Trumbull Housing Authority – March 31, 2026

Trumbull Housing Authority Meeting
Tuesday, March 31, 2026
5:00 pm

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

Also Present: Jacqueline Vega, Interim Executive Director; Dawn Cantafio, Director of Finance and Jason Geel, Accountant

Meeting was called to order at 5:01 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes
Ms. Pederson motioned to approve the Special Meeting minutes of March 12, 2026; seconded by Mrs. Bova. Approved by unanimous consent.

Ms. Pederson motioned to approve the Special Meeting minutes of March 18, 2026; seconded by Ms. Pflueger. Approved by unanimous consent.

Ms. Pflueger motioned to approve the Regular Meeting minutes of February 24, 2026; seconded by Ms. Pederson. Approved by unanimous consent.

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

1. Staff is working to change names on accounts to move forward with Ms. Vega as the new Interim Executive Director.
2. Starting to do payroll with assistance from Michele.
3. Deposits are being made on a weekly basis. Waiting for a new reader from TD Bank. Making sure all rents are deposited on time.
4. Ms. Vega and Mrs. Bova met with TD Bank to coordinate efforts to get names on the correct accounts.
5. Budget was reviewed with some follow-up to be sent regarding discussion items.
6. Recertifications are almost completed.
7. There was an addendum from CHFA regarding recertifications. They want more information for tenants on who to contact if there is a question, what their address is, what the increase is for. The new Housing Clerk is working on this initiative and has completed the Congregate. Tenant receives a copy with one placed in their files. Deadline for completion is July 1. Ms. Vega noted that as of April 1, all landlords must attach this information to every lease. Required for Stern and Congregate.
8. Maintenance is reviewing orders for items that benefit the rehabbing of units. Obtaining items for stock so that we can replace as needed.
9. Working on obtaining new fobs for the Congregate.
10. Truck update – the truck is offsite and being looked at for repair. There is a charge for storage and evaluation of $418 that does not include the recommended charge for repair of approximately $9,000. Truck is a 2017 with a major repair last year of approximately $7,000.

11. Internal Controls Policy will be distributed for review and discussion at the April Board meeting.

Mrs. Anderson questioned what should be considered for repairing the truck. Ms. Vega noted there are a couple of options including the purchase of a new truck, used truck or repair. Ms. Pflueger requested information on the truck as she has contacts. Quotes received for a new truck would be between $47,000 and $67,000 (with plow equipment). May be able to offset some of the cost by selling the damaged truck. Could receive a price reduction, if State list was used (minimal difference in prices). Most supplies are being delivered so the Maintenance Staff does not have to leave the property and are on-site in case of emergency. Mrs. Cantafio will contact DPW to see if they have anything available.

Mrs. Anderson questioned if it was a good time to purchase salt for next year. Mrs. Cantafio noted they just received two pallets at a discount.

Treasurer's Report and Discussion of Financials
Mrs. Bova reported for the eight-month period ending February 28, 2025. The Authority had an Operating Gain, before capital activity and depreciation, of $194,818 of which $155,421 is attributable to Stern Village and $39,397 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately $40,000 due to on-going savings from payroll/staffing. Snow removal and health insurance remain the only significant costs overbudget this year. Management expects positive results to continue to increase for the remainder of the year until staffing needs are addressed.

For Congregate, the Operating Gain exceeded budget by $30,000 for the year. There were no significant changes to operating results from the prior period other than maintenance contracts increasing near budgeted amounts. All cost subcategories are at or below budget lines this year, including vacancy loss now also under budget. Management anticipates being able to make periodic reserve contributions for the first time in many years.

Tenant Accounts Receivable balances as follows:

	6/30/25	# of Tenants	2/28/26	# of Tenants
Stern Village				
One Month or Less	($225)	41	($1,293)	57
Over One Month Rent	$664	1	$338	1
Inactive AR	$4,290	37	$922	6
Total	$4,729	79	$(30)	64
Congregate				
One Month or Less	$319	17	$347	19
Over One Month Rent	$5,002	2	$3,500	1
Inactive AR	$5,450	6	$1,368	3
Total	$10,771	25	$5,215	23

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Total cash of the Authority, including reserves and security deposits, is $957,565.

A snapshot of program balances are as follows:

	6/30/25	1/31/26	2/28/26	YTD Change
Stern Village				
Cash	$156,029	$109,955	$122,788	($33,241)
Accounts Payable	$89,529	$37,512	$90,388	$859
Interprogram Loan	$325,814	$349,631	$350,726	($2,088)
Reserves	$583,617	$596,267	$599,744	$16,127
Excess Cash	($28,802)	($24,840)	($67,763)	
Congregate				
Cash	$86,631	$193,071	$171,202	$81,571
Accounts Payable	$17,172	$15,608	$15,808	($1,364)
Interprogram Loan	$352,814	$349,631	$350,726	($2,088)
Reserves	$10,925	$11,158	$11,227	$302

A schedule of operating cash activity for the period:

Cash Flow	**Village**	**Congregate**
Beginning		
1/31/2026	$109,955	$193,071
Plus		
Rents and Other	$101,546	$29,155
DOH Subsidy	-	-
Interentity Transfers	$10,298	($10,298)
Less		
Vendor Payables	($64,058)	($40,726)
Payroll	($34,953)	-
Ending		
2/28/2026	$122,788	$171,202

Village is at cash management levels but has $115,970 in Board commitments still to expend and has transferred its first $15,000 from the reserve in March. Congregate, in turn, has made an initial deposit to reserve of $3,000 in March as well.

Mrs. Anderson noted there is no excess cash and questioned transferring funds out of savings. Mr. Geel explained the $15,000 transfer. Mrs. Anderson noted reserves need to be drawn down in order to receive any State funding for projects. Mrs. Anderson asked Mr. Geel to explain the account spending. He noted they do not want a timing difference in June as long as the funds are committed and the work is being done with invoices. Don't want to move funds if the work hasn't been started so it is better to make the transfer in July. The onus is not what is in the bank account but what is in the program. Do not want accumulated funds not spent; that goes to the grants and is never recovered. We can still apply if

we can show the funds are committed even though they have not been expended. Ms. Vega is meeting with the State to verify information from previous discussions. She also noted in conversations with the State on the Congregate, there are different avenues for funding for priority projects and core services such as the kitchen. This particular situation does not preclude them from requesting State funding.

Interim Executive Director's Report

Ms. Vega reported the following:

1. Started introduction conversations with vendors, CHFA, DOH; looking for expectations and what needs to be submitted. She and Mrs. Cantafio are working on a master calendar to include pertinent information such as submission dates, DOH report deadlines, financial information deadlines for the accountant, etc. to keep on track.
2. Looking to speak with the Asset Manager with regard to Small Cities for information.
3. Held the first Staff meeting this week and introduced the new Housing Clerk. This position is in other housing authorities and lies between Property Manager and Administrative Assistant. They handle rents, answer questions, give tours, provide phone coverage, tenant relations follow-ups or directing to the appropriate Staff.
4. Finished most of the recerts at the Congregate and Stern. Remaining recerts are from residents not available for different reasons and she is dealing with their families. Should be completed by the end of the week. Rent roll needs to be submitted for July; recerts need to be completed soon.
5. Interviewing maintenance techs. Looking to restructure staffing with two additional techs to start.
6. Budget review conducted with Mr. Geel.
7. Plan is to review and assess everything, fix the urgent issues, continue to build a rapport with the tenants and vendors and make sure Staff is working as a team. Emphasized to Staff the importance of doing their job and following up with tenant reports to make sure they are being heard and understood because safety and concern is what they care about most.
8. Ten vacant units. Interviewed three wait list individuals but they were not able to sign a lease at this time for various reasons. Six of the ten units are ready with two being worked on by the contractor and two with Maintenance Staff.
9. Contractor redirected to address a bathroom needing immediate repair. Contractor was asked to redirect materials from his rehab units to this unit. This will be ADA. Ms. Vega requested approval of funding to replace materials. **Mrs. Anderson motioned to approve $13,000 out of reserves to repair the bathroom. Seconded by Mrs. Bova. After discussion, Mrs. Anderson amended her motion to state not to exceed $13,000. Approved unanimously.**

Discussion was held regarding extra cash at the Congregate. Mr. Geel noted it is due to staffing changes that have benefited both Stern and Congregate. Hoping to increase reserves.

10. Two units are vacant at the Congregate. Staff is focusing on these units and should be completed in about two weeks.
11. Congregate Wait List is 19; Stern is 83.

Budget Review

Mr. Geel reviewed the Congregate budget. The budget has two sides – rental and services. Budgeted for a $50.00 increase in services and $25.00 increase in rent. This is more beneficial to the residents. Discussed the accounts with regard to increases, contract obligations; not many controllable costs. Discussion was held regarding the food contract; the increase will be checked. On the rental side, they

are predicting a $16,000 contribution to reserves. This budget shows a healthy reserve with a modest increase; downside are the maintenance repair contracts and what funds will be needed for projects in the budget. Any questions/input will be addressed by the next meeting; vote to approve needs to be taken in April. Mr. Geel noted the number or tenants affected is minimal.

Mr. Geel reviewed the Village budget. Reserve Deposits line was discussed. You can budget for reserves and hold it until the end of the year. Staffing changes, benefit increases could affect the number. Discussed accounts with regard to insurance, staffing changes, grounds contract, salaries. Discussion was held regarding the grounds contract quotes, what is being considered, current status. Snow plowing is still being discussed by Staff. Mrs. Cantafio noted they looked into getting new equipment and budgeted funds for vehicle and maintenance equipment operation and repair. Also looking at leasing and purchasing driver covers for current equipment. Utilities are always under budget. Admin costs allow for new computers, cameras, copier. Rent increase is 4%; 2% is on the resident with the remainder COLA. Working to reduce vacancies to the goal of eight units.

New Business

1. Landscape Scope of Work – provided to the Board for review.

Old Business

1. Update Internal Controls Policy – previously discussed.
2. Update – Tenant Representative Election – discussing election with the State on how to proceed; waiting for answers to questions.
3. Status – On-Site CNA – Ms. Vega indicated she spoke with the State and they recommended if the last assessment for the Congregate was over five years, a new one should be conducted. Discussion held regarding the upcoming projects; do not want it on the CNA as the work is being scheduled. Many repairs are dependent on the grant recently applied for through the State. The lack of a CNA will not prevent getting emergency funding. CNA expense was not budgeted or voted on.
4. Update – Maintenance Equipment for Snow removal – Workers Compensation Grant – Mr. Vega looking into this.
5. Update – Insurance Coverage Information – no discussion. Ms. Vega is meeting with broker.
6. Update – Truck Repairs – previously discussed.

Public Comments

Guy Simpson, Unit 99 – has very good contacts for used trucks. Provide specifications and he will follow through with possibilities.

Leslie Miller, Unit 80 - questioned how many units were under construction. Noted the contractor goes from unit to unit instead of finishing one and moving on to the next. Ms. Vega noted this is the contractor's work flow that is dependent on trade availability (plumber/electrician), supply availability, subcontractor schedules for specialty work (sheet rock), etc.

Debbie Khawatmi, Unit 172 – commented on the snow removal and the possible use of automated/electronic snow removal units that could be cost effective in the next few years. Suggested Staff look into this device.

Executive Session
Ms. Pederson motioned to enter Executive Session at 6:19 pm for the purpose of discussing the contracts for landscaping; seconded by Mrs. Anderson. Attendees included the Board, Ms. Vega, Mrs. Cantafio and Mr. Geel. **Mrs. Anderson motioned to exit Executive Sesson at 7:25 pm; seconded by Mrs. Bova. Approved by unanimous consent.**

Ms. Pederson motioned to accept Antonio's Landscaping contract; seconded by Mrs. Anderson. Approved by unanimous consent.

Adjournment
There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 7:30 pm. Seconded by Ms. Pflueger. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk