

Trumbull Housing Authority Virtual Meeting – May 24, 2022

Trumbull Housing Authority Virtual Meeting
May 24, 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 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 April 26, 2022 as presented. Seconded by Ms. Pederson and approved by unanimous consent.

Report of Community Development Director

Mrs. Cantafio noted the following:

1. Mrs. Cantafio and Ms. Mack attended the First Selectman's 2022 address to the business community sponsored by the Bridgeport Region Business Community. They met many individuals from the town and local businesses.
2. FEMA grant application was submitted. If they incur any additional expenses from COVID-19, they can submit an additional grant application for reimbursement.
3. On the installation of energy efficiency measures, UI would like to inspect the last nine units for refrigerators. The letter of agreement expires in July of this year and they want to make sure everything is in place to meet that deadline.
4. Working with Heather to update the Welcome New Tenant package with new information which will be given to all new applicants beginning in September. Also reviewing the Policies and Procedures for the Trumbull Housing Authority some of which have not been updated since 2014/2016.
5. There is no update from KONE regarding the elevator improvements. Their legal department has not signed off on the document provided by the State. She will update when this is received and they are ready to move forward.

Treasurer's Report and Discussion of Financials

Mrs. Bova reported from July 1, 2021 to April 30, 2022, the overall gain of the Housing Authority was \$93,331. Further, the Operating Gain, before capital grants and depreciation, was \$90,643 of which \$74,480 is attributable to Stern Village and \$16,163 to Congregate.

For Stern Village, current month Operating Loss was (\$1,178) compared to the budgeted gain of \$7,501. The loss is due to fire unit repairs of \$15,568 spent of insurance proceeds funds received in the prior month, of which \$26,121 had not been paid out. Otherwise, current month expenses remain within

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budgeted amounts despite an increase in administrative salaries due to staff turnover. For the year, Stern Village is approximately \$17,000 over projected revenues due primarily to tenant turnover early in the year. Payroll costs, especially for administrative staff, project to be sole significant item expected to continue over budget through year end.

For Congregate, the current month's Operating Gain was \$2,558 compared to a budgeted gain of \$601. The month's better than projected gain was due to higher-than-average laundry income proceeds this period. Otherwise, current month's operations are in line with budgeted amounts. As projected, Congregate subsidy is expected to be fully utilized by May. However supplemental grant funds were requested in May and it is anticipated that DOH will provide approximately \$23,000 in additional funding, pending approval by the State. The funds are expected to arrive no earlier than the end of June.

The overall cash position of the Authority, including reserves, is \$652,718. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>3/31/22</u>	<u>4/30/22</u>	<u>YTD Change</u>
Cash	\$104,160	\$101,221	\$ 93,463	\$(10,697)
Accounts Payable	\$ 75,128	\$ 91,533	\$ 58,151	\$ 16,977
Interprogram Loan	\$378,049	\$359,281	\$340,930	\$(37,119)
Reserves	\$506,831	\$507,142	\$507,142	\$ 311
Excess Cash	\$ (46,759)	\$ (55,950)	\$ (38,579)	
Congregate				
Cash	\$ 90,274	\$ 79,135	\$ 42,314	\$(47,960)
Accounts Payable	\$ 26,174	\$ 38,728	\$ 30,750	\$(4,576)
Interprogram Loan	\$ 378,049	\$ 359,281	\$ 340,930	\$ 37,119
Reserves	\$ 9,471	\$ 9,477	\$ 9,483	\$ 12

Village cash includes unspent insurance proceeds of \$26,121. Congregate cash is pending receipt of DOH subsidy, that occurred in the first week of May.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/2021</u>	<u># of Tenants</u>	<u>4/30/22</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (3,696)	57
Over One Month Rent	\$ 3,051	4	\$ 2,519	4
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,336</u>	<u>9</u>
Total	\$ 13,044	98	\$ 159	65
Congregate				
One Month or Less	\$ 606	5	\$ (1,323)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 1,751</u>	<u>4</u>
Total	\$ 16,121	16	\$ 428	9

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There were no significant changes to balances due from the prior month.

Mrs. Anderson questioned if the Board should be concerned with excess cash that would need to be spent by the end of the fiscal year as they did last year. Mr. Geel noted this would not be the case this year.

Executive Director's Report and Maintenance

Ms. Mack noted the following:

1. Jennifer Gillis will be available to residents on June 1, 2022 to assist with renters' rebates. The energy assistance program has been extended until June so residents can apply if they have not done so.
2. United Health Care is providing an exercise instructor from the Senior Center to work with the residents. UHC will be paying all associated costs for this instructor.
3. Residents Shirley and Jane have started a Garden Club and will be planting flowers by the flag.
4. Trumbull High School students continue to contact her regarding volunteer hours. They will be working on landscaping projects.
5. Fifty work orders have been processed this month which include many work orders for the AC units. The residents are unsure how to work the remote which results in a malfunction. It was suggested that instructions be reissued to each resident so they are able to operate the units without assistance.
6. Rehab is being done at the Congregate and the Village. Heather is working with getting new residents to come in.
7. Thank you to Mr. Geel for his help with The Department of Housing.

Staffing Report

Ms. Pflueger noted the consultant met with the staff and is compiling the information. She is looking to meet with the Board to present the report. A meeting will be scheduled next week for the presentation.

Congregate Update

Ms. Torres noted the following:

1. There are currently four empty units – three are not ready but one is expected to be filled by June 1 or June 15.
2. Update was given on maintenance items in the Congregate including work orders to paint the both stairwells and the bathrooms, rubber piece in the kitchen that was taken off by the kitchen cart is being repaired, front doors will be sanded and painted and rugs will be ordered.
3. Furniture purchase has been difficult due to what they are looking for in fabric and price.
4. Lunch is going as well as can be expected.
5. Coverage for the cleaning person who will be away next week has been finalized.

Unfinished Business

February minutes will be placed on the June agenda for approval.

New Business

Mrs. Anderson questioned if the Board needs to consider a motion, as they did in April, to approve

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transfer of funds by Mrs. Bova in the event of low funds. Mr. Geel indicated this was not necessary this month but may need to be revisited in June for July.

Resident Comments

No resident comments.

Adjournment

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 6:38 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall

Clerk