

REGULAR MEETING – October 8, 2020

Chairperson Karen Roy-Guglielmi called the October Regular Meeting of the Housing Authority to order at 1:01 pm. Attendance upon roll call:

PRESENT: Chairperson Karen Roy-Guglielmi, Vice-Chairperson Glenn Tarro, Commissioners Judy Hany, Susan Bannon, Ellen Eybel,  
Executive Director Betsy Soto and Finance Manager Wendy Ng,  
Housing Programs Manager Michael Gentile Jr., Maintenance Manager Rocky Shemanskis  
Facility Manager Michael Patrick, Attorney Michael Wrona

ABSENT: None

Public Comment: Ian Mills-resident at 14 Franklin Park East, Dolores Leavitt-105 Franklin Park West, David Derosier-96 Franklin Park West. Maria Petrella-80 Franklin Park West. Zachery M Hays – 26 B Orchard Street (not tenant of VHA, he is owner of Orchard Street 26-30 Condominium) David Derosier asked Tenant Commissioner Status for Ian Mills appointment processing. Maria Petrella complained about the places are not keep in nicely. Dolores Leavitt expressed her opinion on a VHA retiree. Ian Mills expressed displeasure with the town's actions regarding the Tenant Commissioner position. Zach provided documents regarding his condo. He wants to catch up for his condo association fees which he fails to pay more than 2 years.

MOTION TO ADD ITEM OF BUSINESS TO THE AGENDA: Said item of business to be added to the agenda in Executive Session. Discussion of documents containing attorney/client privileged communications provided in confidence and exempt from disclosure pursuant to C.G.S. §§ 1-200(6) and 1-210 (b)(10). Ellen Eybel made a motion to add Executive Session. Glenn Tarro seconded the vote. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Susan Bannon to adopt the minutes of September 2020 Regular Meeting as offered. Judy Hany seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Judy Hany made a motion to approve the payments. Susan Bannon seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67390-67418; Federal #24838-24858; Franklin Park East #1604-1607; Windermere Court #1734-1738; State #15164-15167; Congregate #12655-12668; HCV#52656-52664 and Local #3325-3329. 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: Occupancy report was reviewed with the Board of Commissioners.

EXECUTIVE DIRECTOR'S REPORT: Presented by Ms. Betsy R. Soto  
Francis Pitkat Congregate Living Center Renovations Renovations are moving along at the Pitkat, construction is 99% complete. Signage completed on March 20, 2020. Project is now ready for closing with CHFA. Due to the Covid-19 pandemic everything continues to be on hold to further notice.

Local Section 8: The department ended September with 314 two down from the previous month. The section 8 program is working towards continuing to grow the program numbers to maximize the number of participants on the program.

State of Connecticut DOH-Housing Choice Voucher and Rental Assistance Programs: The Department finished September with 1,154 vouchers and RAP state certificates, the same as the previous month. The program continuous to work towards regaining a combination of 40 HCV and RAP certificates it has lost in the last year. To date 20 HCV & RAP certificates have been regained. In addition to assuring accuracy in both programs 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) both in the beginning stages of process. Meeting was held onsite on 1/6/2020 to discuss designs with SHPO. SHPO scope of work was approved on 1/30/2020. VHA-request to HUD to rescind the request to demolition in 2015 was approved on 1/16/2020. Becker Place will no longer be demolished and its now in the process of rehabilitation. Environmental Review is now complete. Plans, Specs and updated cost estimate still in the works.

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. Second bid opening was held on January 31, 2020 and the lower bidder Intellibeam was awarded the contract. Contracts signed on April 10, 2020. Currently on hold awaiting Windermere Exterior Site Improvement Project to inform Intellibeam, LLC when the siding will be replaced to work in conjunction with BRD Builders to allow wires to be placed in a location not noticeable.

Windermere Exterior Site Improvement Project: Construction began 8/17/2020.  
90 % of the new concrete sidewalks are complete and new lighting installation in progress.

Congregate September 2020 Report by Rosa Bailey, Resident Service Coordinator

To ensure the adherence of social distancing and maintaining a safe environment for our residents all regularly scheduled activities, entertainment and providers continue to be on hold. Visitors are limited to medical, personal aids, Nurses, and caretakers due to COVID-19 Pandemic. second MASS COVID-19 test will be taking place 10/6/2020. Our Bulletin Board area is the "Communication Gateway" to the Pitkat Residents to keep them informed regarding pertinent information, Pitkat & Community Activities. Our Bulletin Board consists of the following: Monthly menu provide by Glendale Senior Dining, Weekly Bus Schedules, Monthly Vernon Senior Center Newsletter, our Pitkat Congregate Newsletter with interesting articles, games and puzzles, the weekly lunch menu and activity calendars. Other postings are frequently added to the bulletin board.

OLD BUSINESS: NONE

NEW BUSINESS:

2021 Management Plan Analysis: Ms. Ng gave an overview of the proposed 2021 Management Plan. There is no increase in the Base Rent in the Plan. The Plan is effective January 1, 2021. After a review and discussion of the proposed Management Plan, Vice-Chairperson Glenn Tarro made a motion to approve the proposed Management Plan as presented. Commissioner Susan Bannon seconded with All present voted for the approval of the motion. Motion carried.

Audit: The Financial Audit for the year ending 2019 has been completed. Commissioners Judy Hany made a motion to approve the acceptance of Audited Financial Statement and Commissioner Glenn Tarro seconded with All present voted for the approval of the motion. Motion carried.

2021 Payment Standards-Section 8 & Flat Rents for Public Housing were presented and after some discussion, Vice-Chairperson Glenn Tarro made a motion to approve the Payment Standards for 2021 and Commissioner Susan Bannon seconded with All present voted for the approval of the motion. Motion carried.

INFORMATIONAL:

Correspondences sent Ian Mills pertaining to the Tenant Commissioner Attorney Michael Wrona gave a brief synopsis regarding the numerous letters received from Ian Mills since last board meeting. Attorney Wrona emphasized that it is the responsibility of Ian Mills himself to work with Town of Vernon. There is nothing else for the Vernon Housing Authority to do.

Response to 9/8/2020 Board Meeting Resident Complaints

Facility Manager Michael Patrick gave the explanation regarding work order procedure from tenants' calls. If there is emergency issue, Maintenance Department personnel will show up in tenants' apartment within an hour to complete necessary work. Maintenance Manager Rocky Shemanskis responded to all Resident complaints and documents shows all repairs were completed within time mannerly. Housing Programs Manager Michael Gentile Jr stated that he would be scheduling site visits to meet with residents individually. Along will be new hired Resident Service Coordinator Rosa Bailey and Facility Manager Michael Patrick.

Revised Public Housing Resident Manual & Revised Congregate Resident Manual

Ms. Soto gave an overview of both Resident Manuals as printed out. After a review and discussion of the manuals, Commissioners Susan Bannon made a motion to approve both Resident Manuals. Vice-Chairperson Glenn Tarro seconded with All present voted for the approval of the motion. The motion carried.

At 2:03 pm, Commissioner Judy Hany made a motion to go into Executive Session to Discussion of documents containing attorney/client privileged communications provided in confidence and exempt from disclosure pursuant to C.G.S. §§ 1-200(6) and 1-210 (b)(10). Seconded by Commissioner Susan Bannon. All present voted for the approval of the motion. Motion carried. Executive Director Betsy Soto and Attorney Michael Wrona were invited to stay. All left the meeting at 2:03pm.

At 2:38pm, Wendy Ng returned to the meeting.

The next meeting will be the combined November/December Regular Meeting to be held at 21 Court Street, Vernon, CT 06066, Community Room. December 3, 2020 at 1:00 pm.

Susan Bannon made a motion to adjourn the meeting at 2:39 pm. The motion was seconded by Glenn Tarro. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

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Betsy R. Soto  
Executive Director