

Trumbull Housing Authority – September 27, 2022

Trumbull Housing Authority Virtual Meeting
September 27, 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; Dawn Cantafio, Director of Finance, Accountant Jason Geel and Dr. Cornelia Morris, Mary Sherlach Counseling Center

The meeting was called to order by Mrs. McGannon at 6:03 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

Dr. Cornelia Morris will speak later in the meeting.

Approval of Minutes

Motion was made by Ms. Pederson to approve the minutes of August 2, 2022 as written. Seconded by Ms. Pflueger and approved by unanimous consent.

Report of Director of Finance

Mrs. Cantafio reported the following:

1. FEMA funds were received for the Congregate for reimbursement of supplies.
2. CHFA approved the funding for the elevator. Work should begin around October 20 and should take two or three days.
3. The Maintenance Staff is keeping current with work orders. Monthly reviews with the Maintenance Staff seem to be working very well. There are only twelve outstanding work orders to be completed by the end of the month. Last month, work orders totaled 108; this month 90 have been completed.
4. Draft policies for Maintenance, including a Vehicle Policy, will be distributed to the Commissioners for review. She met with the Maintenance Staff to see if they had any comments.
5. Thank you to Bill Chin who is keeping the website up-to-date.
6. Jason and Michele have been helping with getting current spending logs and budgets and she will continue to monitor spending. They are buying in bulk to save money and are working with Maintenance on their spending. They will continue to get supplies for rehabbing future apartments.
7. Mailing, billing and filing of all bills will be part of her responsibilities and will allow her to monitor and keep everything current. This was previously done by Heather, Assistant Property Manager, but now falls within her new position as Director of Finance.

Mrs. Anderson questioned the possibility of new grants. She is concerned about financing any new projects in their current fiscal position and asked for a report at the next meeting on funding possibilities. Mrs. Cantafio noted she and Ms. Mack have reached out to several individuals to get a general contractor for that platform. They were advised by Mr. Lewis to close out the current grants before applying for new ones but continue to actively look for funding sources. Mrs. Cantafio and Ms.

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Mack are registering next month to become certified for the Small Cities Grants, including a section on Environmental Small Cities Grants, as required in order to apply for them. The projected time line for closing out the current grants is October 15. Millennium would then like to meet with the Commission to give a final report.

Discussion was held regarding the floors that needed repair. Mrs. Cantafio noted this a structural issue beneath the floors, causing flexing, that was not the responsibility of Millennium in this project.

Discussion was held regarding the \$30,000 held for Millennium at the completion of the project. Millennium must finish the punch list before the funds are released. Mrs. Anderson requested Ms. Mack and Mrs. Cantafio be diligent in working on this punch list so that everything is covered. Once the payment is made, the project is complete and there may not be any warrantee or recourse for repairs of any kind. The HTCC money for \$27,000 was discussed. Mr. Geel clarified the funding situation for the Commission including balances due. Release of HTCC funds depends on CO's being received; all CO's have been received for all rehabbed units. Mrs. Cantafio will check with the Building Department to confirm completion. Question was asked if it is okay to release the funds. All units are occupied so there should be no problem.

Report of Congregate Manager

Ms. Mack reported for Ms. Torres:

1. ALB Masonry checked out the sidewalk and will be providing a second bid. When this is received, she will send the information to the Commissioners.
2. Food service is doing well. Approximately 10-15 residents come down for the meal. Questionnaire responses were reviewed by Ms. McGannon. Most respondents were satisfied with the food. She noted some residents come down for the meal and take it back to eat at a later time because the early lunch does not fit their timetable. Discussion was held regarding the obligation to provide meals. Mr. Geel noted it is required by the State as the residents are paying for it. However, there may be some leeway in what is provided each day. The chef must provide for all 36 residents whether or not they participate.
3. A/C units have been turned off with the onset of the cooler weather. Replacement/repair of the two units is a concern. Cost estimates should be obtained now so a decision can be made as to what can be done before warmer weather returns next year. Ms. Torres will be instructed to obtain estimates and report her findings at the October or November meeting.
4. CNA was discussed. Mrs. Anderson requested this be reviewed to see if any additional repairs need to be considered before funding for projects is addressed. Ms. Mack noted the only remaining project was the painting of the stairwell. Ms. Torres will be instructed to make a walk through to check for anything additional that needs to be addressed.
5. Three units remain empty in the Congregate. Two are ready for occupancy. As of now they have no tenants moving in. Ms. Torres does have a waiting list.
6. Applications for Stern Village will be taken until September 30.

Treasurer's Report and Discussion of Financials.

Mrs. Bova reported for the two-month period ending August 31, 2022. The overall loss of the Housing Authority was (\$3,307). However, the Operating Gain, before capital grants and depreciation, was \$21,605, of which \$9,293 is attributable to Stern Village and \$12,312 to Congregate.

Stern Village had a current month's Operating Loss of (\$113) compared to a budgeted gain of \$7,500. The month's loss is due to various maintenance contract services incurred totaling over \$13,000 putting

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maintenance over budget for the month by over \$9,000. The most significant of these costs being hedging, trimming and tree work. Legal fees were also significantly overbudget due to general labor matters this year. It's also noted that August is a five-week payroll month impacting payroll related costs for the month. Despite the current month operating results, the property is expected to reach budgeted surpluses this year, generating \$9,293 of the budgeted \$15,000 surplus so far this year.

For Congregate, the current month's Operating Gain was \$5,876 compared to a budgeted gain of \$1,083. The month's gain is due primarily to lower-than-average utility costs and a \$4,396 grant funding from FEMA to cover prior year COVID costs. For the year, revenue is underbudget due to vacancies, but expenses are underbudget as well, contributing to positive operating results.

The overall cash position of the Authority, including reserves, is \$691,072. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2022</u>	<u>7/31/22</u>	<u>8/31/2022</u>	<u>YTD Change</u>
Cash	\$103,203	\$ 83,804	\$ 75,162	\$(28,041)
Accounts Payable	\$ 65,441	\$ 65,844	\$ 75,486	\$(10,045)
Interprogram Loan	\$355,881	\$366,466	\$384,808	\$ 28,927
Reserves	\$507,142	\$507,142	\$508,311	\$ 1,169
Excess Cash	\$ (73,436)	\$ (72,086)	\$ (91,005)	
Congregate				
Cash	\$ 59,264	\$ 49,106	\$ 97,900	\$ 38,636
Accounts Payable	\$ 35,652	\$ 9,035	\$ 7,467	\$ 28,185
Interprogram Loan	\$ 355,881	\$ 366,466	\$ 384,808	\$ (28,927)
Reserves	\$ 9,499	\$ 9,499	\$ 9,499	\$

Village cash still includes unspent insurance proceeds of \$23,755. Management is still waiting for supplies to finish the fire loss work, with a \$2,500 bill included in August operations. Congregate received the first quarter DOH funding in August which will enable additional repayment to Village in September. Congregate made an approximately \$15,000 payment to Village in August.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/2022</u>	<u># of Tenants</u>	<u>8/31/2022</u>	<u># of Tenants</u>
One Month or Less	\$ (2,953)	46	\$ (3,179)	62
Over One Month Rent	\$ 3,578	4	\$ 4,630	6
Inactive AR	<u>\$ 1,744</u>	<u>10</u>	<u>\$ 2,410</u>	<u>8</u>
Total	\$ 2,369	60	\$ 3,861	76
Congregate				
One Month or Less	\$ (960)	5	\$ (622)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 2,184</u>	<u>4</u>	<u>\$ 2,869</u>	<u>5</u>

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Executive Session

The Board entered into Executive Session at 7:08 pm to review the Consultant’s Report on Continued Training and Further Discussion of Legal Services. Those in attendance were the THA Board members and Allyson Maida, Consultant. Motion was made by Mrs. Anderson to exit the Executive Session at 9:24 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

Adjournment

There being no further business, motion was made by Ms. Pflueger to adjourn the meeting at 9:26 pm. Seconded by Mrs. Anderson and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk