

REGUAL MEETING – February 8, 2024

Vice Chairman Carl Schaefer called the February Regular Meeting of the Housing Authority to order at 1:00 pm. Attendance upon roll call:

PRESENT: Vice Chairman Carl Schaefer, Sean Hadden & Steve Wakefield, Executive Director, Betsy R. Soto, Wendy Ng, Michael Patrick.

ABSENT: Chairperson Susan Bannon

Public Comment: David Howey, 55 Grove St. #39, presented information regard a Reasonable Accommodation. Ian Mills, 14 FPE, presented a letter and VHA website format preferences.

MINUTES: On a motion made by Commissioner Sean Hadden the special meeting minutes of January 23, 2024, 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 #69110-69147; Federal #25782-25797; Franklin Park East #1788; Windermere #2038-2050; State #15478-15482; Congregate #13544-13560; HCV# none and Local #3525-3532. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioner Steve Wakefield questioned check#25792, send the breakdown and details in email. Commissioner Steve Wakefield requested 2022 and 2023 attorney cost report. The report email to all commissioners 2/13/24. Commissioner Sean Hadden questioned tenant on Grove St. #45. The board was informed on 3/14/2024 full payment of back rent owed was accepted and paid by the resident and reason resident will remain in the unit. 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: Grove Court Major Renovation - Contract has been signed with Pioneer. A&E team currently responding to questions from the Building Department and Fire Marshal. Building permits have not been issued yet. Resident Meeting scheduled for March 1st. Relocation Specialist contract approved 1/23/2024.

Franklin Park East Roof Replacement-Closeout documents in progress.

Franklin Park West Roof Replacement-Closeout documents in progress.

Franklin Park East, West, and Windermere Signage Project-Architect to revise Scope of Work.

Court Tower - Flooring Abatement-Request for Proposal for License Environmental Proposal released. Two (2) proposals were received 01/19/2024. Eagle Environmental is that apparent low proposer. Request for Proposals for Relocation Specialist to be released 01/29/2024. Relocation Specialist proposals due 02/15/2024.

Local Section 8 - The department ended January with a count of 347 HCV, 4 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 Program - The Department ended January with a count of 1,116 Vouchers and RAP state certificates, no changes from the previous month. The program is working towards accuracy in both programs and getting full participation from clients.

Pitkat Congregate Living Center-Capital Needs Assessment - Proposal in the amount of \$3,800 received from Bureau Veritas.

Congregate Pitkat Facility Report: The Vernon Housing Authority continues to follow all CDC rules and Governor's Executive Orders by providing quality and safe services to all residents. On Wednesday January 3rd and January 17th, residents enjoyed chair yoga with Jeanne. On Thursday January 4th residents enjoyed music with Alex in the downstairs sitting area. On Thursday January 18th residents enjoyed music with Sandy in the downstairs sitting area. Every Tuesday the residents can partake in a food share distribution. At that time residents can 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.

Franklin Park East-Work complete. Working on minor punch list items.

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. Work pending.

Old Business: None

New Business: Admin Salary-Executive Director gave a synopsis. Up for further discussion. No Vote

Court Towers: Drum traps and clean outs. Commissioner Carl Shaefer requested installations of drum traps and clean outs throughout the entire property. The Executive Director to further review HUD regulations and procurement policy due to the extent of the project and total cost.

Information: Received Tenant thank you letter. Residents are happy and thankful for VHA services.

Executive Session: At 1:58 pm, Commissioner Steve Wakefield made a motion to move into Executive Session; seconded by Commissioner Sean Hadden. All present voted for the approval of the motion. Motion carried. Wendy Ng leaves the meeting. Invites Executive Director, Betsy R. Soto to stay.

At 2:51pm, returned to regular session. Mrs. Ng returned to the meeting. Commissioner Steve Wakefield made a motion to approve 2024 conferences. Commissioner Sean Hadden seconded. All present voted for the approval of the motion. Motion carried.

The next meeting will be the March Regular Meeting which will be held on March 14, 2024, at Grove Court, 55 Grove Street, Vernon, CT 06066, Community Room at 1:00 pm.

The February Regular Meeting was adjourned at 2:56 pm on a motion by Commissioner Sean Hadden; seconded by Commissioner Steve Wakefield. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director