

REGULAR MEETING – September 10, 2020-DRAFT MINUTES

Chairperson Karen Roy-Guglielmi called the September Regular Meeting of the Housing Authority to order at 1:04 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, Facility Manager Michael Patrick, Attorney Michael Wrona

ABSENT: None

Public Comment: Ian Mills-resident at 14 Franklin Park East, John & Claire Casey - 80 Franklin St #230, Remi Grenier-101 Franklin Park West, Dolores Leavitt-105 Franklin Park West, David Derosier-96 Franklin Park West, one male and one Female refuse to give their identity. Claire Casey-complaint regarding lunch beverages. Anonymous male & female mentioned that the money machine in the laundry room at 55 Grove Court was not accessible. Dolores Leavitt complained about the camera's and felt they interfered with privacy and maintenance complaints. All resident present expressed displeasure with the towns actions regarding the tenant election results and failure to swear Ian Mills in as the Tenant Commissioner.

MOTION TO ADD ITEM OF BUSINESS TO THE AGENDA: Said item of business to be added to the agenda is for the consideration of the recommendation by the Board of Commissioners (the "Board of Commissioners") for the Housing Authority of the Town of Vernon (the "Housing Authority"), for the appointment by the Chairman of the Housing Authority, of Jeffrey Arn, as a Director of the Vernon Nonprofit Housing Development Corporation. Glenn Tarro made a motion to amended September agenda by adding Board of Commissioner for Non-Profit Development Corp. Directors. Susan Bannon seconded the vote. All present voted for the approval of the motion. Motion carried.

MINUTES: A motion was made by Judy Hany to adopt the minutes of the combined July/August 2020 Regular Meeting as offered. Vice-Chairperson Glenn Tarro seconded. All present voted for the approval of the motion. Motion carried.

SPECIAL MEETING MINUTES 7/22/20: A motion was made by Glenn Tarro to adopt the minutes of Special Meeting as offered. Susan Bannon seconded. All present voted for the approval of the motion. Motion carried.

BILLS: After review and discussion of the invoices paid, Glenn Tarro made a motion to approve the payments. Judy Hany seconded the motion. All present voted for the approval of the motion. Motion carried. The checks approved were: Revolving #67312-67389; Federal #24790-24837; Franklin Park East #1595-1603; Windermere Court #1724-1733; State #15155-15163; Congregate #12613-12654; HCV#52547-52551 and Local #3309-3324. 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
Local Section 8: The department ended June with 316 one 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 June with 1,154 vouchers and RAP state certificates, 3 up from 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: Walk through of the property has been conducted and Proposals accepted. Architect has been selected and contracts signed. The design drawings phase has begun, in progress and to be continued until final drawings are approved. Town of Vernon has approved minor parking modification. Pre-bid walkthrough was conducted on 3/30/2020. Bid opening was held April 16, 2020. 2 out of 4 were incomplete and bids were over budget. All bids were rejected. Drawings in the process of being reviewed. Second Bid opening was conducted on June 4, 2020. Contract approval pending. Board Approval 7/9/2020 and Contracts signed on 7/10/2020. Construction began 8/17/2020.

OLD BUSINESS: none

NEW BUSINESS:

In accordance with the bylaws of the Vernon Nonprofit Housing Development Corporation (the "Nonprofit"), regarding the appointment of directors to its Board of Directors, by the Housing Authority of the Town of Vernon (the "Housing Authority"), at the open session of the Housing Authority's regular September 2020 meeting, with a quorum of the commission members present, a motion was made by the Commission's Vice-Chairman, Glenn Tarro, to recommend the appointment of Jeffrey Arn as a Director of the Nonprofit, with said appointment to commence immediately, and with a further 3 year term of service as said Director by him, to follow, running from the date of the next annual meeting of the Board of Directors of the Nonprofit. Said motion having been seconded by Commissioner Judy Hany, the motion was carried by the unanimous vote of the Commissioners present. Following said vote, and further pursuant to the bylaws of the Nonprofit, based upon said recommendation by the Board of

Commissioners, the Chairman of said Board of Commissioners appointed Jeffrey Arn, as a Director of the Nonprofit, as recommended in the foregoing motion.

2021 Payment Standards-Flat Rents & HCV programs. Item removed from the agenda. A motion was made by Vice-Chairperson Glenn Tarro to approve item be removed. The motion was seconded by Susan Bannon. All present voted for the approval of the motion. Motion carried.

2021 Utility Schedule-Public Housing Scattered Sites and HVC Program – After some discussion, a motion was made by Ellen Eybel to approve the 2021 utility schedule. The motion was seconded by Judy Hany. All present voted for the approval of the motion. Motion carried.

INFORMATIONAL: VHA Tenant Commissioner Election Result Letter to the Town of Vernon & Response letter received from the Town of Vernon-VHA notified Town of Vernon the results of the election on August 4, 2020 and winner Ian Mills. Town of Vernon-Town Administrator response letter states that the motion to appoint Ian Mills failed. Attorney Michael Wrona explained that per state statues the town council does not vote on such matter as an election has taken place and a winner selected. Final step is for Ian Mills to be sworn in by the Town Clerk. Furthermore Mr. Wrona clarifies that The Vernon Housing Authority had gone over and beyond to comply with state statues and all executive orders to conduct a safe election for the residents.

State of CT Congregate Facility Covid-19 Mass Testing-was held on 7/14/2020 and all results came back negative. Working on a second round of testing.

Appreciation Letter received from resident – members read and appreciate all letters of appreciation received from residents.

EXECUTIVE SESSION: none

The next meeting will be the October Regular Meeting which will be held in the Community Room, October 8, 2020 located at 21 Court Street, Vernon, CT 06066 at 1:00 pm.

Glenn Tarro made a motion to adjourn the meeting at 2:16 pm. The motion was seconded by Judy Hany. All present voted for the approval of the motion. Motion carried.

Respectfully Submitted,

Betsy R. Soto
Executive Director