

REGULAR MEETING – October 14, 2022

Chairperson Susan Bannon called the October Regular Meeting of the Housing Authority to order at 1:03 pm. Attendance upon roll call:

PRESENT: Chairperson Susan Bannon, Commissioners Kathleen McCarthy, Carl Shaffer, Sean Hadden, Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick and Attorney Michael Wrona.

ABSENT: Steve Wakefield

Public Comment: 3 residents attend. They are 22 FPE Clara Werpechowski, 21 Court St. 2G Luis Prieto and 21 Court St. 2L Anthony Womack. Clara Werpechowski talked about mice in her unit. Whatever she said something aren't match up. First, she said VHA employees do nothing for her issue. Then she told Pest Control companies to do treatment in her unit couple times. Other 2 residents show up for observations.

MINUTES: A motion was made by Commissioner Kathleen McCarthy to adopt the September 2022 Regular Meeting minutes as offered. Commissioner Carl Shaffer 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 Carl Shaffer second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68356-68403; Federal #25385-25403; Franklin Park East #1701-1704; Windermere Court #1911-1919; State #15333-15339; Congregate #13144-13174; HCV# none and Local #3432-3435. The Housing Authority's credit card invoice was reviewed and approved along with the bills. All questions answered and no follow up required.

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

Executive Director Report: Grove Court Major Renovation – 90% Drawings completed as of 9/2/22.

Grove Court VMS (Camera) Project –Physical construction 100% complete as of 8/26/22. Project is currently in the closeout phase.

Congregate-Replacement of Gazebo – Physical construction completed as of 8/31/22. Project is currently in the closeout phase.

Franklin Park East, West, and Windermere- Signage and Sign Lighting A & E (Design Services) - A&E firm to meet with town of Vernon for preliminary zoning approval.

Franklin Park West and East-Roof Replacement A & E (Design Services) – Bids received 9/29/22. Link Construction, LLC is the low bidder @ \$160K. Proposals to be presented for at the October 13, 2022, Meeting.

PHA Wide Carbon Monoxide Alarms/Detectors Assessment-Assessment complete. Final Report in progress.

Becker Place-Cabinets: 100%, Countertop Install: 100%, Flooring: 100%, Boilers: 100%, Baseboard Heating: 100%, Electrical: 90%, Interior Primer of walls: 100%, Ceiling Paint: 100%, Exterior Primer:

100%, Exterior site survey: 100%, Plumbing: 99%, Trim: 100%, Exterior Doors: 60%, Interior Doors: 100%, Window sash restoration: 50%, Paint colors Approved, Site paving: Pending.

Local Section 8 - The department ended September with a count of 371 HCV, 14 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-Housing Choice Voucher and Rental Assistance Programs - The Department ended September with a count of 1,143 Vouchers and RAP state certificates, 7 more 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. The residents are thrilled with the beautiful new gazebo that was recently installed. It is fully enclosed with a lot of windows so the residents can enjoy sitting outside without being bothered by mosquitos and other flying insects. There are two large ceiling fans with lights so the gazebo can also be enjoyed in the evening. Many of the activities that the residents enjoyed before Covid 19 have been reinstated. We have scheduled different card games, such as LCR on Saturday and Sunday evenings, Pokeno on Tuesday, and Thursday evenings. They also enjoy building puzzles and playing board games in the parlor or sunroom.

Old Business: None

New Business: 2021 Finance Audit – Andrew Remus, an independent auditor from Marcum LLC presented Year 2021 audited result with no find any issues in zoom. The Financial Audit for the year ending 2021 has been completed. Commissioners Sean Hadden made a motion to approve the acceptance of Audited Financial Statement and Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

2023 Management Plan Analysis-Grove Court- Ms. Ng gave an overview of the proposed 2023 Management Plan. There is no increase in the Base Rent for studio and 1bedroom. The Plan is effective January 1, 2023. After a review and discussion of the proposed Management Plan, Commissioner Sean Hadden made a motion to approve the proposed Management Plan as presented. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

2023 Utility Schedule-Public Housing & HCV Programs were presented and after some discussion, Commissioners Sean Hadden made a motion to approve the Payment Standards for 2022 and Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

Proposal for FPE Roofs – Open bid to public for replace new roof for FPE. 5 contractors offered for bid. Link General Contracting, LLC has lowest contract cost. After some discussion, Commissioners Sean Hadden made a motion to approve the Payment Standards for 2022 and Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

Proposed New Vehicles – Proposal to purchase 2 new vehicles before winter comes. 2 vehicles that were selected to purchase from the DAS contract are both 2022 model year Ford F350’s. After a review and discussion of the proposed Management Plan, Commissioner Sean Hadden made a motion

to approve the proposed Management Plan as presented. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

Ethics and Conflict of Interest Policy -Letter received from HUD from VHA Board of Commissioners Attorney Michael Wrona draw this policy and he answered the questions and concerns from Commissioners. After a review and discussion of the proposed Management Plan, Commissioner Sean Hadden made a motion to approve the proposed Management Plan as presented. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: HUD Section 8 Management Assessment Program (SEMAP) – Score 100% High Performer for the fiscal year ending 12/31/21.

Memo to BOC - 2022 VHA Tenant Thanksgiving Dinner – For past 20 years, VHA has held a yearly Thanksgiving Dinner for VHA residents at Congregate. This year's event is taking place Tuesday, November 22, 2022.

VHA Christmas Dinner Invitation – Schedule Friday, December 16, 2022, RSVP with Betsy Soto.

Update Board of Commissioners List – Provided Board with updated Commissioners list.

Tenant Correspondence to Mayor Dan Champagne and VHA Response Letter

The September Regular Meeting was adjourned at 2:27 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Kathleen McCarthy all voting in favor. Motion carried.

Respectfully Submitted,

---

Betsy R. Soto, Executive Director, PHM, VEM