

REGULAR MEETING – February 11, 2021

Chairperson Karen Roy-Guglielmi called the February Regular Meeting of the Housing Authority to order at 1:02pm.
Attendance upon roll call:

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

ABSENT: Commissioner, Judy Hany, Ellen Eybel,

MINUTES: A motion was made by Commissioner Susan Bannon to adopt the minutes of January 2021 Regular Meeting as offered. Vice-Chairperson Glenn Tarro seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Vice-Chairperson commissioner Glenn Tarro made a motion to approve the payments. Commissioner Susan Bannon seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67536- 67567; Federal #24934-24948; Franklin Park East #1624-1628; Windermere Court #1763-1764; State #15181-15182; Congregate #12728-12737; HCV#53134-53137 and Local #3340-3343. 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:

Francis Pitkat Congregate Living Center Renovations: Francis Pitkat Congregate Living Center Renovations: Renovations construction is 100% complete. Closing in process.

Local Section 8: The department ended December with a count of 329 vouchers which is up 2 from the previous month. The section 8 program is working towards increasing the program to maximize the number of participants on the program. A remote validation review was conducted by HUD and there were no findings.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished with 1,156 vouchers and RAP state certificates, 4 down from the previous month. The program continuous to work towards accuracy in both programs and getting full participation from clients.

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 on hold due to other contractor work on hold and difficulty in material. Project commenced January 2021 and nearly 85% complete.

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 now 100% complete. New Unit Numbers in progress. New Fencing to commence once materials arrive. Landscape to continue in the Spring. Per Contractor due to COVID-19 pandemic construction material have been delayed. Siding is complete. Breezeway soffits are complete. Unit number fabrication (#'s on plaques) is approximately 40% complete. Pavement sealing, Fencing, Breezeway sidewalk work to commence in the spring.

Grove Court Camera Project-VMS (Cameras) Design Pre-Proposal Conference schedule for 2/19/2021 & Design Proposals due by 2/26/2021.

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.

Francis Pitkat Congregate Living Center-January 202: By Betsy R. Soto

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 third facility-wide COVID-19 test was held on 12/4/2020. On 12/11/2020 I was notified that we had one positive case. All procedures in place went into effect immediately. Residents, Family members and employees were notified immediately via phone & memo. N95's & gloves were provided to all residents. Residents were instructed to stay in their units while the facility was professionally sanitized and wiped. The positive resident's unit was also prepared, sanitized, and wiped down. A fourth facility-wide COVID-19 test was held on 12/18/2020 and all results were negative. 5th test took place 1/25/2021. On 1/28/2021 I was notified there was 1 positive case. Procedures went into effect immediately and facility was sanitized on that same day including the resident unit. The same company who provides our testing administer the CoVID-19 vaccine. **53 vaccines were administered on Friday, January 29th**. Only a few residents opt to not receive the vaccine. They will also administer the 2nd vaccine.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

INFORMATIONAL:

HUD Approved Annual Plan – HUD approved by sent the letter.

U.S. Department of Commerce – This government agent recognizes VHA for help on census.

EXECUTIVE SESSION: NONE

The next meeting will be the March 2021 Regular Meeting which will be held on March 11, 2021 at 21 Court St., at 1:00 pm.

The February Regular meeting was adjourned at 1:25pm 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