

REGULAR MEETING – January 12, 2012

Vice-Chairman Mike O’Neil called the January Regular Meeting of the Housing Authority to order at 1:11 pm. Attendance upon roll call:

PRESENT: Vice-Chairman Mike O’Neil, Commissioners Karen Roy-Guglielmi, Nancy Osborn and Raymond Powers, Executive Director Jeffrey Arn and Finance Manager Bobbi Kruglik.

ABSENT: Chairman Peter Olson

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Raymond Powers, the minutes of the combined November/December regular meeting were approved as read. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes. Motion carries and minutes accepted.

BILLS: After review and discussion of the invoices paid, Commissioner Nancy Osborn made a motion to approve the payments. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #53592-53837 Federal #20790-20860; Franklin Park East #1035-1039; Windermere Court #1035-1039; State #14182-14196; Voucher #40778-40957; Congregate #9229-9276 and Local #2281-2292. Motion carries.

Cash and Occupancy Report: Mr. Arn distributed the monthly Cash Balances and Occupancy Report to the Board for their perusal.

At 1:18 pm, Chairman Peter Olson arrived.

EXECUTIVE DIRECTOR’S REPORT:

Congregate: The usual activities were enjoyed by the majority of our residents: games, worship, shopping, wellness clinics, etc. Due to the holidays, a heavy entertainment schedule was well-received and attended. Residents also enjoyed their own Christmas party and towards the end of the month. The month ended with a pizza party on New Year’s Eve that was attended by all. The ALSA census went up by 2; however one was discharged after having to be placed in a nursing home. By the end of the month, it reached 17, which is approximately 40%.

Local Section 8: We currently have a count of 271 which is decrease of 2 vouchers from December. We continue to release more vouchers due to the additional funding we applied for in June and received in August. Our goal is to increase our count to 290 vouchers. We have received notification of our funding for the first quarter of 2012. We will receive an 80% proration of our administrative fees for this period.

State of CT DSS: We currently have a count of 790 vouchers through December, up seven from November. We are anticipating the same level of funding for this program in 2012.

Maintenance: The maintenance crew completed the fall leaf clean up and they continue to keep up with the turnover of vacant apartments. They are also preparing our federal sites for a HUD REAC inspection at the end of January.

We have hired a tree service to complete the clean-up from Storm Alfred. They have had to remove numerous trees in their entirety at Franklin Park East and West due to extensive damage. They have also had to remove limbs from almost every tree at these locations. They will continue this work in January until all of the hanging limbs and damaged trees are addressed at all sites.

The Court Tower's Window Replacement and Façade Renovations: The final paperwork was finally submitted and the project has been closed out.

Accessible Unit and Community Room Upgrades at FPE and Windermere Court: The fee proposal from the Architect was approved in December and design work is scheduled to begin in January.

Non Profit: The completed units that remain for sale are 26A & 26B Orchard Street (2 single units). The asking prices on these properties have once again been reduced to \$79,900 per unit. This has been done based on the recommendation from our Realtor and comparable sales in Town.

#### OLD BUSINESS:

No Smoking Policy Update: Letters with the No Smoking policy were sent out to all residents. Tenant meetings will be scheduled which will include an agency that will provide information for tenant's incentive to not smoke.

#### NEW BUSINESS:

Town of Vernon Ethics Ordinance: The Town of Vernon requests that the Board of Commissioners knowledge that they received the Ethics Ordinance. The Ethics Ordinance was distributed to the Board.

#### INFORMATIONAL:

The Housing Authority is selling the 1997 Ford Super Wagon XLT. An advertisement was put in the newspaper under legal notice. The bid opening is schedule for February 18, 2012.

Mr. Arn met with the new mayor, George Apel. He toured the office and all of the Housing Authority's complexes. Mr. Arn gave an overview of the Housing Authority's operations.

Recently there was a 100<sup>th</sup> Birthday celebration for one of the Court Towers resident. It was well attended.

EXECUTIVE SESSION:

At 1:43, Commissioner Karen Roy-Guglielmi made a motion to go into Executive session to discuss a personnel matter. Mr. Arn and Ms. Kruglik were invited to stay.

At 1:52, return to Regular session.

Mr. Arn informed the Board that the Housing Authority's insurance provider offered Term life Insurance to Commissioners and full time employees at no cost. Applications were distributed.

Commissioner Nancy Osborn requested that the Housing Authority coordinate with the Vernon Fire department to give informative meetings for Court Tower's tenants.

The next meeting will be the February Regular meeting, which will be held on February 9, 2012 at 21 Court Street at 1:00 pm.

The January regular meeting was adjourned at 1:57 pm on a motion by Commissioner Mike O'Neil which was seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

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Executive Director