay.

Occupancy Report: The occupancy report was reviewed with the Board of Commissioners by Executive Director, Betsy R. Soto.

EXECUTIVE DIRECTOR'S REPORT: Presented by Ms. Betsy R. Soto
Grove Court Major Renovation – Request for Proposals from Architects/Engineers have been received. 3 proposals were received. Antinozzi Associates Architecture & Interiors for \$210,000.00, Silver Petrucelli & Associates \$303,603.00 and QA+M Architecture \$191,000. Awarded to lower bidder QA+M Architecture. Contract signing in process.

Grove Court VMS (Camera) Project – Project 85% complete.

Congregate-Replacement of Gazebo – Project commencing in May.

Franklin Park East, West, and Windermere- Signage and Sign Lighting A & E (Design Services)

3 proposals were received. Antinozzi Associates Architecture & Interiors for \$24,480.00, Silver Petrucelli & Associates \$17,145.00, Capital Studio Architects \$15,340.00. Awarded to lower bidder Capital Studio Architects. Contract signing in process.

Franklin Park West and East-Roof Replacement A & E (Design Services) - 3 proposals were received. Antinozzi Associates Architecture & Interiors for \$51,600.00, Silver Petrucelli & Associates \$27,425.00, Capital Studio Architects \$21,760.00. Awarded to lower bidder Capital Studio Architects. Contract signing in progress.

Becker Place –Heating, Plumbing, Electrical and Rough Inspections all PASSED as of 4/11/22 630pm, CT Water has activated water supply and installed meters, Sheetrock delivery is scheduled for Thursday (weather permitting) and will start immediately appx. 7 days plus sanding, all approved change order work completed (except install of sheetrock ceilings), Kitchen Cabinets are tentatively scheduled for delivery 4/25 with appx 1 week to install both kitchens, Flooring is in hand and being stored at our warehouse for install prior to cabinets (to be coordinated with cabinets installs).

Local Section 8 - The department ended November with a count of 321 HCV, seven 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 Choice Voucher and Rental Assistance Programs - The Department ended November with a count of 1,136 Vouchers and RAP state certificates, 4 less from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Francis Pitkat Congregate Living Center - The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. Residents and their visitors are required to wear masks and remain at least 6 ft. apart. All common areas in the building continues to be sanitized on a regular basis and before and after scheduled activities. Some of the activities that the residents enjoyed before Covid 19 have been reinstated on Tuesdays and Thursdays. The residents were entertained this

month by Sandy Robinson on March 3rd, Duncan on March 15th, John Grundstrom on March 17 and Red & Yellow Dan and Debra on March 22nd. Pet Therapy continues to be well received by the residents. On March 10th, Ace, a Whippet visited with our residents in the parlor. We had an afternoon movie on March 1st, “Queen Bee” for the residents to enjoy. Our residents also enjoy the Nintendo Wii Bowling, BINGO, Winner or Loser” every resident has a chance to win a gift card just for participating, Catholic Masses, Utilizing the Living Room area to meet up with friends for a chat. Residents fulfilling exercise regiments by walking both inside and outside the facility. **Our oldest resident, Jane, turned 103 years old!** The cooks continue to bake a monthly birthday cake and everyone in the dining room sings “Happy Birthday!”

Commissioners Carl Shaffer questioned who’s responsible for keeping grounds clear at Becker Place. It was explained that Becker Place is in the process of a full construction rehab. Contractor responsible for all construction rehab debris. It was further explained that due to the property being closed for over 20 years, it was used as a dumping ground and currently used as the location where the Town of Vernon garbage & recycling bins are located for pick up. Executive Director will verify that contractor is removing all construction related debris and will follow up with VHA Maintenance Department.

Facility Manager Report – Per the request of Chairperson Karen Roy-Guglielmi. Facility Manager to prepare and provide monthly report to the Board of Commissioners. Commissioner Susan Bannon questioned the Work Order process. Executive Director, Betsy R. Soto explained that the tenant calls VHA reception and puts in a work order. The reception determines the type of labor category and priorities and then notifies the maintenance department. A copy of the Maintenance Plan containing this information was provided in the March 10, 2022, Board packet.

OLD BUSINESS: Continuance of 2022 Federal Budget Revisit-Commissioner Sean Hadden accepted the classification on budget by said all his questions have been answered. No motion required.

NEW BUSINESS-Congregate Base Rent Increase – In the 2022/2023 Base rent increases which is part of the upcoming Management Plan proposed a \$50.00 increase in the Base rent (\$510 to \$560 for an efficiency and \$580 to \$630 for a 1 bedroom) and \$60 increase to the core services (\$850 to \$910) for the Congregate Facility. Due to the growing operating and core services costs at the development, we will need to increase the base rents and core service. This increase is needed to maintain the viability of the property. A Tenant Meeting was held to discuss the upcoming 7/2022-6/2023 Base Rent and Core Services Increase. It was explained that all services housekeeping, security, dinning, food cost, entertainment, cleaning supplies, electricity, water usage, contractual services have all increased and it’s expected to continue increasing. There were no increases implemented in 2021. Residents understood the reasoning for the increase after the discussion and were on board. There were no adverse comments. Residents expressed satisfaction and were grateful of how VHA has secured the facility and enforced safety procedures during this continued CoVID-19 Pandemic. A motion was made by Commissioner Carl Shaffer to approve the \$50 dollar rent increase and \$60 dollar increase to the Core Services. Commissioner Susan Bannon seconded with the vote being 3 ayes and 1 Nay. Motion carried.

Meeting Recording Device - After some discussion, a motion was made by Commissioner Carl Shaffer to adopt to using recording device in meeting. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL - Resident Letter to JI Editorial – A copy of a letter sent to the JI by a Court Towers resident was sent to VHA. The letter states that the Journal’s reporting is an antithesis to the resident’s experience in the time of residency at this property. No insects or pest have ever been evident. Further states that the maintenance performs daily janitorial with diligence on each floor, common areas and grounds. The same is said by other residents. The Vernon Housing Authority Executive Director and staff are available for any resident concerns, comments, and compliments. It has been its personal experience and observations they derive on aggregate of personal satisfaction from their employment responsibilities for the safety, care, living enhancements and cleanliness of all residents. The pandemic complaints to assuage the responsibilities of caring for the cleanliness of their units on other shoulders. The purpose of reporting this ilk is perplexing. I remain a contiguous daily subscriber to the N. Y. Times and Journal Inquirer’s dichotomies.

Resident Thank you Note-More thank you and appreciation letters from residents.

HUD approval of the 2022 Annual PHA Plan.

Executive Session: on 1:52pm, A motion was made by Commissioner Carl Shaffer to go into Executive Session to discuss Executive Director Performance Review. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried. Wendy Ng left the meeting. Betsy Soto was invited to stay.

Commissioner Carl Shaffer left the meeting at 2:19 pm.

At 2:20 pm, return to Regular session and Ms. Ng returned to the meeting. The Board approved the Executive Director performance yearly review with the initial matrix provided to Board of Commissioner December 2021. A motion was made by Commissioner Sean Hadden; seconded by Commissioner Susan Bannon. Motion Carried.

The next meeting will be held on May 12, 2022, at 21 Court St., at 1:00 pm in the Community Room.

The April Special Meeting was adjourned at 2:23 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Susan Bannon with all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto,
Executive Director, PHM, VEM