

REGULAR MEETING – May 12, 2022

Chairperson Karen Roy-Guglielmi called the May Regular Meeting of the Housing Authority to order at 1:17 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Commissioners Susan Bannon, Kathleen McCarthy, Sean Hadden, Carl Shaffer (1:41-2:26 pm), Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick

ABSENT: None

Public Comment: None

MINUTES: A motion was made by Commissioner Kathleen McCarthy to adopt the April 2022 Special Meeting minutes as offered. Commissioner Sean Hadden 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 #68129-68193; Federal #25271-25297; Franklin Park East #1686-1687; Windermere Court #1869-1874; State #15289-15299; Congregate #13004-13029; HCV# none and Local #3409-3412. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Susan Bannon had question on Local check #13410. It was explained that 21 Ward Street is owned by the Vernon Housing Authority and there are no federal nor state subsidies attached to the property. The first floor is utilized by the Vernon Police Department as the VPD Substation and Social Services at no charge to the Vernon Police Department. VHA also pay all utilities for the VPD Substation. We only generate income from the 2nd floor rent amount. VHA also pays for property water and sewer. Question answered no follow up required. Chairperson Karen Roy-Guglielmi discussed the possibility of installing garbage disposals throughout the properties. Facility Manager, Michael Patrick to research and follow up with more information.

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

Executive Director Betsy R. Soto provided the board with a report from year 2002 to current of the State of Connecticut Comptroller office Administration Fund and Federal Fund Investment Accounts. She explained there has never been a loss on either account's or have only gained over the years. Most importantly, both the Administration Fund and Federal Fund Accounts are with the State of Connecticut Treasures Office and there is no risk on VHA investment. Commissioner Sean Hadden stated there were other investment accounts that could possibly generate more dividends without any risk to the Vernon Housing Authority investment accounts. Any changes to VHA investment accounts must in accordance with Public Housing Authorities state and federal requirements and regulations. Commissioner Sean Hadden to get more information.

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 –
Grove Court Major Renovation – Architects/Engineer contract signing in progress.

Grove Court VMS (Camera) Project – Project 95% complete.

Congregate-Replacement of Gazebo – Project tentative start date May 5/26/2022.

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

Franklin Park West and East-Roof Replacement A & E (Design Services) - Contract signing scheduled 5/11/2022.

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

Becker Place – 1st floor Sheetrock complete, 1st coat taping complete, Paint stripping and reglazing Windows 50%, Cabinets onsite (install week of 5-16) 2nd floor, Sheetrock 75% complete, Paint stripping and reglazing windows 25%, Cabinets onsite, 3rd floor Insulation complete, Sheetrock 75% complete. Hallways sheetrock at ceilings complete, sheetrock and patching at walls 50% complete. Misc. Items countertop template 5/26, install 6/3, Flooring installs week of 5/23, Tubs install complete, Exhaust install complete.

Local Section 8 - The department ended November 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 November with a count of 1,132 Vouchers and RAP state certificates, 2 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, Pokeno, 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- 2022 Congregate Management & Congregate Services Budget. Finance Manager Wendy Ng gave an overview of both the proposed Management Plan and Services Budget to the Board. After some discussion, Commissioner Kathleen McCarthy made a motion to approve the Management Plan and Congregate Services Budget as presented and accept Resolution #413. Commissioner Susan Bannon seconded. Motion passes with 3 ayes, 1 abstention and 1 Nay. Motion carries.

INFORMATIONAL – VHA Law Firm responded on April 15, 2022, letter from the Town of Vernon, March 21, 2022, Chamberlin Street Legal written opinion by Attorney Louis Spadaccini. Both firms are in discussions to determine next course of action on piece of land between 76 & 80 Franklin Street currently used as the entrance and exit of both properties.

Resident Thank you Note-Thank you and appreciation letters/notes received from residents to Executive Director Betsy R. Soto.

Executive Session: on 2:03 pm, A motion was made by Commissioner Susan Bannon to go into Executive Session to discuss Executive Director Performance Review. Commissioner Sean Hadden seconded. All present voted for the approval of the motion. Motion carried. Wendy Ng left the meeting. Betsy Soto was invited to stay.

Commissioner Carl Shaffer left the meeting at 2:26 pm.

At 2:42 pm, return to Regular session and Ms. Ng returned to the meeting. A motion to continue Executive Director salary in next meeting was made by Commissioner Susan Bannon; seconded by Commissioner Sean Hadden. All present voted for the approval of the motion. Motion Carried.

Commissioner Sean Hadden left the meeting at 2:43 pm.

The next meeting will be held on June 9, 2022, at 21 Court St., at 1:00 pm in the Community Room.

The May Regular Meeting was adjourned at 2:47pm on a motion by Commissioner Susan Bannon; seconded by Commissioner Kathleen McCarthy all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto,
Executive Director, PHM, VEM