

REGULAR MEETING – December 1, 2023

Chairperson Susan Bannon called the December Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Chairperson Susan Bannon. Commissioners Carl Schaefer, Sean Hadden & Steve Wakefield, Executive Director Betsy R. Soto, Wendy Ng, Michael Patrick.

ABSENT: Commissioners: Kathleen McCarthy

Public Comment: Maryann Levesque, 183 Bolton Road, Vernon, CT 06066. Inquired about the procedure & preparation of bids. FPW and East roofs contractors, and congregate driveway. Resident, Ian Mills, 14 Franklin Park East-stated the temporary numbers on buildings need to be reflective. Inquired about the posting of the Annual Plan minutes to VHA website and the 2022 Annual Report not searchable.

MINUTES: On a motion made by Commissioner Sean Hadden the Special meeting minutes of October 12, 2023 (Annual Plan) were approved as read. Commissioner Carl Schaefer seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: On a motion made by Commissioner Sean Hadden the minutes of the October regular meeting were approved as read. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Commissioner Sean Hadden made a motion to approve the payments, Commissioner Steve Wakefield second the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #68962-68999; Federal #25678-25702; Franklin Park East #1774-1775; Windermere #2016-2020; State #15449-15456; Congregate #13447-13473; HCV# none and Local #3499-3503. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Sean Hadden questioned check#25681& #15450. Finance Manager Wendy Ng explained; Commissioner Steve Wakefield questioned check#25697. Executive Director Betsy Soto explained; Chairperson Susan Bannon questioned check#15451. Executive Director Betsy Soto explained. and the commissioners accepted. No further questions.

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

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

Executive Director Report: Becker Place –Certificate of Occupancy was provided by the Town of Vernon on 09.06.23. Both units are currently occupied. The only remaining item is the installation of new gutters. Gutters will be installed soon.

Franklin Park West - This is 99% complete. A few minor punch list items must still be addressed.

Grove Court Major Renovation - The current low bidder is Pioneer Builders of Newington at \$6.6 Million. VHA has obtained an additional \$1.3 million in funding. The contract amount will be \$6,870,889. Presenting to the Board for Approval 12/1/2023.

Franklin Park East-Contractor is currently completing the fascia and soffit on the last 2 buildings. Downspouts must still be installed at all buildings. Supplies being removed from property.

Franklin Park East, West, and Windermere Signage Project-Project is currently being "value engineered." (Reflective signs in lieu of illuminated signs). This project is on hold and will likely be pushed into 2024 due to potential additional costs associated with Franklin Park Roofs.

Congregate-New furniture was delivered on 10/25/2023. Project Complete.

Congregate – MagStrainer – Project Complete.

Local Section 8 - The department ended November with a count of 350 HCV, 2 less from the previous month. The Section 8 program is working diligently towards the continuance of increasing the program to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs - The Department ended November with a count of 1,116 Vouchers and RAP state certificates, 3 less from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Francis Pitkat Congregate Living Center – The Vernon Housing Authority continues to sanitize common areas in the building on a regular basis and before and after scheduled activities. On Wednesday October 11th and 25th, residents enjoyed chair yoga with Jeanne. On Wednesday October 18th and Thursday October 19th, residents participated in a Nutrition Education Class Seminar hosted by UCONN students. The residents learned new nutrition food and cooking ideas for the fall season. On October 31st, residents participated in a Halloween with Friends event where children came to sing songs and do arts and crafts. Every Tuesday the residents can partake in a food share distribution. At that time residents are able to obtain some needed food items. Also, every other Tuesday volunteers deliver bread & pastry from Stop & Shop or Shoprite. We have scheduled different card games, such as LCR on Sunday evenings, Pokeno on Tuesday, and Thursday evenings and BINGO on Wednesday and Saturday. They also enjoy building puzzles and playing board games in the parlor or sunroom. Our Bulletin Board area is the "Communication Gateway" for the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & Community Activities. Our Bulletin Board consists of the following: Monthly menu provided by Glendale Senior Dining, Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter and

interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board. HVCC “Dial a Ride” provides transportation to the residents such as grocery shopping and doctor’s visits. HVCC Food Pantry provides weekly deliveries to Residents. Vernon Senior Center provides weekly transportation for grocery shopping. UCONN-SNAP-Ed Program through their Dept. of Allied Services provides Pitkat with monthly information for nutritional wellness for our Residents. Homebound Reading Program with the Rockville Public Library continues to be a successful and rewarding program for the Residents. We also have the Pitkat Book Club that our Residents enjoy participating in. 3 Birthdays were celebrated and a beautiful sheet cake was served for dessert in the dining room, and everyone sang “Happy Birthday”.

Old Business: None

New Business: 2024 Federal Budget: Ms. Soto presented and gave an overview of the 2024 Federal Budget. After some review and discussion of the proposed 2024 Federal Budget, Commissioner Sean Hadden made a motion to add an additional Maintenance Labor position and approve the proposed 2024 Federal Budget as presented; seconded by Commissioner Carl Schaefer. All present voted for the approval of the motion. Resolution #421 was resolved and motion carries.

2023 Write-Off Tenant Accounts Receivable-After some review and discussion, Commissioner Sean Hadden made a motion to be tabled for further discussion after Executive Session, seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion Carries.

Grove Court Major Renovation Bid: Commissioner Sean Hadden made a motion to table the approval of the contract and requested additional information; seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carries.

Performance Payments: After some review and discussion of the one-time performance payments recommended by the Executive Director, Commissioner Sean Hadden made a motion to approve the recommended amounts; second by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carries.

Informational: Pilot Payment to Town of Vernon–Provided PILOT payment information in the amount of \$100,083.55 to be presented at the December 5, 2023, Town Council Meeting for year ending 2022. Board of Commissioners invited to attend.

Copies of Tenant thank you letters to VHA provided to BOC.

Holiday Gathering: The Holiday Gathering will be at the Market Grill Restaurant on December 15th. The Board is invited to attend.

Meeting Dates: The list of 2024 Meeting Dates submitted to the Town Clerk was distributed to the Board.

PHA Annual Plan FY 2024 – HUD Approved

PHA 2022 IPA Audit – HUD Approved

2023 Annual Operating State Budget – CHFA Approved

Executive Session: At 2:33pm, Commissioner Steve Wakefield made a motion to move into Executive Session to discuss personnel at 2:33pm, seconded by Commissioner Sean Hadden. All present voted for the approval of the motion. Motion carried. Wendy Ng leaves the meeting. Invites Executive Director to stay.

At 2:53pm, Returned to regular session.

Housing Conferences-Executive Director Betsy Soto gave a list of all upcoming Conferences. After some review and discussion, Commissioner Sean Hadden made a motion to approve the NERC-NAHRO, February 2024 and all three (3) HAI Group conferences; second by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried.

Executive Director Performance Review-Commissioner Steve Wakefield made a motion to table the Executive Director Performance Review to the January regular meeting; second by Commissioner Carl Scheafer. All present voted for the approval of the motion. Motion carries.

Write-Off Tenant Accounts Receivable: Mrs. Ng provided to the Board a detailed list of outstanding Tenant Accounts Receivables of vacated Tenants that was deemed uncollectible. These amounts are posted to the HUD PIC system to insure payment if the tenant requests housing subsidy. Commissioner Sean Hadden made a motion to remove amounts (\$35.00 & \$-32.00) from AMP2 and write-off the remaining TARs deemed uncollectible; second by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carries.

The December Regular Meeting was adjourned at 3.32 pm on a motion by Commissioner Steve Wakefield; seconded by Commissioner Sean Hadden all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director