REGULAR MEETING – January 09, 2020

Vice Chairperson Karen Roy-Guglielmi called the January Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Vice-Chairperson Karen Roy-Guglielmi, Commissioners Glenn Tarro and Peter Olson, Executive Director Betsy Soto and Wendy Ng

ABSENT: Commissioner Judy Hany

PUBLIC COMMENT:  Kathryn Millis, Grove Court resident, commented on resident displayed behavior towards her and requested it to be addressed.

MINUTES: A motion was made by Commissioner Peter Olson to adopt the minutes of the combined November/December 2019 Regular Meeting as offered. Commissioner Glenn Tarro seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Glenn Tarro made a motion to approve the payments. Commissioner Peter Olson seconded the motion all present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #66978-67033; Federal #24594-24634; Franklin Park East #1558-1564; Windermere Court #1679-1689; State #15112-15120; Congregate #12423-12472; Voucher-none; and Local #3291-3293. The Housing Authority’s credit card invoice was reviewed and approved. The Housing Authority’s credit card invoice was reviewed and approved along with the bills.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR’S REPORT: Presented by Ms. Betsy Soto

Francis Pitkat Congregate Living Center Renovations: Renovations are 99% complete. There is an update on the notification received from CHFA stating that we may not be able to use all of our construction contingency funds on the project and that it may have to be used to pay back the pre-development loan that they previously said we did not have to repay. Department of Housing has informed me that it’s their intent to convert the loan to a grant, and an official notification will be forthcoming. Since then a letter was received from Department Housing stating that the loan had to be paid back. After reaching out to our field officer, I was informed not to take further actions. We are still on hold and will wait for the final decision. Facility Signage has been ordered and installation date to be determined. There are still very minor items that are being addressed and project cannot be closed until the items meet project specifications.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished December with 1,144 vouchers and RAP certificates. The program is currently working toward regaining a combination of 30 HCV & RAP certificates it has lost in the last year. In addition to assuring accuracy in both programs and getting full participation from clients.

Local Section 8: The department ended December with 312 vouchers 7 up from last month. The department continues to grow and work diligently in assuring accuracy and getting full participation from clients.

Becker Place: Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Next the cost of scope of work to be done and an Environmental Review Report (ERR). SHPO application in process and a meeting is scheduled for 1/6/2020 to discuss designs prior to final decision.

Windermere Camera Project: A camera design professional has been hired to work on this project. A walk through of the property has been conducted. Camera designs have begun and its final design to be determined. Drawings have been finalized and bid opening was conducted on 11/6/19. Due to only receiving one bid, the bid was rejected. New Bid re-advertising and re-opening dates to be selected.

Windermere Site Improvement Project: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Currently waiting for the Town of Vernon final approval for minor parking modification.

Franklin Park East: On 10-16-19 several properties sustained damages due to a severe windstorm. A utility pole snapped in half causing Franklin Park East, West and Congregate facility to lose power. Franklin Park East and West lost electricity, heat, hot water and was unpassable due to the fallen tree on the first HUB of the FPE property and street utility pole being mangled. There were 3 massive trees that fell throughout the property, debris, fallen electric wires throughout all 3 properties and 2 egresses that were unpassable. Power was restored for all the properties that same day. Franklin Park East units 1-4 whom suffered the most damages, were without power until the following day due to the outside electric wires being completely pulled away from the units by the fallen tree. Those families were offered accommodations. Power was restored on 10-17-19 for all 4 units. The 4-unit HUB is now under reconstruction. New roof has been fully completed. Remaining work to be completed is siding and inside unit work.

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Peter Olson to add (1) The Election of Chairperson and Vice Chairperson for VHA Board of Commissioners and (2) to add the appointment of two housing authority commissioners to the Vernon Non-Profit Housing Redevelopment Corporation Board to today meeting’s agenda. Commissioner Glenn Tarro seconded. All present voted for the approval of the motion. Motion carried.

Acting Chairperson Karen Roy-Guglielmi turned over the election of officers to the Board Secretary Betsy Soto.

Ms. Soto called for nominations for Chairperson of the Board. Glenn Tarro nominated Karen Roy-Guglielmi. Peter Olson seconded and there were no further nominations. All present voted for the approval of the nomination.

Ms. Soto called for nominations for Vice Chairperson of the Board. Karen Roy-Guglielmi nominated Glenn Tarro. Peter Olson seconded and there were no further nominations. All present voted for the approval of the nomination.

The Board Secretary Betsy Soto concluded the election of officers and turned the meeting back over to Chairperson Karen Roy-Guglielmi.

Peter Olson made a motion to appoint VHA Commissioner Karen Roy-Guglielmi to the Vernon Non-Profit Housing Redevelopment Corporation. The motion was seconded by Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Peter Olson made a motion to appoint VHA Commissioner Glenn Tarro to the Vernon Non-Profit Housing Redevelopment Corporation. The motion was seconded by Karen Roy-Guglielmi. All present voted for the approval of the motion.

Peter Olson made a motion to contract with Direct Energy to provide third party electric rates for all VHA properties. The motion was seconded by Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Peter Olson made a motion to provide additional compensation to Roberta Kruglik for services rendered in 2019. The motion was seconded by Glenn Tarro. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL:

HUD Letter Approval of the 5 year and Annual Plans-HUD approved.

PILOT Payment and Letter to the Town of Vernon-The Housing Authority presented the Town of Vernon a PILOT payment in lieu of taxes in the amount of $81,298.71 on December 18th, 2019. This amount represented 10% of our shelter rents less utilities. The PILOT check was hand delivered to the Town of Vernon. Town Board meeting canceled due to bad weather conditions.

HUD’s Financial Review Letter-Executive Director responded HUD regarding single audit for

fiscal year 2018.

Tenant Commissioner Letter-The term for current Commissioner due to expire on 2/29/2020.

Notice was sent to all residents and section 8 participants on 12/30/2019 providing information and procedure to interested candidates.

February Special Meeting Memo – February board meeting changed from the 13th to the

11th. It will now be considered a special meeting due to date change. Notification to the Town of Vernon to follow.

EXECUTIVE SESSION: None

The next meeting will be the February Special Meeting which will be held on February 11, 2020 at 21 Court St. at 1:00 pm.

Peter Olson made a motion to adjourn the meeting at 2:09 pm. The motion was seconded by Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto

Executive Director