

Trumbull Housing Authority – May 25, 2021

Trumbull Housing Authority Virtual Meeting

May 25, 2021

4:30 pm

Commissioners Present: Laurel Anderson, Charlene Pederson and Maureen Bova

Also Present: Executive Director Harriet Polansky, Jason Geel, Accountant and Kent Lewis, Consultant (left the meeting at 4:59 pm)

Absent: Kathleen McGannon and Suzanne Donofrio

The meeting was called to order by Mrs. Anderson at 4:30 pm followed by the Pledge of Allegiance. The Clerk took Roll Call noting Laurel Anderson, Maureen Bove and Charlene Pederson were present. Kathleen McGannon and Suzanne Donofrio were unable to attend.

Resident Comments

No resident comments.

Past Minutes

Motion was made by Ms. Pederson to approve the minutes of April 27, 2021 as written. Seconded by Mrs. Anderson. It was felt the approval of the minutes should be tabled until the next meeting when more Board members were present. Ms. Pederson withdrew her motion to approve the minutes.

Change to Agenda Order

Ms. Pederson moved to amend the agenda to move up discussion item 9g. Seconded by Mrs. Bova and approved unanimously. This item is the Discussion of Change Orders and Approvals for the Congregate Energy Efficient Project and Consideration of Motion to Approve. Mr. Lewis updated the Board on the project noting the bathroom changes for the units are mostly completed. They have moved into the boiler work which is approximately 50-60% completed.

Three Change Orders were discussed. Mr. Lewis noted some change orders were approved by Ms. Polansky as they fell below the threshold set by the Board and were included in the information submitted to the Board on the spreadsheet.

1. PCO #7 – This Change Order covered the replacement of vent pipes that conflicted with the new control valves in three units. Total is \$1,025.56. Motion was made by Ms. Pederson to approve PCO #7 for \$1,025.56. Seconded by Mrs. Bova and approved unanimously.
2. PCO #12 – This Change Order deals with mini splits for AC and heat. There is a discrepancy between the bid and contractor documents with regard to these units. Mr. Lewis noted they are discussing this discrepancy and should come to an agreement soon as to who is responsible for the missing items in the drawings. The amount of the PCO is \$6,847.97. There is sufficient contingency for this change and the amount could be lower depending on the outcome of the discussions. Motion was made by Ms. Pederson to approve on a not-to-exceed basis PCO #12 in the amount of \$6,847.97. Seconded by Mrs. Bova and approved unanimously.
3. Mr. Lewis noted there is no number for the third PCO as he is still working with the current contractor on pricing for painting some areas of the Congregate. This would include the walls, doors, door frames and the dining room and is considered to be part of the scope of the project. There is sufficient contingency funding to cover this cost. Mr. Lewis felt working with the current contractor was the best option but the work would need to be completed within the

Trumbull Housing Authority – May 25, 2021

next two to three weeks while they are completing the boiler work. Mr. Lewis also noted he would not issue a PCO until the Building Department inspected the boiler installation and he knows the work is satisfactory for completion. The current pricing is \$21,500 but Mr. Lewis is suggesting a price of \$20,000 for the work. If the contractor does not agree to the lower pricing, they would need to review the project and see if cuts could be made. Motion was made by Ms. Pederson to approved PCO TBA for painting projects up to \$20,000. Seconded by Mrs. Bova and approved unanimously. Mr. Lewis noted once the Building Inspector completes his inspection of the boiler work, he will advise the Board of the outcome.

Mr. Lewis left the meeting at 4:59 pm.

Treasurer’s Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2020 through April 30, 2021 noting the overall gain of the Housing Authority was \$201,234. The Operating Gain, before capital grants and depreciation, was \$106,070, of which \$104,425 is attributable to the Village and \$1,645 to Congregate.

For Stern Village, the current month’s Operating Gain was \$15,587 compared to the budgeted gain of \$4,578. The higher than projected gain was due to lower than budgeted salary costs and no required repair contracts this month. Rent revenues continue to exceed expectations, now \$22,000 over budgeted amounts.

For Congregate, the current month’s Operating Gain was \$6,608 compared to the budgeted gain of \$301. The gain represents allocation of additional subsidies awarded by DOH to reimburse the program for losses incurred due to extended vacancies earlier in the year. Otherwise, costs continue to fall within budgeted amounts with Gas utilities being the most significant over budget (\$3,420) due to delayed replacement of the heating system.

The overall cash position of the Authority, including reserves, is \$687,533 which includes \$43,558 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

Stern Village	6/30/2020	3/31/21	4/30/21	YTD Change
Cash	\$ 87,630	\$103,355	\$119,820	\$ 32,190
Accounts Payable	\$ 57,117	\$ 42,560	\$ 57,951	\$ (834)
Interprogram Loan	\$322,823	\$337,770	\$351,089	\$ 28,266
Reserves	\$506,321	\$506,750	\$506,800	\$ 479
Excess Cash	\$ (3,665)	\$ 20,232	\$ 21,027	
Congregate				
Cash	\$ 42,376	\$ 4,238	\$ 7,484	\$ (34,892)
Accounts Payable	\$ 22,993	\$ 3,647	\$ 5,914	\$ 17,079
Interprogram Loan	\$322,823	\$337,770	\$351,089	\$ (28,266)

Trumbull Housing Authority – May 25, 2021

Congregate payable to Village increase represents March’s cost share, to be paid pending receipt of DOH Subsidy totaling approximately \$65,000. Funding is expected before the end of May. Excess Cash at the Village is \$21,027. However, receipt of funds from Congregate would push the total to \$49,293 which would slightly exceed projected funds available to be spent prior to year end.

Tenant Accounts Receivable balances as follows:

Stern Village	6/30/2020	Tenants	4/30/21	Tenants
One Month or Less	\$ (674)	39	\$ (6,445)	46
Over One Month Rent	\$ 1,433	4	\$ 3,338	4
Inactive AR	\$ 7,220	34	\$ 16,561	45
Total	\$ 7,989	77	\$ 13,454	95

Congregate				
One Month or Less	\$ 425	8	\$ (2,958)	6
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 2,406	8	\$ 15,725	19
Total	\$ 2,831	16	\$ 9,645	25

The above balances show increases to tenant delinquent accounts from the beginning of the year, primarily by those that have since vacated the respective property. April 2021 balances include credits due to prepayment of May rents (rents posted April 30th). The average amount due upon vacating was \$368 for the Village and \$828 for Congregate as of April 30, 2021.

Executive Director’s Report

Ms. Polansky reported the following:

1. The Community Room will have a soft opening on June 1. Residents are aware of the rules – masks must be worn and only 15 people at a time. Groups are already starting to request times for events.
2. Many residents are walking and sitting outside with their neighbors.
3. The Maintenance Department is extremely busy working on apartments in both the Village and Congregate building handling Work Orders and emergency situations. They are also working to maintain the grounds. She noted there is a lot of work to be done with the landscaping and she would like the resident’s properties to look nice. Ms. Polansky intends to hire summer help for 20 hours per week to help the Maintenance Department with the outside work.
4. All rent recertifications have been completed and the new rents will start on July 1. Residents should pick up their recertification paperwork. Recertification letters and calculations will be placed in their mailboxes if they do not hear from a resident. Any questions should be directed to Ms. Polansky or Heather for clarification.
5. Starting in June they will be conducting apartment inspections. This will include mechanicals, appliances, alarm systems, condition of apartment, checking for over-abundance of items, smoking in the unit or using candles and making sure the apartment is clean.
6. Additional radon mitigation units are being installed.

Trumbull Housing Authority – May 25, 2021

7. Applications for Stern Village are still available and must be postmarked by June 15. They currently have 35 applicants.
8. Many residents are locking themselves out of their units after hours and are asking the security guards for help. This takes them away from the Congregate. Ms. Polansky is working on a solution to this problem. Options suggested included a bungee to be worn on the wrist with the keys, placing keys with car keys or a lanyard.

Mrs. Anderson noted there has been an increase in calls to the First Selectman's office regarding the rent increases. She requested Ms. Polansky provide information to them regarding the rent determination process and include a spreadsheet with any resident who received an increase over \$50.

Congregate Updates and Congregate Energy Enhancements – 2019 Small Cities

Ms. Polansky noted:

1. Four vacancies will be filled by July 1, several people are on the wait list.
2. Ten units need toilet covers. All 36 valves and thermostats have been completed. Once the boiler installation is completed, they will bleed the lines in the individual apartments. They are putting together a user manual for the Maintenance Department.
3. Volunteers and their coaches from Masuk High School will start on May 26 and they will help with Bingo and Arts and Crafts.
4. Ms. Polansky discussed the Congregate Core Services and the Expanded Core Services for the residents. Expanded Core Services are paid by the Department of Housing for the Congregants and include the Resident Services Coordinator Paulette Mack's and Tina Katz's salaries (when Tina worked at the Congregate) and the Wellness/Preventative Program which can include entertainment. Last year these funds were used for sanitization expenses for COVID-19 in the Congregate. Since entertainment was not held due to COVID, 32 residents were given a CVS gift card in the amount of \$40 to spend down the funds. Mr. Geel noted the funding needs to be spent down within the program regulations or give it back to the State. Wellness staffing will come back next year.
5. Ms. Polansky noted the apartment discussed at a prior meeting is now rentable as family has cleaned it out.

Unfinished Business

It was agreed to move the discussion of the Updated THA Smoking Policy and Security Deposit Policy for Incoming Residents to the Village until the next meeting. Ms. Polansky confirmed a dedicated account would need to be set up for security deposits at the bank.

New Business

1. Discussion of additional THA money to spend on Stern Village and Consideration of Motion to Approve Spending – Mr. Geel noted the Board had agreed to spend \$45,000 at a prior meeting to rehab two additional units. At this point in the budget, there may be funding available for additional units. Discussion. Motion was made by Ms. Pederson to approve the use of any excess funds over the \$45,000 already committed to be used for apartment rehab. Seconded by Mrs. Bova and approved unanimously.

Trumbull Housing Authority – May 25, 2021

2. Discussion of Security Deposit Policy for Incoming Residents to the Congregate and Consideration of Motion to Approve – discussion moved to the June agenda.
3. Discussion of making Charlene Pederson Assistant Treasurer for the THA and Consideration of Motion to Approve – Mrs. Anderson noted that Ms. Pederson replaced Mrs. Thornton on the Board who had been elected as Assistant Treasurer. The appointment of Ms. Pederson to this Board position would give her signing powers for the THA on the bank accounts. Mrs. Anderson made a motion to elect Charlene Pederson as Assistant Treasurer for the THA. Seconded by Mrs. Bova and approved unanimously.
4. Discussion of Purchasing a Copier for the THA Office and Consideration of Motion to Approve – Ms. Polansky noted the current THA copier is over ten years old and parts are no longer available when it breaks down. She has worked with the Town Purchasing Director and found a slightly used copier for \$3,500 with low maintenance costs. The copier has many functions not currently available with their model and would be a great asset for the office. Motion was made by Ms. Pederson to approve the expenditure for the new copier as proposed by Ms. Polansky. Seconded by Mrs. Bova and approved unanimously.
5. Discussion of Food Service Contract for the Congregate and Consideration of Motion to Approve – Ms. Polansky noted she has been researching food services for the Congregate. They currently use Creative Culinary as do many other housing authorities. Creative Culinary has been very generous in supplying food for various events at no cost. The current contract expires on June 1. Creative Culinary has agreed to reduce the monthly bill by \$1,000. New contract cost would be \$1,248.75 per month for lunch services. This will be a savings of \$12,000 a year. Add-ons for events may reduce this amount and will be reflected in the internal reports. Other services she contacted did not meet the requirements or would have to hire staff. Ms. Polansky recommended continuing the contract with Creative Culinary. Discussion. Motion was made by Ms. Pederson to accept the proposed food service contract from Creative Culinary. Seconded by Mrs. Bova and approved unanimously.
6. Discussion of Elevator Service Contract for the Congregate and Consideration of Motion to Approve – Ms. Polansky discussed a new maintenance agreement which decreased the monthly cost from \$260 to \$240. She noted there will be a wireless component to the elevator which will let the service people know if there is a problem before a call is made to them. There is also overtime protection in the agreement. Many meetings were held to discuss the contract which now is at a reduced price with added value. Motion was made by Ms. Pederson to approve the elevator service contract with Kone Elevators as presented. Seconded by Mrs. Bova and approved unanimously. Ms. Polansky noted the contract will be billed quarterly but will look to see if there would be a cost saving if paid in full.
7. Discussion of Management Plan for Stern Village and Consideration of Motion to Approve – Ms. Polansky discussed the plan. Several line items were discussed for clarification including rental income, vacancy losses, advertising and marketing, credit checks and insurance. Motion was made by Ms. Pederson to approve the budget for the Village effective July 1, 2021 as presented. Seconded by Mrs. Bova and approved unanimously.
8. Discussion of Management Plan for Congregate and Consideration of Motion to Approve – Mrs. Polansky discussed the plan. Several line items were discussed for clarification and it was agreed to change the budget to reflect the new elevator contract and to reduce the heating and cooling amount due to the new systems.

Trumbull Housing Authority – May 25, 2021

9. Discussion of Services Plan for Congregate and Consideration of Motion to Approve – Ms. Polansky discussed the plan. Several line items were discussed for clarification.

Motion was made by Ms. Pederson to approve the proposed Management Plan and Services Plan for the Congregate effective July 1, 2021. Seconded by Mrs. Bova and approved unanimously.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 6:21 pm. Seconded by Mrs. Bova and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk