REGULAR MEETING – September 13, 2018

Chairperson Mike O’Neil called the September Regular Meeting of the Housing Authority to order at 1:04 pm. Attendance upon roll call:

PRESENT: Chairperson Mike O’Neil, Vice-Chairperson Karen Roy-Guglielmi, Commissioners Glenn Tarro and Judy Hany, Executive Director Betsy Soto and Bobbi Kruglik.

ABSENT: Commissioner Peter Olson

PUBLIC COMMENT: None.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the combined July/August Regular meeting were approved as read. Commissioner Judy Hany seconded with the vote being 3 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Glenn Tarro made a motion to approve the payments. Commissioner Judy Hany seconded the motion with the vote being 3 ayes. The checks approved were: Revolving #66011-66126; Federal #23957-24047; Franklin Park East #1443-1464; Windermere Court #1544-1567; State #14973-14992; Congregate #11928-11984 Voucher #50280-50363; and Local #3206-3219. Motion carries. The Housing Authority’s credit card invoice was reviewed and approved.

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:

Francis Pitkat Congregate Living Center Renovations:Renovations are moving along at the Pitkat, construction is 98% complete. The Main entrance canopy is complete, sidewalks and parking lots are complete including new concrete curbs, LED Lights, dumpster enclosure, line striping, 1st floor and 2nd rugs and vinyl flooring are complete, Arts and Craft room complete, Library room complete, New fire panel installed, completed and passed inspection. Staff training taking place on-site 9/13/2018. Renovations of all 44 apartments, the Dining Room fireplace construction and front office remodel are complete. Kitchen counters and backslashes are 100% complete. The common area heat was completed in December. The roof has been replaced and the new windows are 100% complete. Attic insulation 100% complete, Repainting of Bridge Deck completed, the common area finishes and new light fixtures throughout the building are 100% complete. The new elevator is operating and complete. The fire alarm and security cameras are 100% complete. Landscaping is complete, but will need continuously seeding applications due to the initial process not being successful. There are still items that are being addressed and won’t be accepted until the items have been installed per the project specifications. There is no current 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. The project cost was previously reviewed and we do have enough cost savings to cover the changes in the project and still pay back the pre-development loan, but we need furniture and the reminding money in the loan, if approved will be put towards the furniture for the facility. CHFA has approved all but 3 change orders.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished August with 1,155 vouchers and RAP certificates which is up 13 from my previous report.

Local Section 8:The department ended August with an even count from the last report of 269 vouchers. 11 new vouchers were issued and currently in search of a home. The department continuous to work diligently in assuring accuracy and getting full participation from clients.

Franklin Park East and West:Camera project design drawings have been completed and in the process of getting reviewed. Once approved we will start the bidding process. Construction of fire unit 33 Franklin Park West due to commence 9/12/2018.

Court Street:Lobby project designs are complete. Final selections are still in the works. Looking to start this project in the winter. The large elevator repairs to commence 9/11/2018. The Annual Fire Building Inspection was completed and passed.

Maintenance: 2 trucks beds were replaced, 1 truck had repairs made and now back on the road, all tractors have been repaired and back in use.

Grove Court Project Based Vouchers:Hap Contract was fully completed on 9/5/2018. Contract requirement for PHA-owned units per Notice PIH 207-21(HA) states that the HAP contract administrator and the owner cannot be the same legal entity (PHA acting as contract administrator cannot execute a contract with itself as the owner of the PBV units) the PHA must establish a separate legal entity to serve as the owner. A non-profit affiliated or instrumentality of the PHA may be that separate entity. We will move forward with the Vernon Non-Profit Housing Development to serve as the separate entity for the full purpose of signing the contract effective October 1st, 2018.

The Vernon Housing Annual Picnic on August 22, 2018 was a wonderful success. It is a very special event that all the residents look forward to every year and I must say it’s the first time we had residents from all 5 projects. Transportation was provided from their home to the picnic and back home. Everyone had a great-time. Glendale Dining Services prepared a feast. We had special visit from Congressman Joe Cortney, Daniel Tilie, HUD Reginal Administrator, Suzanne Piacentini, Director of HUD who requested a visit and took a tour off our properties. Also invited were Danielle Champagne, Mayor of the Town of Vernon and Jeffrey Arn, Executive Director, Norwich Housing Authority. They were extreme pleased with how well the properties were being maintained. This visit was a complete surprise and last minute, but I was very happy to welcome and invite them and show off what we have here at the Vernon Housing Authority. They also took the time to say, how impressed and happy they were to be invited and made part off this wonderful yearly occasion.

OLD BUSINESS:

PBV-Grove Court: The HAP Contract for PBV is dated 09/05/2018. There are some new regulations to be added to the HAP Contract. The PBVs will be implemented for October 1st.

NEW BUSINESS:

Approval of Board for PBV Resolution: After some discussion, Commissioner Glenn Tarro made a motion to accept Resolution to create a corporation for PBV administration purposes. Commissioner Karen Roy-Guglielmi seconded with the vote being 3 ayes.

Approval to change name: The Board discussed the name of the Corporation in the approved Resolution to The Vernon Housing Community Development Corporation. Commissioner Glenn Tarro made a motion to approve the change of name, Commissioner Karen Roy-Guglielmi seconded with the vote being 3 nays. The motion was not passed.

Commissioner Glenn Tarro made a motion to rescind the approval of the above mention Resolution. Commissioner Karen Roy-Guglielmi seconded the motion with the vote being 3 ayes. The above-mentioned Resolution was rescinded.

After some discussion, Commissioner Karen Roy-Guglielmi made a motion to change the name in the Resolution to The Vernon Housing Community Development Corporation. Commissioner Judy Hany seconded with the vote being 3 ayes.

Approval of Amended Resolution and Consent: Commissioner Glenn Tarro made a motion to approve the Amended Resolution, Commissioner Karen Roy-Guglielmi seconded with vote being 3 ayes. Motion carries.

INFORMATIONAL:

Becker Place: Ms. Soto informed the Board that a contractor was hired to remove all the trees and clean up the property. Ms. Soto will inquire about grants to rehab the property or sell it.

The next meeting will be the October Regular Meeting which will be held on October 11, 2018 at 21 Court St. at 1:00 pm.

The September meeting was adjourned at 2:41 pm on a motion by Commissioner Glenn Tarro; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director