

REGULAR MEETING – December 1, 2022

Commissioners Carl Shaffer called the December Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Commissioners Kathleen McCarthy, Carl Shaffer, Sean Hadden, Steve Wakefield. Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick, and Attorney Michael Wrona arrived at 1:10pm

ABSENT: Chairperson Susan Bannon,

Public Comment: 1 resident attend. He is David Howey and resident at Grove St. #39. He passed out a picture and talked about a resident who resides at Windermere Court.

MINUTES: A motion was made by Commissioner Sean Hadden to adopt the October 2022 Regular Meeting minutes as offered. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

Special meeting Minutes: A motion was made by Commissioner Sean Hadden to adopt the October 2022 Special Meeting minutes as offered. Commissioner Kathleen McCarthy 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 Kathleen McCarthy second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68405-68438; Federal #25404-25422; Franklin Park East #1705-1710; Windermere Court #1920-1926; State #15340-15350; Congregate #13175-13198; HCV# none and Local #3436-3438. The Housing Authority's credit card invoice was reviewed and approved along with the bills. All questions answered and no follow up required. Commissioners Carl Shaffer wanted the detail bill for Federal check#25408 in amount of \$2516.00. Mailed to him 12/13/22. Carl Shaffer also questioned Cong. check#13198 in amount \$904.38, Facility Manager Michael Patrick explained, and Commissioner accepted. Commissioners Steve Wakefield questioned the total audit costs when he saw the payment in Federal check#68411. Finance Manager Wendy Ng answered total cost for audit is \$19,000.00. No further follow up require.

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

Executive Director Report:

Grove Court Major Renovation – Out to Bid. Bid opening 12/16/22

Grove Court VMS (Camera) Project – Physical construction 100%. Closeout documents complete. Awaiting receipt of final Payment Application.

Congregate-Replacement of Gazebo – Project completed.

Franklin Park East, West, and Windermere- Signage and Sign Lighting-Project in the design phase. Construction to commence 2023.

Franklin Park East-Roof Replacement-Contract awarded to Link General Contractors. Building permit issued 11/22/2022.

PHA Wide Carbon Monoxide Alarms/Detectors Assessment-Assessment complete. VHA to install new CO and smoke detectors at scattered sites.

Becker Place-Demolition: 100%, Concrete Piers: 100%, Roofing: 100%, Insulation 100%Interior Framing: 100%, Gypsum Board: 100%, Doors: 100%, Floor Sanding 100%, Plumbing: 100% Ceiling Paint: 100%, Interior Primer of walls: 100%, Exterior Primer: 100%, Exterior site survey: 100%, Heating: 100%, Electrical: 100%, Cabinets & Countertops: 100%, Interior Paint: 100%, Windows: 90%, Exterior Stairs Framing: 0%, Toilet Accessories: 0%, Gutters: 0%, Site paving: Pending.

Local Section 8 - The department ended November with a count of 375 HCV, 4 more than 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-HVC and RAP Programs. The Department ended November with a count of 1,142 Vouchers and RAP state certificates, 1 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.

A total of 210 Thanksgiving meals were provided to residents on Tuesday, November 22nd. Another Successful Year! Thank You to all VHA staff who participated and assisted put this amazing yearly event together along with Glendale Dining Services. Residents enjoyed a beautiful dinner. The dining room tables were decorated with peach-colored tablecloths and vases of fresh flowers. The “Grab and Go” dinners were also provided with residents driving to the front of the Congregate where staff met them and gave them their dinner. It was run seamlessly and very appreciated by all.

Monthly activities scheduled but not limited to BINGO, Winner or Loser, Card games, Pokeno, Puzzles, card games, Chair Yoga, Pet Therapy, Afternoon movie, Live Entertainment in addition to many other services provided to the residents. The second-floor library is open every day for the residents to enjoy picking out reading material, books or just for quiet time talking in the room. The Arts and Crafts room is also open to the residents. On Thursday, November 17th, VNA met with the residents in the parlor to discuss the topic “Living with Aches and Pains. Our Bulletin Board area is the “Communication Gateway” for the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & Community Activities.

Old Business:

Ethics and Conflict of Interest: Gave the Board of Commissioners a copy of the policy and the annual disclosure letter, which must be signed every December and given to the newly appointed board of commissioners. Questions were answered by PHA Attorney Michael Wrona.

Commissioner Sean Hadden excused himself out of the meeting at 1:58 pm.

New Business:

2023 Federal Budget: Ms. Soto presented and gave an overview of the 2023 Federal Budget. After some discussion, Commissioner Kathleen McCarthy made a motion to approve the proposed 2023 Federal Budget as resolution #415. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Resolution #415 was resolved and motion carries.

2022 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. Commissioner Steve Wakefield made a motion to write-off the TARs deemed uncollectible. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carries.

2023 Conferences – Request by Commissioner Carl Shaffer to postpone Agenda line item until January 2023 Regular Meeting. Commissioner Kathleen McCarthy made a motion to postpone 2023 Conferences until next meeting. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carries.

Performance Payments: The Board discussed the amounts recommended by the Executive Director for the performance payments. Commissioner Steve Wakefield made a motion to approve the recommended amounts, Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carries.

Updated New Vehicles: After a review and discussion of the proposed vehicles prices, Commissioner Kathleen McCarthy made a motion to approve the proposed increase of \$6,004.80 from the initial 10/13/22 purchase approval of the Ford F-350 dump truck for a total cost of \$64,136.00. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carries.

Juneteenth Holiday: As part of the Vernon Housing Authority duty to uphold moral and ethical standards, Executive Director Betsy R. Soto suggested that the Vernon Housing Authority add June 19th to its list of recognized holidays. In the first place, because of what it stands for. Second, the federal government is the source of our money, and historically the VHA has observed federal holidays. Third, we take part in Connecticut's housing initiatives and have in the past enacted state holidays. It was formally declared a federal holiday on June 17, 2021, and a state holiday in the state of Connecticut on October 1, 2022. After some discussion, Commissioner Kathleen McCarthy made a

motion to approve to add Juneteenth to the holidays observed by the Vernon Housing Authority. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carries.

INFORMATIONAL:

VHA Grievances (complaint) procedures: Provided a thorough report on the rights and grievance procedures of the Vernon Housing Authority.

BOC Meeting Dates for 2023: Provided list of 2023 monthly meetings and copy sent to the Town of Vernon to post.

Pilot Payment to Town of Vernon – Provided PILOT payment information in the amount of \$93,162.00 to be sent to the Town of Vernon for year ending 2021.

PHA Annual Plan FY 2023-HUD – HUD Approved

PHA 2021 Finance Audit – HUD Approved

2023 Annual Operating State Budget – CHFA Approved

Executive Session:

Executive Director Performance Review:

Request by Commissioner Carl Shaffer to postpone meeting with Executive Director Performance Review until January 2023. Commissioner Kathleen McCarthy made a motion to approve to postpone Executive Director Performance Review until January 2023. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carries.

The combined November/December Regular Meeting was adjourned at 3:05 pm on a motion by Commissioner Kathleen McCarthy; seconded by Commissioner Steve Wakefield all voting in favor. Motion carries.

Respectfully Submitted,

Betsy R. Soto, Executive Director, PHM, VEM