

REGULAR MEETING – September 8, 2022

Vice-Chairperson Susan Bannon called the September Regular Meeting of the Housing Authority to order at 1:02 pm. Attendance upon roll call:

PRESENT: Vice-Chairperson Susan Bannon, Commissioners Kathleen McCarthy, Carl Shaffer, Sean Hadden, Steve Wakefield, Executive Director Betsy R. Soto, Finance Manager Wendy Ng, Facility Manager Michael Patrick and PH Assistant Manager Karen Howat.

The meeting location is on 80 Franklin Street, Vernon, CT-Community Room

ABSENT: None

Public Comment: Wind. #12 resident Arthur Swanson-Issues at the property with other residents.

Grove #39 resident David Howey- Issues at the property with other resident and housing authority.

Wind. #39 John Smith-Issues with other residents and treatment against him.

Wind. #9 Sean Buchko-Issues with other residents and treatment against another resident from other parties.

FPE #14 Ian Mills spoke in regards the Town of Vernon Council and its removal of VHA Chairperson Karen Roy-Guglielmi from her position on 7/19/2022. No dual process was given and only received a copy of the binder during the hearing with assumed charges. He had a similar experience when he wasn't appointed Tenant Commissioner by the Town of Vernon Council after winning the election.

MINUTES: Commissioner Sean Hadden pointed out that he is Insurance Agent, not the Insurance Owner and misspelling to the word Scatted to Scattered. These updates are in the July/August 2022 Regular Meeting minutes and bills section. A motion was made by Commissioner Sean Hadden to adopt the July/August 2022 Regular Meeting minutes as offered. Commissioner Kathleen McCarthy seconded. 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 Sean Hadden second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68271-68355; Federal #25345-25384; Franklin Park East #1693-1700; Windermere Court #1894-1910; State #15316-15332; Congregate #13080-13143; HCV# none and Local #3422-3431. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Sean Hadden had question on Federal check #35351 for Cherry Street – Cherry Street is Maintenance garage. Federal check #25354 for what hydro Jetted is. It is uses specialized tools to clean the block items in pipes. Wind. Check#1905 question on snake and camera, State check#15320 – payment to QuisenberryArcariMalik, LLC for Grove Re-development project. Revolving check #68303 which Commissioner confused on 3 companies: NERC NAHRO, CONN NAHRO and NAPA. Commissioner Carl Shaffer had question on FPE check #1694 payable to Homestead Fuel Inc. Revolving check #68293 payable to Halloran & Sage LLP for what is in general. Explained as the services attorney charge to VHA for whatever service they represent VHA. All questions answered and the invoice for Revolving check #68293 mail to Commissioner Carl Shaffer as 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) – Bid documents available to contractors 9/5/22. Bids due 9/29/22.

PHA Wide Carbon Monoxide Alarms/Detectors Assessment-Assessment complete. Further investigation of scattered sites units was required. Investigation took place on 8/25. Final recommendation forthcoming.

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: 60%, Doors: 45%, Interior: 40%, Window sash restoration: 25%, Additional Paint color samples: Week of 9/5, Site paving: Pending

Local Section 8 - The department ended August with a count of 357 HCV, 6 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 August with a count of 1,136 Vouchers and RAP state certificates, 9 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. The Vernon Housing Authority Hartford Yard Goats (Housing America Night) tenant trip took place Friday, July 29, 2022. Approximately 40 Residents and VHA staff were in attendance. Transportation was made available. PHA’s from all over the State of Connecticut were present. VHA staff wore their VHA Logo shirts in support of the Vernon Housing Authority. Residents were happy and appreciative to have been provided with a baseball trip. The Vernon Housing Authority held their Annual Cookout on August 12, 2022. It was a Western themed Barbecue for all the residents and staff members. Glendale Dining Services provided the delicious food. There was a musician and DJ, lots of raffle prizes, a couple of beautiful horses, vendors selling vegetables and honey, residents were able to utilize their Farmers Market Vouchers towards the purchases. Representatives from the Vernon Senior Center, Rockville Public Library, Visiting Nursing Association and Vernon Social Services were also present and providing residents with information. The weather was beautiful, the tables were all set up under a large tent, and with over 150 attendees, it was a fun filled afternoon! Residents were happy and grateful. Surprises to see horses!!! Many Thank you and appreciation notes received.

Old Business: None

New Business: Survey Quotes – After some discussion, Commissioner Sean Hadden made a motion to accept the lowest price quote in amount of \$2,746.21 from Automated Mailing Services, LLC in the amount of \$2,746.21. Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

2023 Flat Rents for Federal Properties-Payment Standards-After some discussion, Commissioner Kathleen McCarthy made a motion to approve the Payment Standards for 2023 and Commissioner Carl Shaffer seconded. All present voted for the approval of the motion. Motion carried.

2023 Payment Standards-HCV-After some discussion, Commissioner Kathleen McCarthy made a motion to approve the 2023 HCV Payment Standards and Commissioner Sean Hadden seconded. All present voted for the approval of the motion. Motion carried.

Election of Officers-VHA Board of Directors due to the removal of Chairperson Karen Roy-Guglielmi.

Vice-Chairperson Susan Bannon turned the meeting over to Secretary Betsy Soto.

Commissioners Sean Hadden nominated Susan Bannon as Chairperson; Commissioner Kathleen McCarthy seconded the nomination. With no other nominations heard, the vote was 5 ayes. Motion carries.

Commissioners Sean Hadden nominated Carl Shaffer as Vice-Chairperson; Commissioner Steve Wakefield seconded the nomination. With no other nominations heard, the vote was 5 ayes. Motion carries.

The Executive Director is the Secretary per the By-Laws of the Board. Executive Director Soto congratulated the newly appointed officers and thanked the Board of Commissioners for their continued support and vision in the past and future.

INFORMATIONAL: State v. Michael Gentile - Balance Paid in Full.

Commissioner List-Due to recent changes to Board of Commissioners, all were provided with an updated list of Board of Commissioners.

Resident Thank you notes-Provided the board with copies of all thank you notes receive at the Vernon Housing Authority from tenants on behalf of VHA Executive Director, Betsy R. Soto and staff expressing gratitude for the daily help and assistance provided to them.

The September Regular Meeting was adjourned at 2:45 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Steve Wakefield all voting in favor. Motion carried.

Respectfully Submitted,

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Betsy R. Soto, Executive Director, PHM, VEM