Trumbull Housing Authority Meeting
Tuesday, April 28, 2026
5:00 pm
Stern Village, Community Room

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, Lisa Alhabal, Resident Service Coordinator and Jason Geel, Accountant

Meeting was called to order at 5:00 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call. Mrs. McGannon announced this was the last meeting with Mrs. Bova on the Board. She thanked her for doing her job on the Board very well for 6-7 years. Mrs. Bova noted it was a pleasure to serve on the Board and represent the residents of Stern Village.

Past Minutes
Ms. Pflueger motioned to approve the Regular Meeting minutes of March 31, 2026; seconded by Ms. Pederson. Approved by unanimous consent.

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

1. Payroll is being done in-house.
2. Deposits are being made on a regular basis; balance for tenants is being monitored.
3. Recerts are completed.
4. Maintenance needs are being monitored and updates completed in a timely manner.
5. No updates on fobs for the Congregate.
6. Truck update – quotes received. One quote was received through a resident; final bill was $240. Truck is running well.
7. Policies distributed; to be discussed later in the meeting.
8. Deposit machine – updates will be made to the scanner on May 4; not compatible with what they currently have. Checks are being manually deposited; spreadsheet has been maintained and sent to Mr. Geel; formula has been developed for late payments which will calculate automatically and then sent to the tenants; now easily reconciled.

Report of Congregate Manager
Ms. Vega reported for Mrs. McGee:

1. 34 occupied units, 2 unoccupied. One unit is ready to show with the other available soon.
2. Wait List is 23.
3. Congregate is decorated for spring. The front of the building has an array of beautiful flowers of all colors planted by the tenants. The Dining Hall is decorated with festive flower center pieces and spring table cloths.
4. In March, they celebrated the Final Four Tournament by practicing free throws with basketball hoop wastebaskets.
5. In May, they will celebrate the Kentucky Derby at lunch.
6. An outdoor picnic is planned for June, weather permitting.
7. Maintenance is getting the outdoor bocce court and horse shoe area ready for the summer.

8. The Library has been spruced up and they are in the process of making the arts and crafts room into a relaxing spot for residents to play cards, games, etc.
9. Many residents remain in the Dining Hall after lunch to chat and some games will be relocated to that area for some after meal fun.
10. The Library has been reorganized by a tenant, with the help of Maintenance, so that all books and DVDs are easily accessible.

Resident Service Coordinator

Ms. Alhabal reported the following:

1. There was a presentation on March 31 on Super Foods for a Healthy Heart with 22 residents from Stern and 10 from Congregate in attendance.
2. SWCCA was on site today to discuss in-home services with 16 residents from Stern and 8 from Congregate in attendance.
3. There will be a Mother's Day Luncheon on May 6 at noon.
4. Clear Captions will be conducting a presentation on May 19 on their phone system for individuals with vision or hearing difficulties. Some residents already have this service and they are happy with it because they can communicate better.
5. Working on a presentation by the Police Department to speak on what to do if there is an emergency on property, what to do when police are on property, when to call police and when to call 911. Recent incident had some residents concerned. Also working to have Jake, the new Wellness canine, come to the property for the residents to meet him.
6. In-house food pantry served 31 individuals in March and 29 in April. Jewish Family Services provided food to 42 individuals in April.
7. Working with tenants on benefits – applying, redetermination or trouble shooting on DSS programs when information is inaccurate.
8. Assisted six tenants to apply for in-home services; helps tenants to remain independent.
9. Working on conflict resolution within the facility.
10. Happy to have Ms. Vega as the Interim Director.
11. SNAP problems are resolved. Conflicting information was the issue with regard to benefit dates.
12. Food pantries are full. Mrs. Anderson suggested a drive in June or July to replenish. Mrs. McGannon noted people are very generous when making donations to the drives.
13. Stern and Congregate are equal for requests for various services. Levels of care were discussed with the associated challenges in making decisions and applying.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the nine-month period ending March 31, 2025. The Authority had an Operating Gain, before capital activity and depreciation, of $202,915 of which $164,242 is attributable to Stern Village and $38,673 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately $35,000 due to on-going savings from payroll/staffing. Maintenance wage savings have now been offset by snow removal costs as the cold season concludes. The largest remaining budget item is for annual cleaning of the mini-split heat pumps with a remaining budget of $36,000 to be spent. Otherwise, other than administrative wages and employee benefit savings, all other expense classifications are right at budgeted amounts. There were no significant expenses incurred this month.

For Congregate, the Operating Gain exceeded budget by $30,000 for the year, same as the prior month. There were no significant changes to operating results from the prior period with maintenance contracts

increasing near budgeted amounts. The most significant cost this month was the commercial dishwasher repair totaling about $2,000. Upcoming significant costs will be the annual elevator maintenance contract due in May, which is a budgeted item.

Tenant Accounts Receivable balances as follows:

	6/30/2025	# of Tenants	3/33/2026	# of Tenants
Stern Village				
One Month or Less	$ (225)	41	$ (2,225)	57
Over One Month Rent	$ 664	l	$ 1,576	2
Inactive AR	$ 4,290	37	$ 922	6
Total	$ 4,729	79	$ 273	65
Congregate				
One Month or Less	$ 319	17	$ 344	19
Over One Month Rent	$ 5,002	2	$ 3,500	1
Inactive AR	$ 5,450	6	$ 1,368	3
Total	$ 10,771	25	$ 5,212	23

Total cash of the Authority, including reserves and security deposits, is $866,397.

A snapshot of program balances are as follows:

	6/30/25	2/28/26	3/31/26	YTD Change
Stern Village				
Cash	$156,029	$122,788	$ 69,413	$(86,616)
Accounts Payable	$ 28,529	$ 90,388	$ 35,558	$(53,971)
Interprogram Loan	$325,814	$350,726	$354,542	$ 1,728
Reserves	$583,617	$599,744	$586,644	$ 3,027
Excess Cash	($28,802)	($67,763)	($64,691)	
Congregate				
Cash	$ 86,631	$171,202	$143,411	$53,780
Accounts Payable	$ 17,172	$ 15,808	$ 16,339	$ (833)
Interprogram Loan	$352,814	$350,726	$354,542	$ 1,728
Reserves	$ 10,925	$ 11,227	$ 14,267	$ 3,342

A schedule of operating cash activity for the period:

Cash Flow	Village	Congregate
Beginning		
2/28/2026	$122,788	$171,202
Plus		
Rents and Other	$100,231	$ 31,630

DOH Subsidy	-	-
Interentity Transfers	$ 15,405	$(15,405)
Reserve Activity	$ 15,000	$ (3,000)
Less		
Vendor Payables	$(132,447)	$(41,016)
Payroll	$ (51,564)	-
Ending		
3/31/2026	$ 69,413	$143,411

Management is closely monitoring cash levels, having used $15,000 this month to help fund approved unit turnovers. Reserve usage will remain only as necessary through year end to minimize any risk of Excess Cash accumulation this year. For Congregate, management now plans to invest significant excess cash into its reserve before the fiscal year ends after depositing the initial $3,000 this month.

Mrs. Anderson commented on the status of excess cash not being an issue this year. The outstanding of one month in the Congregate is one individual which should now be collectable; inactive is very low at this time this year. Mr. Geel discussed the report noting the accounts in question do not have security deposits. Mrs. Anderson and Ms. Pflueger requested a meeting at the end of July/early August when the fiscal year accounting has been completed, to review the accounts before the audit.

Interim Executive Director's Report

Ms. Vega reported the following:

Property Manager:

1. 13 unoccupied units due to 3 move-outs (will need full rehabs); 7 are ready with 3 lease signings in May/June timeframe. Contractor is still working on the two units and they are moving along; Maintenance has 4 units to complete now.
2. Housing Clerk has been instructed how to do close outs.
3. Work Orders from 3/20 to present – 42 have been submitted; 32 completed.

Interim Executive Director:

1. Scheduled staff training on May 21 with PHA Web for a refresher on what they can do and also looking at AR and AP to relieve Mr. Geel from those responsibilities.
2. Having conversations with the State regarding funding opportunities that will be discussed when more details are received.
3. Continued to update account information.
4. Scanner update is May 4 as previously discussed.
5. Bathroom that was approved last month has been completed. Tenant is happy with the new walk-in shower.
6. The Housing Clerk delivered to all tenants the Rental Term forms as discussed at the last meeting.
7. Conducting interviews for maintenance; hopes to have a hire by mid-May.
8. Attended a meeting of the Commission on Aging to introduce herself and answer questions about Stern. Heard a presentation from Giovanna Mozzo, the Police Social Worker; Ms. Alhabal is working to coordinate a presentation for residents with her in the near future.
9. Goals and Accomplishments:
    a. In the last thirty days, she concentrated on civility and making sure the communication is right between vendors and tenants.
    b. Sixty days - intends to continue consistency, closing gaps, reinforcing process and making sure performance continues to be steady.

c. Ninety days - will be about optimization; making sure they are in a position for long term success.

10. Board training was discussed. Ms. Vega will refine the information and send to the Board for review. Some are on-line with others in-person.

New Business

1. Vote on Rent Increase – Mrs. McGannon noted tenant meetings were held for the Village and Congregate to discuss the rent increase as part of the process. The following resolutions were presented:
    a. Resolution 2026-1 - Increase Base Rents and Core Services Charges for the Congregate. Resolution read in its entirety; copy is attached to the minutes. (Base rent will move from $630 to $655 on July 1; utility allowance remains at $36; total shelter rent is $691; core service charges increase from $1,020 to $1,070; effective July 1, 2026.) **Ms. Pederson motioned to accept the Resolution; seconded by Ms. Pflueger.** Mr. Geel noted the total increase last year was $100 - $50 on both rent and services. This year it is $75 - $25 on rent and $50 on services. Concern is with the State and their stand with our low rents and funding. Mr. Geel noted the facility is ranked in the lower half of all facilities for rent. Five tenants will be impacted by this increase because of higher income and assistance eligibility. **Motion was approved with one abstention from Mrs. Bova.**
    b. Resolution 2026-2 - Increase in Base Rents. Resolution read in its entirety; copy is attached to the minutes. (All base rents at or below $400 shall be increased by $15; all base rents above $400 shall increase by $10; effective July 1, 2026.) **Ms. Pederson motioned to accept the Resolution; seconded by Ms. Pflueger.** Discussion was held on the base rents and past increases. Increase last year was $25 for all residents. CHFA approval was discussed with regard to the increase, vacancy rate, base rents. Administration is working to establish a process moving forward regarding rents. **Motion was approved with one abstention from Mrs. Bova.**

Old Business

1. Budget Discussion and Approval – Mr. Geel presented the proposed draft budgets for Stern Village and Congregate.
    a. Stern Village – Mr. Geel reviewed the budget discussing snow removal, heating and cooling, reduced replacement reserve deposits, computers, cameras, landscaping. **Ms. Pflueger motioned to accept the Stern Village budget for 2026; seconded by Ms. Pederson and approved unanimously.**
    b. Congregate – Mr. Geel reviewed the budget discussing food services, wellness, pest control. **Ms. Pederson motioned to accept the Congregate budget for 2026; seconded by Ms. Pflueger and approved unanimously.**

    Next steps include preparation of the documents into State format for both budgets. Submission by May 1 with decision expected by May 15.
2. Update Internal Controls Policy – Mrs. Cantafio noted the policies submitted to the Board were for a first reading. Tabled until the next meeting.
3. Landscape Scope of Work – landscaper started; no further discussion.
4. Update – Tenant Representative Election – as noted earlier, this is Mrs. Bova's last Board meeting. Mr. Miller will be sworn in by the First Selectman as a member of the Board on Friday, May 1. Mrs. McGannon noted the appointment was delayed because of differences between Town Charter, State regulations, DOH and the Town Attorney. Mr. Miller's first meeting will be in May.

5. Update – Maintenance Equipment for Snow removal – Workers Compensation Grant – No additional information.
6. Insurance increase was discussed. Should receive detailed information in May.
7. Update – Truck Repairs - previously discussed.

Public Comments

Ray Falcone, Unit 32 – spoke on snow removal during the large storms noting they were not shoveled out for several hours. Was concerned about emergency access. Ms. Vega noted the issue has been addressed and that the process will change.

Leslie Miller, Unit 80 – spoke on the Administration having priorities during snow events. Ms. Vega noted priorities are in place per policy.

Josephine Rivera, Unit 71 – spoke on a heating unit on her stove that was replaced when a plastic bowl fell on a hot burner. Felt it was a used unit.

Maureen Garrow, Apartment 2S – questioned the status of the air conditioning on the second floor of the Congregate. Mrs. McGannon noted this replacement is included in a grant from Congressman Himes' office that also includes a new elevator. Waiting for official notification that it has been awarded. She thanked Ms. Vega, Mrs. Cantafio and Ms. Bakalar for assembling the information in record time for submission.

Kim Hernandez, Unit 28 – questioned the testing of radon in the units. Ms. Vega noted if there is a suspected problem, it should be brought to their attention. The Health Department may provide testing kits. Ms. Hernandez noted she and other residents are concerned about the water quality in the units due to a black substance that appears in the water. Requested to put in a Work Order and they will check it. Aquarian sends reports monthly on water quality which comes back fine.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 6:39 pm; seconded by Mrs. Bova. Approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

TRUMBULL HOUSING AUTHORITY
RESOLUTION 2026-1
INCREASE BASE RENTS AND CORE SERVICES CHARGES

WHEREAS, the Trumbull Housing Authority {"THA") operates a State Congregate Housing Program known as the Stern Center. The property is located at 210 Hedgehog Circle in Trumbull, Connecticut and consists of 36 units.

WHEREAS, this property receives compliance monitoring from the Department of Housing (DOH);

WHEREAS, THA seeks to implement Base Rent and Core Services Charges increases for the property in accordance with the Congregate Services Management Plan via submission to DOH:

	July 1, 2025	**July 1, 2026**
Base Rents	$630	$655
Utility Allowance	$ 36	$ 36
Total Shelter Rent	$666	$691
Core Services Charges	$1,020	$1,070

WHEREAS, once approved by the Commissioners and subsequently DOH, residents shall be properly notified;

BE IT RESOLVED, that the Board of Commissioners of the Trumbull Housing Authority authorizes the Executive Director to put forth a formal request to DOH to implement an increase in the base rent and core services charges at Stern Center to be effective July 1, 2026.

TRUMBULL HOUSING AUTHORITY

RESOLUTION 2026-2
INCREASE IN BASE RENTS

WHEREAS, the Trumbull Housing Authority {"THA") operates a State Elderly Housing Program known as the Stern Village. The property is located at 200 Hedgehog Circle in Trumbull, Connecticut and consists of 186 units.

WHEREAS, this property receives compliance monitoring from the Connecticut Housing Finance Authority (CHFA);

WHEREAS, THA seeks to implement Base Rent increases for the property in accordance with the Management Plan via submission to CHFA; THA proposes to adjust charges as follows:

All base rents at or below $400 shall increase by $15

All base rents above $400 shall increase by $10

WHEREAS, once approved by the Commissioners and subsequently CHFA, residents shall be properly notified;

BE IT RESOLVED, that the Board of Commissioners of the Trumbull Housing Authority authorizes the Executive Director to put forth a formal request to CHFA to implement an increase in the base rent at Stern Village to be effective July 1, 2026.