

REGULAR MEETING – June 8, 2023

Chairperson Susan Bannon called the June Regular Meeting of the Housing Authority to order at 1:11 pm. Attendance upon roll call:

PRESENT: Chairperson Susan Bannon & Commissioners Kathleen McCarthy, Steve Wakefield, Executive Director Betsy R. Soto, Wendy Ng, Michael Patrick.

ABSENT: Commissioners: Sean Hadden & Carl Shaffer

Public Comment: None

Executive Session: None

MINUTES: A motion was made by Commissioner Steve Wakefield to adopt the May 2023 Annual Meeting minutes as offered. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Commissioner Steve Wakefield to adopt the May 2023 Regular Meeting minutes as offered. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Commissioner Kathleen McCarthy to adopt the May 22, 2023, VHDC Special meeting minutes as offered. Commissioner Steve Wakefield seconded. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Commissioner Kathleen McCarthy to adopt the May 22, 2023, Personnel Policy-Admin Pay Special meeting minutes as offered. 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 Kathleen McCarthy 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 #68733-68776; Federal #25554-25578; Franklin Park East #1740-1745; Windermere #1969-1975; State #15408-15411; Congregate #13330-13351; HCV# none and Local #3471-3478. The Housing Authority's credit card invoice was reviewed and approved along with the bills. Commissioners Steve Wakefield questioned check number 25559 & 13349, Executive Director, Betsy R. Soto, explained and the commissioner 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 – Bid opening has been extended one (1) week to 06.08.23 at the request of a bidder.

Congregate-Upholstery of damaged furniture – Damage furniture replacement – 3 green loveseats and 1 sofa for a total cost of \$6,757.88 have been ordered. Delivery in progress. Pending furniture replacement are the 4 recliners and quotes.

Franklin Park East, West, and Windermere - One (1) bid received on 05.18.23. Low bid is significantly of budget. Design team to explore reflective signs in lieu of illuminated signs.

Franklin Park East- Construction resumed on the second building. Significant structural issues encountered. Structure reviewed by structural engineer on 05.24.23. Work to resume with framing repairs and plywood replacement soon.

Franklin Park West - Seven (7) bids received on 05.18.23. Apparent low bidder is 4YOU, LLC. Scope review meeting to be scheduled soon.

Becker Place- Contract work on project is 99% complete. The punch list has been issued. Additional work on exterior foundation wall and basement nearing completion. Anticipated completion is June 2023.

Becker Place Site Work-Contract signed with Complete, LLC in the amount of \$39,000. Complete, LLC seeking right of way permit from the City. Mobilization meeting to be held on site prior to start of construction.

Local Section 8 - The department ended May with a count of 356 HCV, 3 more 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 May with a count of 1,134 Vouchers and RAP state certificates, 2 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 provide quality and safe services to all residents. All common areas in the building continue to be sanitized daily and before and after scheduled activities. All common areas in the building continue to be sanitized daily and before and after scheduled activities. Thursday, May 4th, Sandy Robinson entertained the residents with her piano playing, singing and story- telling in the parlor for the residents. She has been performing for many years and is quite entertaining. Wednesday, May 10th, a “Meet & Greet” was held along with entertainment from Chicago Joe. Over 20 residents attended. Residents shared a little about themselves while enjoying a fruit platter with cheese and cracker, cookies, muffins, beverages along with door prizes. It was an enjoyable day for the residents. On Wednesday, May 24th, Star, a Tibetan Spaniel, and former show dog, visited with the residents in the parlor. Fr. Tadeusz Zadorozny from

St. Joseph's Church was here on Friday, May 26th @ 10:00 for the Catholic Mass in the Arts & Crafts room. 8 birthdays were celebrated in May. Glendale Senior Dining made a beautiful sheet cake that was served for dessert in the dining room, and everyone sang "Happy Birthday". We have scheduled different card games, such as LCR on Sunday evenings, Pokeno on Tuesday, and Thursday evenings and BINGO on Wednesday and Saturday. 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. Bread/Pastry delivered by Stop & Shop or Shoprite. HVCC Food Pantry provides weekly deliveries. HVCC "Dial a Ride" and Vernon Senior Center provides weekly transportation to the residents. UCONN-SNAP-Ed Program through their Dept. of Allied Services provide nutritional wellness information. Homebound Reading Program with the Rockville Public Library continues to be a successful and rewarding program for the Residents.

Old Business: Personnel Policy-Pay Administration - A motion was made by Commissioner Steve Wakefield to table the matter. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

New Business: CMERS (pension) percentage increase 7/1/2023. Employer's contribution rate will increase from 17.55% to 19.57% employees' contribution rate will increase from 4.25% to 4.75% starting 7/1/23. The change implemented from Public Act 19-124 went into law on 6/28/19. The Executive Director recommended a one-time pay increase of 0.5% for all employees to offset the pension rate increase effective 7/1/2023. After a short discussion Commissioner Steve Wakefield made a motion to approve the pension pay increase offset as read. Commissioner Kathleen McCarthy seconded. All present voted for the approval of the motion. Motion carried.

Informational: None

The next July/August combined meeting will be held on July 13, 2023, at 1:00pm at 114 Franklin Park West, Vernon, CT 06066 - Community Room.

The June Regular Meeting was adjourned at 1:53 pm on a motion by Commissioner Steve Wakefield; seconded by Commissioner Kathleen McCarthy all voting in favor. Motion carried.

Respectfully Submitted,

Betsy R. Soto,
Executive Director, PHM, VEM