

REGULAR MEETING – June 09, 2022

Chairperson Karen Roy-Guglielmi called the May Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners Susan Bannon, Kathleen McCarthy, Carl Shaffer, Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick

ABSENT: Commissioner Sean Hadden

Public Comment: None

ANNUAL MINUTES: A motion was made by Commissioner Susan Bannon, to adopt the May Annual Meeting 2022 minutes as offered. Commissioner Kathleen McCarthy seconded. Commissioner Carl Shaffer abstained. With the votes being 3 ayes. Motion carried.

MINUTES: A motion was made by Commissioner Susan Bannon to adopt the May 2022 Regular Meeting minutes as offered. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried. Correction on New Business – 2022 Congregate Management & Congregate Service Budget. Commissioner Sean Hadden opposed.

BILLS: After review and discussion of the invoices paid, Commissioner Kathleen McCarthy made a motion to approve the payments. Commissioner Susan Bannon second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68194-68228; Federal #25298-25315; Franklin Park East #1688-1690; Windermere Court #1875-1881; State #15299-15304; Congregate #13030-13046; HCV# none and Local #3413-3416. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Susan Bannon had question on Federal check #25312 for why over 2 thousand in bathroom repair fee. Facility Manager Michael Patrick explained such as it is emergency call. Question answered no follow up required. Commissioner Susan Bannon also had question on Windermere check #1876 & 1881. Checks paid for repair on 5/23/21 incident. Question answered no follow up required.

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

Executive Director Report: Grove Court Major Renovation – Contract signed 5/16/2022. Drawings in progress.

Grove Court VMS (Camera) Project – Project 96% complete. In Progress.

Congregate-Replacement of Gazebo – New gazebo has been installed. Electrical and Door adjustments in progress.

Franklin Park East, West, and Windermere- Signage and Sign Lighting A & E (Design Services) - Contract signed 5/11/2022. Drawings in progress.

Franklin Park West and East-Roof Replacement A & E (Design Services) - Contract signed 5/11/2022. Drawings in progress.

PHA Wide Carbon Monoxide Alarms/Detectors Assessment. Proposals must be received at or prior to 2:00 p.m. on Thursday, May 19, 2022. One proposal received. Going back out again.

Becker Place – All Sheetrock complete (except basement awaiting CT gas company activation), Taping and Sanding 50% complete, 2nd floor kitchen cabinets installed, All exterior misc. demolition completed in preparation of new site work package and stair framing, Lead paint removal at windows complete, Historic preservation mock up window complete and approved by Bob Hurd, Countertop template scheduled for 6/7, Interior door install 50% complete, Newly added 2nd floor tenant storage reframing and electrical complete, Release faux tile 3 piece shower kits for delivery 6/10.

Local Section 8 - The department ended May with a count of 321 HCV, no changes 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 May with a count of 1,127 Vouchers and RAP state certificates, 5 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. Many of the activities that the residents enjoyed before Covid 19 have been reinstated. Such as card games, Pokemo, building puzzles and playing board games in the parlor or sunroom. Music, Entertainment, Pet therapy, Chair Yoga, Bingo, Nintendo Wii, "Winner or Loser" every resident has a chance to win a gift card just for participating, Library, Arts and Crafts room. 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.

OLD BUSINESS: NONE

NEW BUSINESS - CMERS (pension) percentage increase 7/1/2022 - Employer's contribution rate will increase from 16.44% to 17.55% employees' contribution rate will increase from 3.75% to 4.25% start 7/1/22. The change implemented from Public Act 19-124 went into law on 6/28/19. The Executive Director recommended a one-time pay increase of 0.5% for all employees to offset the pension rate increase effective 7/1/2022. After short discussion Commissioner Carl Shaffer made a motion to approve the pension pay increase offset as read. Commissioner Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

VHA Employ Health Benefits 7/1/2022 - After researching our options it was determined that we could switch our plans to The State of CT Partnership 2.0 Plan starting on July 1, 2022 and the cost for the premiums are slightly less than the premiums would be if we stay with our current plan. The State Partnership plan has much better health, vision, and dental benefits for our staff. The plan is a traditional health insurance plan through Anthem and much simpler to administer for the VHA and for our staff to use. In addition, put us into a much larger pool of municipalities and Quasi Municipalities that use the plan which spreads the cost and risk and reduces the chance large increases in premiums from year to year. After some discussion Commissioner Susan Bannon made a motion to approve State of Connecticut Partnership Plan 2.0. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: NONE

Executive Session: on 1:31pm, A motion was made by Commissioner Susan Bannon to go into Executive Session to discuss Executive Director Pay. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried. Betsy Soto and Wendy Ng left the meeting.

At 1:53 pm, return to Regular session and Betsy Soto and Wendy Ng returned to the meeting. A motion to approve the Executive Director 3.5% salary increase retroactive to January 1<sup>st</sup>, 2022 was made by Commissioner Susan Bannon; seconded by Commissioner Kathleen McCarthy. Commissioner Carl Shaffer opposed. With the votes being 3 ayes. Motion carried.

The next meeting will be held on July 14, 2022, at 55 Grove Court, at 1:00 pm in the Community Room.

The June Regular Meeting was adjourned at 2:02 pm on a motion by Commissioner Kathleen McCarthy; seconded by Commissioner Susan Bannon all voting in favor. Motion carried.

Respectfully Submitted, Betsy R. Soto, Executive Director, PHM, VEM