Trumbull Housing Authority Special Meeting
March 18, 2026
Stern Village Community Room
4:00 pm

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

Also Present: Jason Geel, Accountant; Dawn Cantafio, Director of Finance; Jackie Vega, Property Manager; Anne McGee, Congregate Manager and Lisa Alhabal, Resident Service Coordinator

Mrs. McGannon called the Special Meeting to order at 4:00 pm followed by Roll Call and the Pledge of Allegiance.

Report of Director of Finance
Mrs. Cantafio discussed the following:

1. The grant application information for Congressman Jim Himes was submitted to Rina Bakalar. Updated quotations were received for the upgrade of the Congregate elevator from a pulley to hydraulic system. Updated quotes for new locks for both Stern and Congregate doors were receive; Stern locks will be ADA compliant. Kitchen equipment was not included in this particular grant as the CNA was more appropriate. A new exhaust system for the Congregate kitchen will be considered to be included with the other upgrades. Total grant funding requested was $610,000; includes replacement of the doors and locks at the Congregate, HVAC for first and second floors, gutters, overhaul and modernization of the elevator, ADA locks for the doors at Stern Village and upgrades for the pull cords and horns at Stern. Unknown when this funding might be awarded; feedback has been positive. Ms. Vega and Mrs. Cantafio were thanked for the quick work done to complete this application. Mrs. McGannon obtained the necessary signatures and other necessary paperwork. She noted receiving this grant would cover many of the safety upgrades and ADA compliance requirements, releasing THA funds for other projects.
2. Recertifications are on schedule and almost completed.

Report of Congregate Manager
Mrs. McGee discussed the following:

1. Two empty units, 32 occupied. Units should be ready for lease in two weeks.
2. Wait List is 19.
3. A light St. Patrick's Day breakfast was held; 19 tenants attended.
4. The end of March will include a chips and dip social gathering.
5. Celebrating the invention of the game of Scrabble in April with a Scrabble tournament.
6. Celebrating National Penguin Day in April.
7. Looking forward to other outdoor activities as the weather improves.
8. The nurse's office in the Congregate was converted into a food pantry. The Trumbull Democratic Town Committee sponsored a food drive that filled it with donations.

Report of the Resident Service Coordinator

Ms. Alhabal discussed the following:

1. A St. Parick's Day breakfast was held for residents of Stern; much appreciated.
2. On February 28, a large food donation was received from the Trumbull Democratic Town Committee for the pantry. Tenants are coming in consistently. They are in need of paper goods and personal toiletries. These items will be put on the list for the next food drive. Sample size items are helpful.
3. On March 31, the rescheduled Super Foods for a Healthy Heart luncheon will be held.
4. Continuing to identify those residents who would benefit from in-home services. Some residents initially resistant to the idea, are learning more about the benefits and accepting the service. SWCAA will be speaking April 28 on the in-home services available.
5. Rescheduling the Paint and Sip for May.
6. SNAP benefits were discussed. One of the problems was discrepancy of when benefits were loaded onto the cards. This situation should straighten out now that people are aware of their dates for receiving the benefits. Mrs. Anderson suggested using the gift cards received from the food drive to purchase needed items for the pantry as noted. Individuals with EBT cash covers some of the items but not many residents have this coverage.

Report of Property Manager

Ms. Vega reported the following:

1. 176 units are occupied; of the 10 units remaining, 7 are ready. Two more will be completed by the contractor and the last by the Maintenance Staff.
2. Wait List is 83.
3. Obtaining quotes for landscaping. Looking to develop a scope of work that would help contractors provide a more informed quotation for the work.
4. Recertifications are almost complete; will be done by the end of the week.
5. Working on details for the Staff retreat on May 8.

Treasurer's Report and Discussion of Financials

Report will be given at the March 31, 2026 meeting including budget discussion.

New Business

1. Change in Directorship – Mrs. McGannon announced Paulette Mack has retired and Jackie Vega will be filling the position as Acting Interim Executive Director.
2. Discussion of Grant Application – discussed under Finance Director's Report.

Executive Session

Motion was made by Ms. Peterson to enter into Executive Session at 4:21 pm to discuss salary adjustments; seconded by Ms. Pflueger and approved unanimously. Attending the Session were the Board members, Ms. Vega and Mr. Geel. **Motion was made by Ms. Peterson to exit Executive Session at 6:15 pm; seconded by Ms. Pflueger and approved unanimously.**

Motion made by Mrs. Anderson to appoint Ms. Vega as Interim Director and make the salary adjustment discussed; seconded by Ms. Peterson and approved unanimously.

Public Comment
No public comment.

Adjournment
There being no further business, motion was made by Ms. Peterson to adjourn the meeting at 6:20 pm. Seconded by Mrs. Anderson and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk