

## REGULAR MEETING – June 10, 2021

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

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

ABSENT: Ellen Eybel

Public Comment: none

Chairperson Karen Roy-Guglielmi called to add the Discussion regarding the performance and health of a Housing Authority employee pursuant to Section 1–200 (6)(A) of the Connecticut General Statutes in Executive Session to the Regular June Meeting Agenda. Commissioners Susan Bannon made a motion to approve the said motion. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

Chairperson Karen Roy-Guglielmi called to reopen CoVID-19 plan in prior agenda to the Regular June Meeting Agenda. Commissioners Carl Shaffer made a motion to approve the said motion. 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 minutes of May 2021 Regular Meeting as offered. Commissioner, Kathleen McCarthy seconded. Commissioner Carl Shaffer abstained. All others present voted for the approval of the motion. Motion carried.

May Annual Meeting Minutes: A motion was made by Commissioner Susan Bannon to adopt the minutes of May 2021 Annual Meeting as offered. Commissioner Kathleen McCarthy seconded. Commissioner Carl Shaffer abstained. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Kathleen McCarthy made a motion to approve the payments. Commissioner Carl Shaffer seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67685-67723; Federal #25010-25038; Franklin Park East #1636-1640; Windermere Court #1786-1793; State #15200-15206; Congregate #12786-12802; HCV# none; and Local #3359-3362. The Housing Authority's credit card invoice was also reviewed and approved.

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

CoVID-19 Vaccines continue to be administered throughout our properties. Residents have been extremely appreciative and grateful the vaccines are being offered on site for their convenience. Utilizing the same company conducting CoVID-19 testing at our Congregate Facility to administer the vaccines throughout VHA properties. Currently 81% of our residents have been vaccinated. Rather than one big annual picnic as done in previous years, there will be individual property picnics for the residents through the month of June and July. Allowing for residents to socialize safely.

Local Section 8: The department ended May with a count of 322. 1 down from the previous month. The Section 8 program is working diligently towards increasing the program to maximize the number of participants.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department ended May with a count of 1,151 vouchers and RAP state certificates, 2 down from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Windermere Exterior Site Improvement Project: Construction began 8/17/2020. The new concrete sidewalks, lighting, vinyl siding, unit numbers, new fencing, landscaping, breezeway soffits, pavement sealing and breezeway sidewalks are all 100% complete. Power washing is scheduled for 7/13/2021.

Grove Court Camera Project-VMS (Cameras) Design Pre-Proposal Conference re-scheduled for 2/25/2021 & Design Proposals due 3/19/2021. New Item: Received pre-proposals from D'Agostino & Associates \$27,500.00, Salamone & Associates \$11,730.00, and Reed Hill \$9,391.00. Awarded to the lower bidder-Reed Hill.

Becker Place: Pre-Bid Walk-thru conducted 4/26/2021, Bid Opening scheduled for 5/13/2021. Due to only receiving 2 bids and both over budget, both bids have been rejected. We will be going back out to bid.

Submitted by RSC: Residents received a gift for Mother's Day from VHA. They were extremely happy and appreciative. 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, New TV showing weekly menus. 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. Residents receive a card from VHA on their birthday. Entertainment commencing in phases.

OLD BUSINESS: NONE

NEW BUSINESS: CMERS (pension) percentage increase 7/1/2021. Employer's contribution rate will increase from 14.95% to 16.44%, employees' contribution rate will increase from 3.25% to 3.75% starting 7/1/21. 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 in the plan to offset the pension rate increase effective 7/1/2021. After short discussion Commissioner Carl Shaffer made a motion to approve the pay increase to offset

pension employee increase as read. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

Housing Association Conferences: Executive Director Betsy Soto will attend the NERC-NAHRO and CONN-NAHRO Conferences. Commissioners were invited to attend. After some discussion, Commissioner Carl Shaffer made a motion to approve the travel to this conference. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

#### INFORMATIONAL:

VHA CoVID-19 Recovery Plan Update: VHA plans to follow the Re-opening of the State of CT. Pitkat Congregate housing facility houses fragile elderly, a vulnerable population, residents, visitors, and others must wear masks or face coverings when in common areas (hallways, indoor community spaces, etc.). Temperature checks are not required. All Visitors are required to sign-in and out. Dining Room – Lunches will be served in the dining room or delivered to apartments. Activities – Indoor activities will be limited. Regularly scheduled activities and entertainment providers will transition in phases. Contractors and staff will follow the established procedures for the program(s). All indoor activities are subject to the approval of the Executive Director. The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents and VHA employees.

Pitkat Congregate 5/27/2021 Re-Opening Pictures – Congregate had its re-opening picnic on 5/27/21. Residents can now enjoy eating lunch in the dining room and safely socialize inside and outside of facility. Pictures were taken of the event. Residents were happy and enjoyed the re-opening very much.

Memo to Residents: Memo was sent to the Residents informing them of the re-opening of all VHA administrative offices effective June 1, 2021 including community rooms. They were also notified of the scheduled Picnics with Entertainment throughout all VHA properties.

EXECUTIVE SESSION: At 1:54pm, Carl Shaffer made a motion to go into Executive Session seconded by Kathleen McCarthy. All present voted for the approval of the motion. Motion carried. Executive Director Betsy Soto and Attorney Michael Wrona invited to stay. Wendy Ng left the meeting.

At 2:12 pm, return to regular session Ms. Ng returned to meeting.

The next meeting will be the July/August Combined Regular Meeting which will be held on July 8, 2021 at 21 Court St., at 1:00 pm.

The June Regular meeting was adjourned at 2:13 pm on a motion by Commissioner Carl Shaffer, seconded by Commissioner Kathleen McCarthy. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director