

Trumbull Housing Authority – February 21, 2023

Trumbull Housing Authority Virtual Meeting
February 21, 2023
6:00 pm

Commissioners Present: Chairman, Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Paulette Mack, Executive Director; Daisy Torres, Congregate Manager (entered at 6:10pm) and Lisa LaBella

The meeting was called to order by Mrs. McGannon at 6:07 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Report of Director of Finance

Ms. Mack reported the following for Mrs. Cantafio:

1. Work orders continue to be finished in a timely manner.
2. Continuing to work on policies.
3. Meeting with Ms. Vera regarding the new Tenant Packages.
4. Continuing to monitor purchasing/ordering for all departments.

Approval of Minutes

Motion was made by Mrs. Anderson to postpone the approval of the January 21, 2023 Workshop and the January 24, 2023 regular meeting minutes so that they can be posted with the agenda in March.

Report of Congregate Manager

Ms. Torres reported the following:

1. Three apartments are empty with two being ready for occupancy.
2. Work orders are good in the Congregate.
3. The residents have been good with minimal problems since they started to have more gatherings such as meals. They do have other programs throughout the month for the residents.

Mrs. McGannon noted they will need to discuss a possible rent increase in the Congregate. She noted a resident meeting would need to be held. Discussion was held regarding the time frame for notification to the residents with Ms. Mack indicating she had received the information from DOH. This will be shared with the Board and Ms. Torres. According to the information received –

1. Letters should be sent out in February to the tenants.
2. Provide tenants with a 30-day written notice regarding consideration of the rental charge increase.
3. February/March are tenant recertifications.
4. Hold a rent increase meeting before April 16 in order to submit the budget to DOH within 15 days.

Ms. Mack and Ms. Torres will develop a timeline and a meeting will be scheduled with Mr. Geel.

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Thank you to Ms. Mack, Ms. Vega, Mrs. Cantafio and the Knights of Columbus for coming in on Saturday to assist with the Trumbull Helps dinner. Approximately 45-50 residents attended and residents were very enthusiastic about the event. Valentine’s Day cards were on each table for the residents made by students in the elementary schools. They will return in May and during the summer for other dinners. Mrs. McGannon noted she has been in touch with a member of the YMCA regarding exercise programs. They will see if they can provide someone once or twice a week as well as a nutritionist who may be able to come and speak to the resident monthly.

Treasurer’s Report and Discussion of Financials

Mrs. Bova reported for the seven-month period ended January 31, 2023. The overall loss of the Housing Authority was (\$26,694). However, the Operating Gain, before capital activity and depreciation, was \$37,494, of which \$18,890 is attributable to Stern Village and \$18,604 to Congregate.

Stern Village had a current month’s Operating Gain of \$5,686 compared to a budgeted gain of \$7,500. The month’s loss is near budgeted amounts despite vacancy loss being \$7,000 over budgeted amounts. In addition, January was a 5-week month for payroll which contributed to the overbudget maintenance salary account. For the year, vacancy loss is now \$30,000 over budget. However, rental revenue is within \$7,000 of budget, suggesting revenues could end up meeting budgeted goals by year end. Maintenance continues to be the sole significant area over budget due to additional staff and costs to turn vacant units throughout the year.

For Congregate, the current month’s Operating Loss was (\$3,273) compared to a budgeted gain of \$1,083. The month’s loss relates not only to 5-week payroll month but also an additional bi-weekly security guard billing this month. For the year, both revenue and expenses are closely within budgeted amounts. As a result, Congregate continues to exceed reserve deposit goals by almost \$12,000 so far this year.

The overall cash position of the Authority, including reserves, is \$640,975.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2022</u>	<u>12/31/22</u>	<u>1/31/2022</u>	<u>YTD Change</u>
Cash	\$103,203	\$ 59,881	\$ 56,745	\$(46,458)
Accounts Payable	\$ 65,441	\$ 92,413	\$ 83,030	\$(17,589)
Interprogram Loan	\$355,881	\$352,435	\$380,045	\$ 24,164
Reserves	\$507,142	\$515,841	\$517,808	\$ 10,666
Excess Cash	\$ (73,436)	\$ (85,053)	\$ (85,306)	
Congregate				
Cash	\$ 59,264	\$ 56,635	\$ 57,740	\$ (1,524)
Accounts Payable	\$ 35,652	\$ 19,912	\$ 19,419	\$ 16,233
Interprogram Loan	\$355,881	\$352,435	\$380,045	\$ (24,164)
Reserves	\$ 9,499	\$ 9,640	\$ 9,676	\$ 177

Congregate and Village loan balances have increased this month pending receipt of DOH subsidy which has yet to be received. Management expects to make a reserve contribution and repay the loan balance increase with the subsidy within the coming weeks. Village cash position continues to struggle as well.

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The Development Cost Certification was submitted to CHFA and is currently pending review. development.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2022</u>	<u># of Tenants</u>	<u>1/31/2022</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (2,953)	46	\$ (5,809)	55
Over One Month Rent	\$ 3,578	4	\$ 5,883	5
Inactive AR	<u>\$ 1,744</u>	<u>10</u>	<u>\$ 5,554</u>	<u>11</u>
Total	\$ 2,369	60	\$ 5,628	71
 Congregate				
One Month or Less	\$ (960)	5	\$ (1,423)	6
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 2,184</u>	<u>4</u>	<u>\$ 2,869</u>	<u>5</u>
Total	\$ 1,224	9	\$ 1,446	11

Mrs. Anderson questioned if the DOH subsidy had been received since the report was written. Ms. Mack noted it had not but should be received soon. She also asked that the Financial Report be dated for clarification of a timeline. It was confirmed the write-offs on the AR are people who have passed away.

Ten units in the Village are now open with eight units ready for rent. There are 90 individuals on the waiting list. It is now a matter of confirming backgrounds and paperwork. It is expected units will be filled soon. Mrs. Cantafio and Ms. Vega are working with the wait list since there have been many changes for various reasons. The wait list will be posted on the website. Interviews for seven people have been scheduled for the next week or so. They follow the Tenant Selection Policy for both the Village and Congregate.

Executive Director's Report

Ms. Mack reported the following:

1. Four rent recertifications were done.
2. Four new residents came in on February 15. They paid half of their rent because they came in on the 15th plus the security deposit.
3. A few residents have not paid for February and they have been notified the rent check is required by the end of this week.
4. In contact with three attorneys for applicants that need legal advice.
5. Men's Club did a Valentine's Day luncheon on February 15.
6. DOH has been contacted regarding the rent increase process.
7. Seven interviews are coming up for the open rental units.
8. Jim Zygmunt, IT, has provided free monitors for the staff so each one can have two.
9. Valentine's Day dinner went very well and they are looking forward to working with Trumbull Helps in the future.
10. PH Webb was contacted and the new auditor has been set up to get information regarding Stern Village.

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Unfinished Business

New Business

Discussion of Congregate Rent Increase – Mrs. McGannon felt this discussion should be postponed until a timeline is established and a meeting with Mr. Geel is held.

Approval of Policies –

Admissions and Continued Occupancy Policy - Mrs. McGannon noted Mrs. Cantafio has consulted an attorney regarding the policy. Discussion is being held regarding a change in the lease agreement. Mrs. McGannon discussed the rules regarding notice to the tenants –

- 30-day notice to the tenants.
- An opportunity to comment.
- A summary and response before adopting any modification to the lease.

Should a change to the lease be required, the following steps would need to be taken -

- Noticed 45 days in advance.
- At least 45 days in advance, it needs to be posted in the newspaper for one day, two consecutive weeks.
- Posted in the main office and in all common areas regarding the substance of the proposed changes.
- The full policy has to be available in the office.
- Flyer or robo call to all the tenants stating the policy is available for review.
- At the public hearing, the policy change would be discussed, read into the record any comments, schedule a notice and hold a Board meeting to adopt the policy several days/a week later and summarize if the comments were incorporated.

Mrs. McGannon will work with Mrs. Cantafio on a timeline.

Maintenance Policy and Procedure Policy – **motion was made by Ms. Peterson to approve the policy. Seconded by Mrs. Bova and approved by unanimous consent.**

Maintenance Charge Policy – Discussion was held regarding the charge for clogged drains. **Mrs. Anderson motioned to table the approval of the policy until clarification can be made.** After discussion, it was agreed to add that with the third drain or toilet clog, the tenant would be charged which is current practice. Communal pipes would be the responsibility of the THA not the tenant. **Mrs. Anderson withdrew her motion to table. Motion was made by Mrs. Anderson to approve the policy with additions. Seconded by Ms. Peterson and approved by unanimous consent.**

Vehicle Use Policy – Revisions were reviewed as follows:

- Advertising the personal opinions of the operator and ETC (spelling).
- Driving is spelled wrong.
- Delete blank page 4.

Motion was made by Ms. Peterson to approve the policy. Seconded by Mrs. Anderson and approved by unanimous consent.

Ethics Policy – The policy had not been updated with the edits. **Motion was made by Ms. Pflueger to table the policy until it can be reviewed further. Seconded by Ms. Peterson and approved by unanimous consent.**

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Resident Comments

Michele Molner questioned the rent increase. Ms. Mack noted the increase being considered was for the Congregate but rent recertifications for the Village would take place in March as usual.

Ms. Mack welcomed Mrs. LaBella back to work today. She is looking forward to working with Ms. Vera and moving things forward.

Adjournment

There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 7:08 pm. Seconded by Ms. Peterson and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk