

REGULAR MEETING – December 3, 2020

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

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners Susan Bannon, Ellen Eybel, Executive Director Betsy R. Soto, and Finance Manager Wendy Ng,

ABSENT: Commissioner, Judy Hany

PUBLIC COMMENT: Ian Mills-resident at 14 Franklin Park East, delivered a letter and did not stay. The letter mentions facial masks, apartment numbers, correction to a statement, newsletter, rental reminder mailings, Franklin Park West closed community room and board meeting agenda.

MINUTES: A motion was made by Commissioner Susan Bannon to adopt the minutes of October 2020 Regular Meeting and October 28 Special meeting as offered. Commissioner Ellen Eybel seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner, Glenn Tarro made a motion to approve the payments. Commissioner Ellen Eybel seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67419-67457; Federal #24859-24884; Franklin Park East #1608-1614; Windermere Court #1739-1745; State #15168-15172; Congregate #12669-12685; HCV#52768-52778 and Local #3330-3333. The Housing Authority's credit card invoice was reviewed and approved along with the bills.

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 Executive Director, Betsy R. Soto.

EXECUTIVE DIRECTOR'S REPORT: Presented by Ms. Betsy R. Soto

Francis Pitkat Congregate Living Center Renovations are moving along at the Pitkat, construction is 99% complete. Project is now ready for closing with CHFA has now begun the closing process.

Local Section 8: The department ended November with a count of 322 vouchers which is up 8 up from my October report. The section 8 program is working towards gaining the program numbers to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished with 1,166 vouchers and RAP state certificates, 12 up from the previous month. The program continuous to work towards regaining a combination of 40 HCV and RAP certificates it has lost in the last year. *To date 32 HCV & RAP certificates have been regained* in addition to assuring accuracy in both programs and getting full participation from clients.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR) both in the beginning stages of process. Meeting was held onsite on 1/6/2020 to discuss designs with SHPO. SHPO scope of work was approved on 1/30/2020. VHA-request to HUD to rescind the request to demolition in 2015 was approved on 1/16/2020. Becker Place will no longer be demolished and its now in the process of rehabilitation. Environmental Review is now complete. Plans are complete, Specs need to be completed and an updated cost estimate still in progress.

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening dates to be selected. Second bid opening was held on January 31, 2020 and the lower bidder Intellibeam was awarded the contract. Contracts signed on April 10, 2020. Project to commence December 2020.

Windermere Exterior Site Improvement Project: Construction began 8/17/2020. 100 % of the new concrete sidewalks are complete. New lighting is now 100% complete. New siding is in progress. Fencing to commence once materials arrive. Per Contractor due to COV ID-19 pandemic construction material have been delayed.

Congregate October/November 2020-To ensure the adherence of social distancing and maintaining a safe environment for our residents all regularly scheduled activities, entertainment and providers continue to be on hold. Visitors are limited to medical, personal aids, Nurses, and caretakers due to COVID-19 Pandemic. The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. A second MASS COVID-19 test took place 10/6/2020 and all results were negative. A 3rd Testing has been scheduled for December 4th. Due to the increase in covid-19 virus through the state of Connecticut providing lunches in the dining room will remain on hold and we will continue to follow all CDC rules and Governor's Executive Orders. Our Bulletin Board area is the "Communication Gateway" to the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & Community Activities. Our Bulletin Board consists of the following: Monthly menu provide by Glendale Senior Dining, Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter, our Pitkat Congregate Newsletter with interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board. Bread/Pastry – Every Tuesday of every week community volunteer's deliver bread & pastry from Stop & Shop. This is a service that the Residents look forward to receiving on a weekly basis.

On October 05, 2020, a meeting was held with Glendale Services Management to discuss complaints and concerns. Surveys were set to all residents and 31 surveys were returned. Changes to the menu were made and improvement in services have been made. We will continue to meet with Glendale Services and send Meal Surveys on occasions to make necessary changes as needed. (See attachment).

Social Distancing Activities: The residents are practicing social distancing activities such as: Utilizing the Gazebo to meet up with friends for a chat. Along with Residents fulfilling exercise regiments by walking both inside and outside the facility.

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November 9, 2020-We have begun a Sundae Funday once a month which includes a Mobile Ice Cream Sundae Cart serving residents at their doors. See copy included. This made residents happy. See Notice to residents and email attached.

November 19, 2020-Thanksgiving Dinner-Due to the current COVID19 pandemic meals were delivered to the residents. They were given several options for their meal which residents really liked. An Extra touch to make it a bit more special for them. Residents were happy and appreciative. See Menu attached.

All residents received a Thanksgiving Gift which included a tumbler with candy.

A total of 170 Total Thanksgiving Dinners were provided to VHA residents on November 19, 2020.

OLD BUSINESS: NONE

NEW BUSINESS:

2021 Federal Budget: Ms. Ng gave presented and gave an overview of the 2021 Federal Budget. After some discussion, Commissioner Glenn Tarro made a motion to approve the proposed 2021 Federal Budget as resolution #407. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Resolution #407 was resolved, and motion carried.

Alarm Panel Monitoring Service: Ms. Soto presented the Alarm Monitoring Service Agreements with CINTAS for Court Tower and Congregate. Commissioner Susan Bannon made a motion to approve Agreements as presented. Commissioner Ellen Eybel seconded. All present voted for the approval of the motion. Motion carried.

2020 Write-Off Tenant Accounts Receivable: Ms. Ng provided to the Board a detailed list of outstanding Tenant Accounts Receivables of vacated Tenants that was deemed uncollectible. These amounts are posted the HUD PIC system to insure payment if the tenant requests housing subsidy. Commissioner Ellen Eybel made a motion to write-off the TARs deemed uncollectible. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL:

The list of 2021 Meeting Dates submitted to the Town Clerk was distributed to the Board.

Memo to Board-Update on Electricity Usage & Expense: Ms. Soto provided the electricity usage and expense amounts for year 2019 and year 2020. In comparison it provides data of the reduce amount of usage in 2020. In addition to the cost due to the electricity contract put in place January of 2020.

2021 Annual Operating State Budget-Approved: Connecticut Housing Finance Authority approved VHA Annual Operation Budget for fiscal year 2021.

EXECUTIVE SESSION: At 2:25 pm, Vice-Chairperson Glenn Tarro made a motion to go into Executive Session to discuss a letter received regarding a personnel request and the Executive Director Performance Review. Commissioner Susan Bannon second. All present voted for the approval of the motion. Motion carried. Executive Director Betsy Soto invited to stay. Wendy Ng left the meeting. Betsy Soto left the meeting at 2:32pm.

At 2:55, return to regular session and Ms. Soto and Ms. Ng returned to meeting. After some discussion, Vice-Chairperson Glenn Tarro made a motion for Executive Director, Betsy R. Soto to receive a 5% increase. The motion was second by Susan Bannon. All present voted for the approval of the motion. Motion carried. They expressed gratitude and appreciation for her hard work and dedication to VHA.

The next meeting will be the January 2021 Regular Meeting which will be held on January 14, 2021 at 21 Court St., at 1:00 pm.

The December Regular meeting was adjourned at 2:56pm on a motion by Commissioner Susan Bannon; seconded by Commissioner Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto
Executive Director