



TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

DATE: October 26, 2021

TIME: 4:30 PM

Join the Meeting Online

<https://us06web.zoom.us/j/82839397347?pwd=UFB4dG1qa2k3cTJTSHB1VFJ0TDIMUT09>

Webinar ID: 867 1166 6112 Password: 356310

Join by telephone: (301) 715-8592 ID: 828 3939 7347 Password: 356310

During Resident Comments: If you would like to speak, press *9 on your phone during resident comments when asked.

STERN VILLAGE RESIDENTS: Come to the Community Room and Watch it on Zoom.

1. Call to Order
2. Roll Call and Pledge of Allegiance
3. Resident Comments
4. Executive Session
5. Reading and Approval of Minutes for September 28, 2021 Regular THA Board Meeting.
6. Treasurer's Report & Discussion of Financials
7. Executive Director's Report
8. Congregate Updates
9. Unfinished Business
10. New Business
 - Discussion of HASIP (Housing Authority Small Improvement Program) Grant for a Safety Program for Stern Village Residents.
11. Resident Comments
12. Adjournment

Trumbull Housing Authority – September 28, 2021

Trumbull Housing Authority Virtual Meeting
September 28, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio and Charlene Pederson

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant; Attorney Chris Hodgson (only present for Executive Session)

The meeting was called to order by Mrs. McGannon at 4:31 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Executive Session

Motion was made by Mrs. Anderson to enter Executive Session at 4:33 pm to discuss union issues and expected duties of the Executive Director. Invited to the Executive Session were the THA Board members, Attorney Hodgson and Ms. Polansky. Motion was seconded by Mrs. Pederson and approved unanimously.

Motion was made by Mrs. Pederson to exit Executive Session at 5:36 pm. Seconded by Mrs. Donofrio and approved unanimously.

Past Minutes

Motion was made by Mrs. Bova to approve the minutes of July 27, 2021 as written. Seconded by Mrs. Pederson. Minutes were approved by Mrs. Pederson, Mrs. McGannon and Mrs. Bova with abstentions from Mrs. Anderson and Mrs. Donofrio.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2021 through August 31, 2021. The overall gain of the Housing Authority was \$24,922. Further, the Operating Gain, before capital grants and depreciation, was \$28,319 of which \$20,461 is attributable to the Village and \$7,858 to Congregate.

For Stern Village, the current month's Operating Gain is \$705 compared to the budgeted gain of \$7,501. The lower-than-expected gain is attributable to a five-week payroll month. For the year, rental revenues have met budgeted amounts while total expenses have been slightly under budget, primarily due to lower administrative expenses.

For Congregate, the current month's Operating Gain is \$949 compared to the budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date.

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The overall cash position of the Authority, including reserves, is \$713,074 which includes \$36,725 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>7/31/21</u>	<u>8/31/21</u>	YTD Change
Cash	\$ 104,160	\$ 109,758	\$ 101,819	\$ (2,341)
Accounts Payable	\$ 75,128	\$ 73,094	\$ 69,732	\$ 5,396
Interprogram Loan	\$ 378,049	\$ 389,052	\$ 402,164	\$ 24,115
Reserves	\$ 506,831	\$ 506,876	\$ 506,922	\$ 91
Excess Cash	\$ (46,759)	\$ (39,678)	\$ (49,458)	
Congregate				
Cash	\$ 90,274	\$ 94,860	\$ 100,887	\$ 10,613
Accounts Payable	\$ 26,174	\$ 28,430	\$ 34,286	\$ (8,112)
Interprogram Loan	\$ 378,049	\$ 389,052	\$ 402,164	\$ (24,115)
Reserves	\$ 9,471	\$ 9,472	\$ 9,473	\$ 2

Congregate payable to Village increase represents July and August's cost share, to be paid down upon receipt of DOH subsidies projected in September. August financial results indicate no excess cash on hand for the year, due primarily to cash shortfall carryover from the prior year.

Tenant Accounts Receivable balances are as follows:

Stern Village	<u>6/30/20201</u>	<u># of Tenants</u>	<u>8/31/21</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (2,335)	54
Over One Month Rent	\$ 3,051	4	\$ 1,653	2
Inactive AR	\$ <u>13,307</u>	<u>44</u>	\$ <u>14,913</u>	<u>45</u>
Total	\$ 13,044	98	\$ 14,231	101
Congregate				
One Month or Less	\$ 606	5	\$ (107)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ <u>15,515</u>	<u>11</u>	\$ <u>17,699</u>	<u>13</u>
Total	\$ 16,121	16	\$ 17,592	18

The above balances include inactive residents that were approved for write-off in late July, reporting to be updated for September 2021 financials. Noted that still a significant portion of Village residents have small unpaid or credit balances due to rent changes effective July.

Mrs. Anderson questioned the Interprogram Loan amount noting that at a previous meeting, the Board discussed a surplus of cash that would not be repaid to Stern. Instead it would be added to the reserves to attempt to get the Congregate into a position of a smaller cash swing. It was also felt they should try to put some cash into the Congregate so that it wasn't borrowing from Stern constantly. She requested the Financial Report correct the impression of repaying Stern when the money is received. Mr. Geel thought they were going to evaluate and establish an amount that can avoid the swings. No subsidies have been received due to a delay in getting the budget approved so they are looking at \$80,000 for the

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Congregate when payments are received. Mr. Geel suggested waiting for the funds to come in and evaluate at that time to see what level of loan will be shown going forward. Mrs. Anderson requested for the next meeting a solid cash flow number for reserves for the Congregate. She will discuss this with Mr. Geel prior to the meeting.

Mrs. Anderson questioned the over one month rent due of \$1,653 for two residents in the Village. Mr. Geel noted they are both active tenants and one amount reflects a transition period. He assumes it is collectable. Ms. Polansky noted UniteCT is helping residents who have difficulty paying their rent. She has put in paperwork for a couple of residents and they are waiting for their cases to be looked at. Mrs. Anderson wants to be proactive with rents due.

Mr. Geel noted the Authority is under on vacancies which is a good thing and there have not been any non-routine repair costs. Heather is working off a waiting list for the Village and Daisy has one unit in the Congregate to be leased tomorrow and another one in October.

Executive Director's Report

Ms. Polansky noted the following:

1. Thanked residents for wearing their masks when they enter the Community Room or the THA Office.
2. The Community Room is open in time for the colder weather. They have a new large-screen smart TV and are looking into laptops.
3. Heather will host a meet-and-greet for new residents to the Village. This will allow residents to become better acquainted with the THA. Her first meeting is scheduled for October 8 by invitation.
4. With the HTCC funding for the Village, they have rehabbed approximately ten units and have another ten to be completed sometime in January or February.
5. New picnic tables have been placed around the Village and Eagle Scout Michael Romano is getting approval to build more.

Congregate Updates

Ms. Polansky noted the following:

1. There was one break-through COVID-19 case. They were able to sanitize the entire building and fogged the apartment prior to the resident's return.
2. Masks are mandatory in the Congregate and a document has been created from the CDC information on the effectiveness of masks. This was discussed at the resident meeting.
3. Once the nursing homes have received their Pfizer boosters, the Department of Housing will have the booster available for the Congregants.
4. Cleaning staff is constantly wiping all surfaces.
5. A new wi-fi system is being installed in the Congregate and should be completed by the end of the week.
6. The halls, dining room and foyer are being painted. New furniture will be purchased thanks to a gift card from Bob's Discount Furniture.
7. A meeting was held with Jeff Shapiro from Creative Culinary, Chef Freddy, Daisy and Ms. Polansky regarding additional menu ideas and options. The residents are establishing a Food Committee to meet monthly with Daisy and the Chef to discuss the menu for the upcoming month. Residents are unhappy with the food service. It is a combination of choices and quality but these issues are being addressed. Ms. Polansky noted the lunches are large and many

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residents eat half and save the rest for their dinner. The Chef has been using herbs from the Community Garden for his entrees.

Unfinished Business

Discussion of a Security Deposit Policy for Incoming Residents (only) to the Congregate and Consideration of Motion to Approve – Mrs. McGannon reiterated this would be only for new, incoming residents. Lengthy discussion was held covering the following:

1. Fee would be based on individual base rent for the resident.
2. Fee does not include services.
3. Will this make a difference in the bottom line with only the base rent being collected when a resident leaves and doesn't pay that last month, such as going to a nursing home?
4. Waiting list applicants will cover vacancies.
5. Most other Congregates have moved towards a security deposit.
6. DOH requires a payment plan, if a resident is not able to pay the security deposit up front.
7. Length of payment plan.
8. Institute a very firm policy with regard to length of time an apartment will be held in the event the resident is relocated to another facility, such as a nursing home, unless rent is being paid during this time.
9. Rent needs to be recovered quickly in the event the resident leaves unexpectedly.
10. Legal issues, challenges and enforcement.
11. Payment plan length and amount each month.
12. Implementation and evaluation of policy.
13. Resident ability to pay.
14. Mission is to help those in need.

After the discussion, it was the consensus of the Board that they would not proceed with a security deposit for the Congregate.

New Business

1. Discussion of Installation of New Flooring for the Congregate and Consideration of a Motion to Approve – Ms. Polansky noted funds have been received as incentive for the boilers from UI for \$28,757.99. She would like to use some of this money to replace the flooring in the Congregate. Two quotes have been obtained – one from Image (contractor who replaced the bathroom floors in the Congregate) and one from Nothing But the Best (contractor who worked on all the rehabbed units). Nothing But The Best provided a significant upgrade in the quality of flooring over Image and the cost difference between the two quotes is minimal. Quotes include repairs and transitions so that the flooring is level. Mrs. Bova made a motion to accept Nothing But The Best flooring installation bid. Installation will be paid from UI incentives. Motion was seconded by Mrs. Pederson and approved by unanimous consent.
2. Discussion of a new Critical Needs Assessment for the Congregate and Consideration of a Motion to Approve – Discussion was held regarding the letter received stating a rent increase was recommended. Mr. Geel noted this letter was received, in part, due to the lack of a CNA and a late approval of the budget. Ms. Polansky explained the importance of the CNA with regard to CHFA and DOH funding. It is a breakdown of future needs. She would like to use On-site Insight for this assessment as they have done an assessment for the THA in the past (2013). This company is respected by CHFA and DOH, they are number one in the field and they will get the job done. The cost is \$3,500. Ms. Polansky did not obtain other quotes because this company is well-known by the State and most likely, the cost would be higher. This assessment

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should be good for five years. Mrs. Pederson felt this cost should be included in the budget in the future when the assessment is due to be repeated. Mr. Geel noted the CNA will not keep the rent increases from being recommended. Ms. Polansky noted she can use this when requesting funding. Mrs. Anderson felt this would be a good tool to use when budgeting in the future. The Joint Review of Preliminary Report will be open to the Board. Funding will be from the UI incentives. Mrs. Anderson moved to approve the On-site InSight quote of \$3,500 for the CNA for the Congregate. Seconded by Mrs. Bova and approved by unanimous consent.

3. Review of the 2019 and 2020 Audit Reports and Consideration of a Motion to Approve – Mrs. Anderson reviewed the audits noting the 2020 audit had some risk assessment not in the prior audit. Brief discussion was held regarding the following - more information will be required from Mr. Geel:
 - a. The Director terms in the 2020 document are incorrect.
 - b. Both audits have been submitted to the State and we are in compliance with state requirements.
 - c. Interest rate risk - no formal investment policy.
 - d. Credit risk – no limits on the amount invested with one issuer.
 - e. No mention in the document of the Trumbull Housing Corporation (THC). HTCC grants are held by the THC but not cited in the document as the organization holding the funding.

Mrs. McGannon asked if there was a remedy to correct the errors in the document. Mr. Geel noted he will speak with the auditors and disclose and discuss. Mrs. Anderson moved to table the approval of the audit reports. Seconded by Mrs. Pederson and approved by unanimous consent

Resident Comments

Debbie VanScoy and Maryann Carrol are concerned for the residents and discussed the incident of 17 Congregate residents becoming ill after eating food supplied by the vendor. They did not feel it was a virus. They felt the quality and quantity of the food supplied by the vendor has decreased. Mrs. McGannon suggested they work with the Chef and Ms. Polansky to express their concerns. Ms. Polansky noted any changes to the food service will be made immediately once agreed upon.

Adjournment

Motion was made to adjourn the meeting at 6:50 pm by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

Accountant's Compilation Report

To the Board of Commissioners
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of September 30, 2021, and the related operating statement with the budget for the three-month period then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company
Certified Public Accountants

Bristol, Connecticut
October 21, 2021

Trumbull Housing Authority

Balance Sheet

September 2021

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	64,919	(1,128)	63,791
1112 Stern Village Development Funds	36,725	(36,725)	0
1113.3 STIF	506,922	33	506,955
1117 Petty Cash	175	0	175
TOTAL CASH	608,741	(37,820)	570,921
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	14,231	(13,395)	835
1122.1 Accounts Receivable - Manual	5,365	622	5,987
1123.1 Allowance for Collection Loss	(15,343)	14,598	(745)
TOTAL ACCOUNTS RECEIVABLE	4,253	1,825	6,078
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	402,164	(15,361)	386,804
1129.8 Sundry AR- New 501(c)3	1,060	0	1,060
1191 Cash - Security Deposits	1,312	1,150	2,462
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	1,783	8,769	10,552
TOTAL OTHER CURRENT ASSETS	409,325	(5,442)	403,883
TOTAL CURRENT ASSETS	1,022,319	(41,437)	980,882
NONCURRENT ASSETS			
WORK IN PROGRESS			
1305 HTCC Funding & Expenses	49,900	0	49,900
1305.1 HTCC- Consultant Fee & Expenses	5,000	0	5,000
1405.1 Architect Fees	110,730	0	110,730
1405.2 Environmental Consultant	3,650	0	3,650
1405.3 Legal Fees for Development	770	0	770
1405.4 Marketing Consultant	1,080	0	1,080
1405.9 Development Radon & Asbestos	63,750	0	63,750
1406 Construction in Progress	719,895	0	719,895
1406.01 CIP - General Requirements - SSHP	217,700	0	217,700
1406.011 CIP - OH&P - SSHP	238,049	0	238,049
1406.012 CIP - Bond Premium - SSHP	53,529	0	53,529
1406.013 CIP - Permits and Other - SSHP	13,838	0	13,838
1406.021 CIP - Site Work - Radon - SSHP	17,000	58,529	75,529
1406.023 CIP - Site Work - Topsoil - SSHP	67,485	0	67,485
1406.024 CIP - Site Work - Demolition - SSHP	23,603	0	23,603
1406.025 CIP - Sitework - Paving - SSHP	612,275	0	612,275
1406.026 CIP - Sitework - Curbing - SSHP	41,700	0	41,700
1406.027 CIP - Sitework - Paving/Walkways - SSHP	28,504	0	28,504
1406.028 CIP - Sitework - Other	35,000	0	35,000
1406.061 CIP - Carpentry - Moulding - SSHP	13,002	0	13,002
1406.062 CIP - Carpentry - Trim - SSHP	97,803	0	97,803
1406.071 CIP - Thermal/Moisture - Insulation - SSHP	103,125	0	103,125
1406.072 CIP - Thermal/Moisture - Roofing - SSHP	771,846	0	771,846
1406.073 CIP - Thermal/Moisture - Soffit - SSHP	168,020	0	168,020
1406.074 CIP - Thermal/Moisture - Gutters - SSHP	155,470	0	155,470
1406.075 CIP - Thermal/Moisture - Siding - SSHP	37,945	0	37,945

Trumbull Housing Authority

Balance Sheet

September 2021

Program: State Elderly

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NONCURRENT ASSETS

WORK IN PROGRESS

1406.081 CIP - Doors - Exterior Doors - SSHP	247,950	0	247,950
1406.082 CIP - Doors - Interior Doors - SSHP	37,680	0	37,680
1406.083 CIP - Doors - Door Hardware - SSHP	13,804	0	13,804
1406.084 CIP - Doors - Specialty Doors - SSHP	57,572	0	57,572
1406.091 CIP - Finishes - Drywall - SSHP	67,598	0	67,598
1406.092 CIP - Finishes - Flooring - SSHP	65,742	0	65,742
1406.093 CIP - Finishes - Interior Painting - SSHP	63,715	0	63,715
1406.094 CIP - Finishes - Exterior Painting - SSHP	40,920	0	40,920
1406.102 CIP - Specialties - Porch Columns - SSHP	47,281	0	47,281
1406.111 CIP - Equipment - Cabinets - SSHP	54,104	0	54,104
1406.112 CIP - Equipment - Range - SSHP	12,697	0	12,697
1406.113 CIP - Equipment - Refrigerator - SSHP	15,150	0	15,150
1406.131 CIP - Special Construction - Community - SSHP	482,886	0	482,886
1406.151 CIP - Plumbing - Lav Fixtures - SSHP	36,755	0	36,755
1406.152 CIP - Plumbing - Shower/Tub - SSHP	35,523	0	35,523
1406.153 CIP - Plumbing - Hot Water Heaters	183,217	0	183,217
1406.154 CIP - Plumbing - Other - SSHP	40,509	0	40,509
1406.161 CIP - Electrical - Main Service Panel - SSHP	0	635	635
1406.162 CIP - Electrical - Rough Wiring - SSHP	125,977	1,989	127,966
1406.163 CIP - Electrical - Switches - SSHP	188	0	188
1406.164 CIP - Electrical - Lighting Fixtures - SSHP	8,039	0	8,039
1406.165 CIP - Electrical - Emergency Call for Aid - SSHP	2,491	0	2,491
1406.190 CIP - Construction Contingency - SSHP	13,330	0	13,330
1406.21 A&E - Contract Admin	89,850	0	89,850
1406.22 CIP - Engineering - SSHP	2,915	0	2,915
1406.23 Surveys	11,402	0	11,402
1406.4 Soft Costs - Legal Counsel - SSHP	18,224	0	18,224
1406.41 CIP - Title Insurance - SSHP	16,292	0	16,292
1406.46 CIP - Development Consultant - SSHP	114,500	0	114,500
1406.47 Soft Costs - Relocation - SSHP	58,739	0	58,739
1406.48 Soft Costs - Contingency - SSHP	40,553	0	40,553
TOTAL WORK IN PROGRESS	5,656,270	61,153	5,717,422

FIXED ASSETS

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	687,359	0	687,359
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	640,513	0	640,513
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,234,089)	(1,282)	(6,235,371)
TOTAL FIXED ASSETS	710,226	(1,282)	708,943

TOTAL NONCURRENT ASSETS

6,366,496 59,870 6,426,366

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(317)	272	(45)
2114 Deposit Liability	(1,317)	(1,150)	(2,467)
2114.9 Manual Entry	(280)	0	(280)

Trumbull Housing Authority

Balance Sheet

September 2021

Program: State Elderly

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2117.1 Employee Pension	0	0	0
2117.3 Employee Med Premiums Withheld	0	0	0
2119 Sundry Accounts Payable	(300)	0	(300)
2135 Accrued Payroll	(4,035)	0	(4,035)
2135.1 Accrued Compensated Absence	(21,047)	0	(21,047)
2137 Accrued P.I.L.O.T.	(49,241)	(2,089)	(51,330)
2220.3 Prepaid Rents	(5,009)	(622)	(5,631)
TOTAL OTHER CURRENT LIABILITIES	(81,545)	(3,589)	(85,135)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(32,615)	3,431	(29,184)
2111 Accounts Payable	(37,117)	(5,920)	(43,037)
TOTAL ACCOUNTS PAYABLE	(69,732)	(2,489)	(72,220)

TOTAL CURRENT LIABILITIES

(151,277) (6,078) (157,355)

EQUITY

2830.1 Income & Expense Clearance	(6,295,667)	0	(6,295,667)
2830.1 Income & Expense Clearance (Current Year)	(17,896)	(12,356)	(30,251)
2900 Net Investment in Capital Assets	(243,943)	0	(243,943)
2910 Unrestricted Net Position	(680,032)	0	(680,032)
TOTAL EQUITY	(7,237,538)	(12,356)	(7,249,893)

PROOF

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Trumbull Housing Authority
Operating Statement
Three Months Ending 09/30/2021
Program: State Elderly Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	59,090	55,545	3,545	174,143	166,635	7,508	666,540	(492,397)
3100.1 Rental Income-Excess of Base	21,891	23,380	(1,489)	66,387	70,140	(3,753)	280,560	(214,173)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacany Loss	(4,650)	(3,946)	(704)	(14,050)	(11,839)	(2,211)	(47,355)	33,305
TOTAL RENTAL INCOME	76,331	74,979	1,352	226,538	224,936	1,602	899,745	(673,207)
OTHER INCOME								
3510 Sales & Service To Tenants	0	150	(150)	0	450	(450)	1,800	(1,800)
3610 Interest Income	33	50	(17)	125	150	(25)	600	(475)
3620 Other Income	0	100	(100)	1,784	300	1,484	1,200	584
3620.1 Laundry Income	0	800	(800)	1,737	2,400	(663)	9,600	(7,863)
3620.3 Miscellaneous Income	0	0	0	84	0	84	0	84
TOTAL OTHER INCOME	33	1,100	(1,067)	3,730	3,300	430	13,200	(9,471)
ADMINISTRATIVE								
4120 Salaries	14,218	15,403	1,185	46,862	46,209	(653)	184,835	137,973
4130 Legal & Other Outside Services	545	1,000	455	2,108	3,000	892	12,000	9,892
4131 Bookkeeping	1,200	1,200	0	3,600	3,600	0	14,400	10,800
4131.1 Audit Fees	638	750	113	1,913	2,250	338	9,000	7,088
4131.2 Independent Controller	4,400	4,767	367	13,200	14,300	1,100	57,200	44,000
4151 Office Supplies	689	600	(89)	1,637	1,800	163	7,200	5,563
4153 Travel	98	125	27	98	375	277	1,500	1,402
4159 Other Office Expense	0	417	417	1,163	1,250	87	5,000	3,837
4159.1 Other Office Advertising	630	208	(422)	630	625	(5)	2,500	1,870
4159.2 Other Office Computer	1,163	900	(263)	2,086	2,700	614	10,800	8,714
4159.3 Other Office Telephone	449	467	18	952	1,400	448	5,600	4,648
4159.5 Dues	595	0	(595)	815	0	(815)	0	(815)
4159.7 Other Office Postage	0	0	0	55	0	(55)	0	(55)
4160 Pensions & Other-Health Ins.	4,038	4,000	(38)	11,270	12,000	730	48,000	36,730
4160.1 Pension & Other - 457	1,208	700	(508)	2,185	2,100	(85)	8,400	6,215
4160.4 Pension & Other - Life	148	150	2	443	450	7	1,800	1,357
4161 Payroll Taxes	1,993	2,711	718	6,741	8,133	1,392	32,532	25,791
TOTAL ADMINISTRATIVE	32,010	33,397	1,387	95,757	100,192	4,435	400,767	305,010
4200 Tenant Services	0	0	0	243	0	(243)	0	(243)
UTILITIES								
4310 Water	2,079	2,583	504	8,062	7,750	(312)	31,000	22,938
4320 Electric	1,452	2,563	1,110	4,469	7,688	3,219	30,750	26,281
4330 Gas	134	190	55	535	569	34	2,275	1,740
4350 Cable/Television	267	350	83	765	1,050	285	4,200	3,435
TOTAL UTILITIES	3,933	5,685	1,752	13,831	17,056	3,225	68,225	54,394
MAINTENANCE								
4410 Salaries Maintenance	12,079	13,210	1,131	41,131	39,631	(1,500)	158,524	117,393
4420 Supplies	2,365	1,583	(782)	8,255	4,750	(3,505)	19,000	10,745
4430 Contract Services	1,865	1,042	(823)	3,501	3,125	(376)	12,500	8,999
4430.2 Exterminating Contracts	70	100	30	140	300	160	1,200	1,060

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430.3 Heating	1,225	2,621	1,396	2,590	7,863	5,272	31,450	28,860
4430.5 Misc Elec & Plumbing	358	0	(358)	1,352	0	(1,352)	0	(1,352)
4430.7 Snow Removal	0	167	167	0	500	500	2,000	2,000
4440 Maint. Shop Equip.	531	771	240	1,573	2,313	740	9,250	7,677
4490 Miscellaneous Operating and Maint. - Appliances	1,287	933	(354)	1,287	2,800	1,513	11,200	9,913
TOTAL MAINTENANCE	19,780	20,427	647	59,828	61,281	1,453	245,124	185,296
OTHER								
4710 Refuse Removal	0	1,679	1,679	4,748	5,038	290	20,150	15,403
4711 Insurance	4,190	4,383	194	13,402	13,150	(252)	52,600	39,198
4711.3 Worker's Compensation	724	917	193	2,093	2,750	657	11,000	8,907
4715 P.I.L.O.T.	2,089	2,089	0	6,267	6,268	1	25,072	18,805
TOTAL OTHER	7,003	9,069	2,066	26,510	27,206	696	108,822	82,312
CAPITAL								
6600 Depreciation Expense	1,282	0	(1,282)	3,847	0	(3,847)	0	(3,847)
TOTAL CAPITAL	1,282	0	(1,282)	3,847	0	(3,847)	0	(3,847)
SURPLUS	12,356	7,501	4,855	30,251	22,502	7,749	90,007	(59,756)

Trumbull Housing Authority

Balance Sheet

September 2021

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	109,437	29,467	138,904
1113.3 STIF Investment 1235575430	9,473	1	9,474
1117 Petty Cash	200	0	200
TOTAL CASH	119,110	29,468	148,577
TOTAL CHECKING/SAVINGS	119,110	29,468	148,577
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	17,592	(12,677)	4,915
1122.9 Accounts Receivable - Manual	1,761	(2,321)	(560)
1123.1 Allowance For Collection Loss	(16,102)	15,515	(587)
TOTAL ACCOUNTS RECEIVABLE	3,251	517	3,768
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	1,056	0	1,056
1211 Unexpired Insurance	553	1,154	1,707
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	1,411	1,154	2,565
TOTAL CURRENT ASSETS	123,772	31,139	154,911
FIXED ASSETS			
1405.1 Legal Costs	1,368	0	1,368
1406.1 Small Cities Grant 2019	892,692	0	892,692
1420 Buildings	2,791,716	20,863	2,812,579
1425 Building Equipment	14,841	0	14,841
1430 Furniture & Equipment	94,348	0	94,348
1440 Capital Improvements	335,416	0	335,416
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(2,921,979)	(1,672)	(2,923,651)
TOTAL FIXED ASSETS	1,212,234	19,191	1,231,425
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(21,692)	11,910	(9,781)
2111 Accounts Payable	(21,344)	(26,194)	(47,538)
TOTAL ACCOUNTS PAYABLE	(43,036)	(14,284)	(57,320)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(1,550)	(50)	(1,600)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(402,165)	15,361	(386,804)
2119.9 Sundry AP-DOH	(2,717)	0	(2,717)
2135 Accrued Salaries & Wages	(1,215)	0	(1,215)
2135.1 Accrued Compensated Absences	(6,347)	0	(6,347)
2137 Accrued P.I.L.O.T	(7,044)	(335)	(7,379)
2220.1 Deferred Revenue-Subsidy	14,171	(22,556)	(8,385)
2220.2 Deferred Revenue-RAP	(13,725)	(3,873)	(17,598)

Trumbull Housing Authority

Balance Sheet

September 2021

Program: Congregate

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2220.3 Prepaid Rents

(1,761)	(543)	(2,304)
---------	-------	---------

TOTAL OTHER CURRENT LIABILITIES

<u>(422,101)</u>	<u>(11,996)</u>	<u>(434,098)</u>
------------------	-----------------	------------------

TOTAL CURRENT LIABILITIES

<u>(465,137)</u>	<u>(26,280)</u>	<u>(491,417)</u>
------------------	-----------------	------------------

TOTAL EQUITY

2830.1 Income & Expense Clearing

(901,083)	0	(901,083)
-----------	---	-----------

2830.1 Income & Expense Clearing (Current Year)

(7,026)	(24,050)	(31,076)
---------	----------	----------

2900 Net Investment in Capital Assets

(74,696)	0	(74,696)
----------	---	----------

2910 Unrestricted Net Position

111,936	0	111,936
---------	---	---------

TOTAL TOTAL EQUITY

<u>(870,869)</u>	<u>(24,050)</u>	<u>(894,918)</u>
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PROOF

<u>0</u>	<u>0</u>	<u>0</u>
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Trumbull Housing Authority
Operating Statement
Three Months Ending 09/30/2021
Program: Congregate Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	13,254	13,687	(433)	40,099	41,061	(962)	164,244	(124,145)
3102.3 Rental Income-RAP	2,586	2,153	433	7,421	6,459	962	25,836	(18,415)
3210 Vacancy Loss	(880)	(792)	(88)	(1,760)	(2,376)	616	(9,504)	7,744
TOTAL RENTAL INCOME	14,960	15,048	(88)	45,760	45,144	616	180,576	(134,816)
OTHER INCOME								
3510 Sales & Services To Tenants	0	42	(42)	0	125	(125)	500	(500)
3610 Interest Income	1	1	0	2	3	0	10	(8)
3620 Other Income	0	42	(42)	1,996	125	1,871	500	1,496
3620.2 Laundry Income	0	350	(350)	745	1,050	(305)	4,200	(3,455)
TOTAL OTHER INCOME	1	434	(433)	2,743	1,303	1,441	5,210	(2,467)
CAPITAL GRANTS								
3680 Other Income-UI Incentives	28,758	0	28,758	28,758	0	28,758	0	28,758
3980 Grant Income - Capital Grant - Unrestricted	0	0	0	2,512	0	2,512	0	2,512
TOTAL CAPITAL GRANTS	28,758	0	28,758	31,270	0	31,270	0	31,270
ADMINISTRATIVE								
4120 Salaries	3,216	3,484	268	10,486	10,451	(35)	41,805	31,319
4130 Outside Services	2,994	75	(2,919)	4,836	225	(4,611)	900	(3,936)
4131 Bookkeeping	150	150	0	450	450	0	1,800	1,350
4131.1 Audit Fees	119	83	(35)	356	250	(106)	1,000	644
4132 Independent Controller	550	596	46	1,650	1,788	138	7,150	5,500
4151 Office Supplies	0	50	50	543	150	(393)	600	57
4151.1 Telephone & Answering Service	222	250	28	663	750	87	3,000	2,337
4159 Other Office Expense	129	125	(4)	129	375	246	1,500	1,371
4159.1 Credit Checks	0	125	125	0	375	375	1,500	1,500
4160 Pension & Other-Health Ins.	706	699	(7)	1,955	2,097	142	8,388	6,433
4160.1 Pension & Other 457	229	123	(107)	415	368	(47)	1,470	1,055
4160.4 Pension & Other Life	16	15	(1)	49	46	(4)	182	133
4161 Payroll Taxes	318	470	152	1,058	1,411	353	5,645	4,587
TOTAL ADMINISTRATIVE	8,650	6,245	(2,405)	22,590	18,735	(3,855)	74,940	52,350
UTILITIES								
4310 Water	1,236	875	(361)	2,638	2,625	(13)	10,500	7,862
4320 Electric	4,273	1,679	(2,594)	6,785	5,038	(1,747)	20,150	13,365
4330 Gas	392	1,021	629	1,104	3,063	1,959	12,250	11,146
4350 Cable Television	582	310	(272)	1,164	930	(234)	3,720	2,556
TOTAL UTILITIES	6,483	3,885	(2,598)	11,690	11,655	(35)	46,620	34,930
MAINTENANCE								
4410 Salaries Maintenance	1,331	1,468	137	4,284	4,404	120	17,614	13,330
4420 Supplies	0	154	154	0	463	463	1,850	1,850
4430 Contract Services	240	1,025	785	943	3,075	2,132	12,300	11,357
4430.2 Exterminating Contracts	0	42	42	95	125	30	500	405
4430.5 Elevator Maint. Contract	0	175	175	0	525	525	2,100	2,100
4430.6 Heating Contracts	0	394	394	0	1,181	1,181	4,725	4,725
4440 Maint. Shop Equip	0	0	0	160	0	(160)	0	(160)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4490 Miscellaneous Operating & Maintenance	0	331	331	0	993	993	3,970	3,970
TOTAL MAINTENANCE	1,571	3,588	2,017	5,482	10,765	5,283	43,059	37,577
OTHER								
4710 Refuse Removal	0	188	188	528	565	38	2,260	1,733
4711 Insurance	615	550	(65)	1,846	1,650	(196)	6,600	4,754
4711.3 Worker's Compensation	109	90	(19)	326	270	(56)	1,080	754
4715 P.I.L.O.T.	335	335	0	1,005	1,005	0	4,019	3,014
TOTAL OTHER	1,059	1,163	104	3,705	3,490	(215)	13,959	10,254
RESERVE PROVISIONS								
6600 Depreciation Expense	1,672	0	(1,672)	5,016	0	(5,016)	0	(5,016)
TOTAL RESERVE PROVISIONS	1,672	0	(1,672)	5,016	0	(5,016)	0	(5,016)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	17,138	18,050	(912)	53,237	54,150	(914)	216,600	(163,364)
7030.1 State Subsidy-Core	10,564	10,750	(186)	33,164	32,250	914	129,000	(95,836)
7030.2 State Subsidy-Expanded Core	5,205	2,025	3,180	9,255	6,075	3,180	24,300	(15,045)
TOTAL SERVICES INCOME	32,907	30,825	2,082	95,656	92,475	3,181	369,900	(274,245)
SERVICES EXPENSE								
8101 Bookkeeping	700	746	46	2,100	2,238	138	8,950	6,850
8102 Housing Management Salaries	1,418	1,536	118	4,609	4,609	0	18,434	13,826
8105 Health Insurance	219	43	(176)	612	128	(484)	512	(100)
8105.1 Fringe Benefits-Pension	61	217	156	111	651	540	2,603	2,492
8106 Payroll Taxes 8106	225	368	143	750	1,105	355	4,418	3,668
8107 Worker's Compensation	19	16	(3)	58	48	(10)	190	132
8108 Contract Services	10,560	11,354	794	36,296	34,063	(2,233)	136,250	99,954
8201 Chore Service Salary	1,350	1,182	(168)	4,297	3,547	(750)	14,186	9,889
8202 Cleaning Of Common Areas	0	296	296	0	887	887	3,546	3,546
8204 Cleaning Supplies	(846)	196	1,042	314	588	273	2,350	2,036
8301.1 Food Services - Exc.	12,090	12,264	174	36,180	36,792	612	147,168	110,988
8303 Supplies/Utensils	95	179	84	120	536	416	2,145	2,025
8304 Utilities Expense	656	383	(273)	1,170	1,150	(20)	4,598	3,428
8402 Supplies	0	21	21	0	63	63	250	250
9001 Resident Services Coordinator	894	1,485	591	2,843	4,455	1,612	17,820	14,977
9002 Wellness/Preventive Program	5,700	540	(5,160)	6,413	1,620	(4,793)	6,480	68
TOTAL SERVICES EXPENSE	33,142	30,825	(2,317)	95,869	92,475	(3,394)	369,900	274,031
SURPLUS	24,050	601	23,449	31,076	1,802	29,274	7,208	23,868

**Trumbull Housing Authority
Financial Highlights for September 30, 2021**

From July 1, 2021 to September 30, 2021, the overall gain of the Housing Authority was \$61,327. Further, the Operating gain before capital grants and depreciation was \$38,920, of which, \$34,098 is attributable to the Village, and \$4,822 to Congregate.

For Stern Village, the current month's operating gain was \$13,638 compared to the budgeted gain of \$7,501. The higher than expect gain is attributable to a five-week payroll month. For the year, rental revenues have met budgeted amounts while total expense have been slightly under budget, primarily due to lower administrative expenses.

For Congregate, the current month's operating gain was \$949 compared to a budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date.

The overall cash position of the Authority, including reserves is \$713,074, which includes \$36,725, reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	6/30/2021	8/31/2021	9/30/2021	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 101,819	\$ 63,966	\$ (40,194)
Accounts Payable	\$ 75,128	\$ 69,732	\$ 72,220	\$ 2,908
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ 8,755
Reserves	\$ 506,831	\$ 506,922	\$ 506,955	\$ 124
<i>Excess Cash</i>	\$ (46,759)	\$ (49,458)	\$ (93,389)	
Congregate				
Cash	\$ 90,274	\$ 100,887	\$ 139,104	\$ 48,830
Accounts Payable	\$ 26,174	\$ 34,286	\$ 57,320	\$ (31,146)
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ (8,755)
Reserves	\$ 9,471	\$ 9,473	\$ 9,474	\$ 3

Congregate cash has increased due to UI Energy Incentive funds along with a month of retained funds due to Village. It's anticipated that a majority of the incentive funds are to be expended on projects in the coming months. Village cash decreased due to payment of Radon abatement work related to the SSHP project totaling \$61,000. It's expected that these funds, will be reimbursed upon project closeout later this year.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>9/30/2021</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,190)	53
Over One Month Rent	\$ 3,051	4	\$ 1,846	3
Inactive AR	\$ 13,307	44	\$ 1,180	6
Total	<u>\$ 13,044</u>	<u>98</u>	<u>\$ 836</u>	<u>62</u>
Congregate				
One Month or Less	\$ 606	5	\$ 2,731	7
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,184	4
Total	<u>\$ 16,121</u>	<u>16</u>	<u>\$ 4,915</u>	<u>11</u>

Tenant balances remain predominantly current, and staff is working with residents to settle small credit balances at the Village. Congregate balances due for active residents were paid in October 2021.

Housing Authority Small Improvement Program (HASIP)

Applicant Checklist

Please complete and submit this checklist with your application.

HOUSING AUTHORITY TOWN OF TRUMBULL

Name of Housing Authority (Legal Name)

- Signed Application
- Resolution or Signatory Authorization
- Documentation justifying requested funding
- Evidence of Matching Funds
(Capital Improvement Fund only)

Signature of Housing Authority Executive Director

Date

Housing Authority Small Improvement Program (HASIP)



Capital Improvement Fund Resident Fund

Application

*(Please use a separate application for each development.)
 Applications accepted until all funds are committed.*

Housing Authority Town of Trumbull	200 Hedgehog Circle, Trumbull, CT 06611	
Name of Housing Authority (Legal Name)	Address of Housing Authority	
Harriet Polansky, Executive Director		
Contact Name and Title		
Harriet@sternvillage.com	203-261-5740 X2	203-268-7870
Contact E-Mail Address	Phone Number	Fax Number
Stern Village	\$ 4,994.74	\$ 4,994.74
Name of Property to be Assisted	Total Program Cost	Total Amount Requested

PURPOSE OF FUNDS AND ESTIMATED START DATE:

To provide a Safety Program to Stern Village residents to assist them during a power outage, allow them to walk their dog at night without falling, and allow them to get to our Community Room safely. The Safety Program will include: a Safety Kit: 1 lantern, 1 portable radio and additional batteries. We will have a First Responder from the Trumbull Fire Department do a presentation for the residents on safety and the danger of using candles which can be a fire hazard. t. Start Date: November 1, 2021.

Who will the Improvement/Activity Serve?

<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Congregate	<u>194</u> Number of Residents	<u>45</u> Number of Disabled
<input type="checkbox"/> Moderate Rental	<input type="checkbox"/> Affordable Housing	<u> </u> Number of Children Served	<u>186</u> Number of Units

HOW WILL THE UTILIZATION OF THESE FUNDS ENHANCE THE LIVES OF THE RESIDENTS AT THIS PROPERTY?

Our Community Room is the hub of Stern Village; it has a generator in the event of a power outage. Residents are encouraged to go to the Community Room during a power outage. Many residents walk their dogs at night or have to leave for work before sunrise. Our goal is to ensure our residents are safe and less anxious, especially if the power goes out and to prevent falling if they need to go out at night.

MATCHING FUNDS: (Please provide evidence of matching funds and how total program cost will be funded.)

DESCRIBE THE PROGRAM: (Use of funds, resources needed, i.e., 10 yoga mats @ \$20ea = \$200)

LED, battery powered lanterns for emergency light for storm or outages: 250 @ \$6.50 ea= \$1,625 Battery powered, portable transistor radio: 222 @ \$13.99 ea= \$3,105.78. Batteries: ACDelco 300-Count AA Batteries 4 packs at \$65.99 ea=\$263.96 This includes extras to keep on hand. Information on what to during a power outage and information on fire prevention will be included.

WHAT WILL BE THE FREQUENCY AND LENGTH OF THE PROGRAM?

The Safety Program will yearly and on-going.

I understand that the funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies, and procedures of CHFA and the State of Connecticut. I also understand that any changes in the use of funds must be approved by CHFA in writing prior to an expenditure of funds. Funds may be reclaimed at any time for violations of any terms, conditions, and requirements of this agreement. A confirmation of the use of funds and evidence of any payment shall be due to CHFA 60 days after the effective date of the Funding Agreement.

Signature of Housing Authority Executive Director	Date
---	------



ACDelco 300-Count AA Batteries, Maximum Power Super Alkaline Battery, 10-Year Shelf Life

Visit the Powermax USA Store

★★★★★ 2 ratings

Price: **\$65.99** (\$0.22 / Count) & **FREE Returns**

Buy now, pay later with 30-day terms. Select Pay by Invoice at checkout.

Size: **300 Count**

20-Count

\$7.99
(\$0.40 / Count)

24-Count

\$7.78
(\$0.32 / Count)

40-Count

\$11.29
(\$0.28 / Count)

48 Count (Pack of 1)

\$12.80
(\$0.27 / Count)

60 Count (Pack of 1)

\$16.94
(\$0.28 / Count)

100 Count (Pack of 1)

2 options from \$25.08

200 Count (Pack of 1)

\$43.36
(\$0.22 / Count)

300 Count

\$65.99
(\$0.22 / Count)



Roll over image to zoom in

PowerBear Portable Radio | AM/FM, 2AA Battery Operated with Long Range Reception for Indoor, Outdoor & Emergency Use | Radio with Speaker & Headphone Jack (Black)

[Visit the PowerBear Store](#)

★★★★☆ 8,250 ratings | 38 answered questions

Amazon's Choice for "transistor radio"

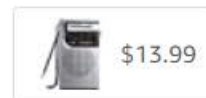
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Color: **Black**



Power Source	Battery Powered
Brand	PowerBear
Radio Bands Supported	2-Band
Color	Black
Hardware Interface	3.5mm Audio
Connectivity	All
See more	



Roll over image to zoom in

Vont 4 Pack LED Camping Lantern, LED Lanterns, Suitable Survival Kits for Hurricane, Emergency Light for Storm, Outages, Outdoor Portable Lanterns, Black, Collapsible, (Batteries Included)

Brand: Vont



40,297 ratings | 257 answered questions

Amazon's Choice

for "battery lantern"



Climate Pledge Friendly

List Price: \$27.99

Business Price ▼ **\$25.99** (\$6.50 / Piece)

You Save: **\$2.00** (7%)

Pay invoices how you want. Make payments through wire, check, or ACH online.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Color	Black
Style	Compact
Light Source Type	LED
Power Source	Battery Powered
Material	Polypropylene, Acrylonitrile Butadiene Styrene

About this item

- **Bright & Lasting:** Equipped with 30 crazy bright LEDs, this compact lantern cuts through 360 degrees of darkness to illuminate the surrounding environment. Easy light