

TRUMBULL HOUSING AUTHORITY
July 22, 2013

The Trumbull Housing Authority met for a regular meeting on Monday July 22, 2013 in the Community Room of Stern Village, 200 Hedgehog Circle.

Members Present: Linda Scarpantonio, Chairperson
Thelma Burr, Suzanne Donofrio, Susan Fatse and Linda Nassrah

Also Present: Harriet Polansky, Executive Director

The following is a brief summary of the meeting.

A quorum being present, the Chairperson opened the meeting at 7:08 p.m. with the Roll Call and Pledge of Allegiance.

Approval of Minutes

MOTION MADE (Scarpantonio), seconded (Donofrio) and unanimously carried to accept the minutes of the June 24, 2013 regular meeting, as presented.

Bills and Communications

Thelma Burr reported all account payables current, as of this date.

Tenants' Association

Bob Lewis, the newly elected President of the Association was recognized. Mr. Lewis informed that the Association will be holding regular monthly meetings going forward. He conveyed that the Association's main objective was to work together with Stern Village leadership for the betterment of this Community.

Report of Executive Director

Harriet Polansky reported, as follows.

The financial figures for the 2012-2013 fiscal year ending June 30th were reviewed. The figures indicated an overall loss of approximately \$98,000.00. Currently, our reserve balance is over \$1,700,000.00. The overall cash position, as of June 30th indicates a balance of \$1,650,000.00 with accounts payable shown at approximately \$33,000.00. The financials confirm that we are in a very strong position moving forward into the new fiscal year.

As part of our capital improvements, a new roof will be installed at the Congregate at an anticipated cost of approximately \$38,000.00. The project went out to bid and the submitted quotes will be reviewed by the Board.

The Emergency Management Plan was re-addressed. The generator is now in place for the Community Hall and tenants were encouraged to gather there during power outages. Appreciation was expressed

to the Rotary Club for their generous donation of cots, pillows, blankets and linens. The Director informed that a trailer has been purchased, for under \$3,500, for the storage of these emergency supplies.

Residents were advised that Stern Village is now listed as priority with the United Illuminated Co. A recently conducted survey has allowed us to identify the residents who intend to remain at Stern Village during emergency situations, those who utilize medical equipment requiring power, tenants needing assistance getting out of their apartment and those having pets. Charging stations will also be placed in the Community Room and the Congregate to allow for phone access during power outages.

Staff is currently working with an energy improvement company to establish energy efficiency measures for the common areas, offices, outdoor lighting as well as the apartments.

In the fourth quarter we will start looking at how we can best fund our capital needs, which will include major improvements to our roads, walkways, roofs and other essential improvement projects.

Old Business – None brought forward.

New Business

Resolution to Form Subcommittee to Update and Revise the THA By-Laws

MOTION MADE (Scarpantonio), seconded (Fatse) and unanimously carried, to form a subcommittee, comprised of Board members, to update and revise the Trumbull Housing Authority By-Laws.

Suzanne Fatse and Linda Donofrio will serve on the By-Laws sub-committee.

Resolution to Form Subcommittee to Update and Revise the THA Lease Agreement

The Director advised that after reviewing lease agreements from other housing authorities she has found our agreement to be in need of updating. There are also instances where language is absent on relevant matters (e.g. companion pets). Upon inquiry, Harriet Polansky indicated that the updating process should be completed in about a month.

MOTION MADE (Scarpantonio), seconded (Nassrah) and unanimously carried to form a subcommittee, comprised of Board members, to update and revise the Trumbull Housing Authority Lease Agreement.

Linda Scarpantonio, Thelma Burr and Linda Nassrah will serve on the Lease Agreement subcommittee.

The Executive Director advised that next year all tenants will be re-certified and subject to the amended lease agreement.

Public Comment

Residents were reminded that comments are limited to three minutes and to only those topics as noted on the sign-up sheet.

Paul Littlefield commented on Executive Session procedure and submitted related material for the Board's review.

Gus Aquino, of the neighborhood watch patrol, asked that the new parking regulations be included in the text of the updated lease agreement.

There being no further business to discuss the July 22, 2013 meeting of the Trumbull Housing Authority adjourned at 7:30 p.m. with unanimous consent.

Respectfully submitted,

Helen Granskog
Clerk of the Board