

# Trumbull Housing Authority – April 26, 2022

Trumbull Housing Authority Virtual Meeting  
April 26, 2022  
6:00 pm

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

Also Present: Interim Executive Director Paulette Mack; Accountant Jason Geel; Dawn Cantafio, Community Development Director (left at 7:00pm) and Daisy Torres, Congregate Manager

The meeting was called to order by Mrs. McGannon at 6:02 pm followed by the Pledge of Allegiance and Roll Call.

## **Resident Comments**

No resident comments.

## **Reading and Approval of Minutes**

Motion was made by Mrs. Anderson to approve the minutes of March 22, 2022 as presented. Seconded by Ms. Pederson and approved by unanimous consent.

## **Report of Community Development Director**

Mrs. Cantafio reported:

1. As of last Monday, 296 work orders have been entered and completed for the month.
2. She has followed up with the CNA grant. Coney measured the panel in the elevator and buttons outside of the elevator. Paperwork is being reviewed and approved and should be completed next week. It is hoped they will be moving forward with the \$13,000 grant.
3. They have until June to submit requests to FEMA. They have submitted over \$4,000 from the Congregate for reimbursement for COVID supplies.
4. They are looking at the PHA website at software for the Maintenance Department for Congregate and Stern Village to get completed work orders in a timely fashion.
5. Mrs. Cantafio, Ms. Mack and Mr. Geel met to review the budget.
6. Ms. Mack met with the staff to discuss things that are happening in the village and the Congregate.

Mrs. Anderson questioned if it looked positive to get the panel funding. Mrs. Cantafio has been in touch with CHFA and she seems positive with the way things look. Once the legal documents are received and they are certified, she will be submitting it, after review of the grant by Mr. Lewis, within the next two weeks.

## **Treasurer's Report and Discussion of Financials**

Mrs. Bova presented the financials from July 1, 2021 to March 31, 2022. The overall gain of the Housing Authority was \$95,033. Further, the Operating Gain, before capital grants and depreciation, was \$89,391, of which \$75,786 is attributable to Stern Village and \$13,605 to Congregate.

For Stern Village, the current month's Operating Gain was \$29,078 compared to the budgeted gain of \$7,501. The gain is due to receipt of insurance proceeds due to fire at a unit totaling \$50,739 of which \$39,524 has not been spent. Current month activity also includes five weeks of payroll contributing to

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\$13,235 in payroll overages for the month. For the year, Stern Village is approximately \$15,000 over projected revenues due primarily to tenant turnover early in the year. However, maintenance continues to operate overbudget due to continued investment in unit upgrades such as appliances and door hardware along with increased instances of drain line clogs and the related cost to fix.

For Congregate, the current month's Operating Loss was (\$1,600) compared to a budgeted gain of \$601. The month's loss was due to higher-than-average vacancies and a five-week payroll month. Otherwise, current month's operations are in line with budgeted amounts. Congregate otherwise continues to operate at breakeven. However, based on current vacancies and tenant turnover this year, it's expected that grant funds will be exhausted by May.

The overall cash position of the Authority including reserves is \$696,975. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

<b>Stern Village</b>	<u><b>6/30/2021</b></u>	<u><b>2/28/22</b></u>	<u><b>3/31/22</b></u>	<u><b>YTD Change</b></u>
Cash	\$104,160	\$ 96,107	\$ 101,221	\$( 2,939)
Accounts Payable	\$ 75,128	\$ 76,666	\$ 91,533	\$(16,405)
Interprogram Loan	\$378,049	\$341,425	\$359,281	\$(18,768)
Reserves	\$506,831	\$507,142	\$507,142	\$ 311
Excess Cash	\$ (46,759)	\$ (61,064)	\$ (55,950)	
<b>Congregate</b>				
Cash	\$ 90,274	\$ 58,414	\$ 79,135	\$(11,139)
Accounts Payable	\$ 26,174	\$ 25,883	\$ 38,728	\$(12,554)
Interprogram Loan	\$ 378,049	\$ 341,425	\$ 359,281	\$ 18,768
Reserves	\$ 9,471	\$ 9,477	\$ 9,477	\$ 6

Village cash includes unspent insurance proceeds of \$39,524. Planned reimbursement to Village from Congregate upon receipt of DOH funding, expected in late April, early May.

Tenant Accounts Receivable balances as follows:

<b>Stern Village</b>	<u><b>6/30/2021</b></u>	<u><b># of Tenants</b></u>	<u><b>3/31/22</b></u>	<u><b># of Tenants</b></u>
One Month or Less	\$ (3,314)	50	\$ (2,617)	57
Over One Month Rent	\$ 3,051	4	\$ 3,344	4
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,522</u>	7
Total	\$ 13,044	98	\$ 2,249	68
<b>Congregate</b>				
One Month or Less	\$ 606	5	\$ (98)	2
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,184</u>	<u>4</u>
Total	\$ 16,121	16	\$ 2,086	6

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Mrs. Anderson questioned:

1. If the insurance funds are removed from the checking account, it leaves approximately \$60,000 in cash. At our current rate of expenditures, will it affect the cash flow in the next two months. Mr. Geel noted there may only be a problem if the DOH funds are not received in May. The problem is the Congregate is behind receiving the large subsidy check due to a small correction with the paperwork required by DOH that needs to be addressed.
2. What is the implication of the statement “grant funding will be exhausted in May”? Mr. Geel noted he has been watching this. This is due to a spike in vacancies over the last three months. He anticipated tenant revenue would be lower than what is remaining in subsidy cash. Because of turnover, revenues will fall less than projected which would be approximately one month’s work of subsidy or about \$15,000. A revised budget/payment request for DOH is being submitted requesting additional funding because of unforeseen circumstances, which in this case is tenant turnover. He is unsure if DOH will cover the gap and approve the request. Mrs. Anderson questioned how this would impact Congregate cash flow. Cash balances have been reviewed; the \$45,000 will be received, it is just a matter of whether the tenant vacancies will affect the numbers on the tenant side. This is before the extra subsidy request from DOH.

Discussion was held regarding a policy to cover a shortfall at the end of the year. Mr. Geel noted they would have to take money if the funds dip below the minimum cash balance. He also indicated there needs to be signature changes made to the bank accounts with Ms. Polansky leaving and with the on-line access. Mrs. Bova would be the entity to make this transfer transaction. **Mrs. Anderson moved that, on a one-time basis in May, if the balance falls below \$40,000, Mrs. Bova is authorized by the Board to do a transfer of \$20,000 from reserves to checking. Seconded by Ms. Pflueger and approved by unanimous consent.**

3. Ms. Pederson questioned the insurance proceeds and whether the amount will cover the loss and damages for the incident. Mr. Geel noted, from the correspondence he has reviewed, the determination was based on the amount of bills provided to the insurance company minus the \$5,000 deductible. This should be adequate coverage.

## **Executive Director’s Report and Maintenance Activity Report**

Ms. Mack reported the following:

1. It has been busy in the Village but quiet.
2. Unit 131, all parties have been involved. Unfortunately, no work has been done in Unit 131. She emailed United to inquire about a start date. Windows have been ordered but will take approximately 12-14 weeks for delivery.
3. Maintenance has been very busy with sanitizing and clearing units vacated for various reasons. Units 127 and 149 are being cleared and will fall under the HTCC funding. Unit 128 will be switched with 127 for refurbishing as promised to the resident. Unit 105 will be ready for tenants next week and Unit 118 by May 1.
4. Work orders are coming in steadily with over 300 for the month. With the new process, the staff can work on their smart phones. The tablet is missing at this time and may need to be replaced. Starting May 1, they will be working off smart phones for the work orders which will allow them to document accountability and productivity.
5. Calling Strathmore to address a broken light pole. It may need to be replaced.
6. Two students from Trumbull High helped out during spring break and did a great job. One additional student will be helping this week.

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7. With regards to the Congregate, Ms. Mack received a quote for \$1,600 to repair the brickwork. She felt it was high but has had difficulty finding anyone to give a second quote. This work should start within the next two weeks.

## **Staffing Report**

Ms. Pflueger noted she has had staff meetings to discuss what is needed and what information would help the staff be more productive/more efficient. They have some ideas of what would be helpful including the hiring of a specialized consultant. This would be the subject of an Executive Session discussion. She would like to move forward, if possible.

## **Congregate Updates**

Ms. Torres noted the following in her written report:

1. Stanley did an annual check on the front doors on March 21. They adjusted the door so it closed properly and recommended replacement due to rust. It was felt the door should be sanded and repainted first and a work order should be initiated.
2. The cracked dining room window has been replaced.
3. John, the Kennedy Center Director, has been contacted regarding additional cleaning help. The current person is only part-time and needs assistance in cleaning the building each week. It was noted they are also looking into getting a quote from another cleaning service for the job.
4. The food service time has been changed back to lunch but the residents are not satisfied with the food. There is a new chef and it seems he was not appropriately trained in the use of equipment in the kitchen, the items to be provided as sides with the main meals and proper storage of food items. Mrs. McGannon requested the Food Committee meet with all parties to discuss and resolve this matter. Mrs. Bova will attend this meeting.
5. There is one vacant unit this month but next month three residents are moving. One move is for health reasons to a nursing home and two felt it was too expensive. There are additional people on the waiting list who are being contacted. Interviews will be conducted by Ms. Torres and Ms. Mack. Question was raised about the \$110 rent increase and who was impacted by it. Mr. Geel noted he is still waiting for the new benefit amount, approximately \$90, to see who might be impacted. It may offset the number of those who would see an increase in rent.

## **New Business**

1. Mrs. McGannon spoke regarding the three units being completed to finish up the grant. They are having the same issue with the permits. They pulled permits for the units but never called for inspections until the project was complete (no rough inspections conducted). This was done in the past and was incorrect procedure. She made clear to Ms. Mack that there is no work done without open-wall inspection by the Building Department. They do not want to run into the same problems they did a short time ago which took time to resolve. This is a company that knows what inspections are required. They were through this process once before and were told what was expected and now continue to proceed in the same manner without the appropriate inspections. They have not requested plumbing or electrical inspections prior to putting the walls in. Unless the last three units are done properly, she will not let the Building Department sign off on them. Discussion was held regarding various permits pulled for Units 7, 37 and 98. The Building Department has not done rough inspections on these units according to a recent email. The contractor reports the three units are vacant but it was noted some may be occupied at this time.

Mrs. McGannon briefly left the meeting at 7:03 pm.

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2. Approval of the proposed THA Bylaw changes. Ms. Pederson noted most changes were formatting and removal of redundant/unclear language. Changes were made regarding meeting dates/times and Telephonic/Audio-Visual Meetings. Discussion was held regarding Article V but no changes made. **Motion was made by Mrs. Bova to approve the THA Bylaws as submitted. Seconded by Ms. Pederson. Roll Call vote was taken as follows: Mrs. Anderson – yes; Ms. Pederson – yes; Ms. Pflueger – yes; Mrs. Bova – yes; 4-0-1 (Mrs. McGannon was not present for the vote)**
3. The Trumbull Housing Corporation Bylaws were approved by the Corporation and do not require a vote by the THA to approve.
4. Discussion was held regarding the proposed budget for Stern Village.

Mrs. McGannon rejoined the meeting at 7:25 pm.

**Motion was made by Ms. Pflueger to approve the revised Stern Village budget. Seconded by Ms. Pederson and approved by unanimous consent.**

5. Discussion was held regarding the proposed budget for the Congregate. **Motion was made by Mrs. McGannon to accept the Congregate budget as presented with one revision. Seconded by Ms. Pederson. Mr. Geel noted the budgets still require approval by CHFA and DOH. Approved by unanimous consent.**

### Resident Comments

No Resident Comments.

### Executive Session

**Motion was made by Mrs. Anderson to enter Executive Session at 8:01 pm to discuss a possible contract for a consultant. Seconded by Ms. Pederson. Approved by unanimous consent. Those invited included all Commissioners, Mr. Geel and Ms. Mack. Motion was made by Ms. Pederson to exit Executive Session at 8:45 pm. Approved by unanimous consent. Motion by Ms. Pflueger to accept the consultant proposal with the changes recommended by the Board. Seconded by Ms. Pederson. 4-0-1(Mrs. Bova not in attendance for vote)**

### Adjournment

**Motion was made by Ms. Pflueger to adjourn the meeting at 8:49 pm. Seconded by Mrs. Anderson and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk