

## **Trumbull Housing Authority**

**December 16, 2013**

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The Board of Directors of the Trumbull Housing Authority met for a regular meeting on Monday, December 16, 2013 in the Community Room of Stern Village, 200 Hedgehog Circle, Trumbull, CT.

Members Present: Chairwoman Linda Scarpantonio, Vice Chairwoman Linda Nassrah, Treasurer Thelma Burr, and Susan Fatse.

Also Present: Executive Director Harriet Polansky

The following is a brief summary of the meeting.

A quorum being present, the Chairwoman opened the meeting at 4:05 p.m. with the Roll Call and the Pledge of Allegiance.

Mrs. Scarpantonio congratulated Mrs. Thelma Burr on her re-election as Commissioner.

### **Approval of Minutes**

Motion made by Chairwoman Scarpantonio and seconded by Vice Chairwoman Nassrah to approve the minutes of November 13, 2013. Vote was unanimous. Motion carried.

### **Bills and Communications**

Mrs. Thelma Burr reported all account payables current, as of this date.

### **Report of the Executive Director**

Mrs. Harriet Polansky reported as follows:

Mrs. Polansky thanked the residents of Stern Village for their help cleaning the snow and ice off of cars over the past couple days, and for clearing pathways for their neighbors. It was very much appreciated.

The financial summary for the period ending November 30, 2013 was discussed. For the 5 months ending on November 30, 2013, Stern Village and Stern Center had an overall estimated loss of approximately \$817.00. The loss, occurring at Stern Center, as a result of food costs and alternative food service costs, are increasing more quickly than was anticipated. These costs, due to the hiring of a "fill-in" cook, should be decreasing starting in 2014.

Currently, the reserve balance is over \$1,709,000.00, which is approximately \$7,700.00 for each unit in the complex. The overall cash position as of November 30<sup>th</sup> shows a balance of

\$1,605,000.00. As of November 30<sup>th</sup>, accounts payable are approximately \$35,638.00. The THA is in a strong position to move forward into the New Year, and we will continue to enhance Stern Village.

The second quarter subsidy was received from the State for the Congregate Building.

Mrs. Polansky stated that she is committed to rehabilitating and renovating each and every apartment, which will improve the quality of life. Mrs. Polansky is in the process of prioritizing capital needs, and is working with UI, UI vendors, CHFA, and others to determine how to get this accomplished.

Twenty residents of the Village were chosen recently for UI assessment, however all of the Village will have a UI assessment. They are working with UI partners, including New Opportunities and ABCD, on providing free energy assessments to every Stern Village resident. This also includes installing new energy saving light bulbs, installing water savers, and caulking around windows.

The energy upgrades suggested by UI and their partners, are over \$1,000,000.00. UI will provide help to defray the costs; they will advise after January 1, 2014.

The THA is also seeking firms to help with funding for rehabilitation, and will be advertising for a request for proposal in order to evaluate firms to help rehabilitate and find predevelopment funding for the apartments at Stern Village. This will not cost the Trumbull Housing Authority anything. Once the right firm is selected, several resident meetings will be held to discuss the plans and how this will positively impact the residents. A noticeable impact will most likely be realized in the next few years.

Mrs. Polansky also discussed some highlights of the accomplishments from 2013. The Village now has a generator and emergency shelter. Working with the office of Emergency Management and the Emergency Management team proved successful in making sure a readiness plan was put together. Outlets for cell phone chargers were installed in the Congregate and in the Community Room, an 'Are You Okay' Program was created, and tenant profile forms were also created. Mrs. Polansky also collaborated with the Trumbull Rotary, and a grant was received to provide Stern Village with 60 cots, linens, and pillows. Negotiations were made to provide a trailer to store these items, and if needed, water and supplies can also be obtained.

The Tuesday Teas have been very informative, and a lot of feedback has been received. Many guest speakers have come to the Village, including Judge T.R. Rowe, Mark Mancini, Manager of the Trumbull Stop and Shop, and Joseph Laucella, Chief of the Trumbull Emergency Medical Service. First Selectman Tim Herbst provided an overview of Trumbull and the plans for Trumbull Center. A program on preying on the elderly and how companies take advantage of the elderly, as well as how to protect oneself against this, was also presented at the Village. Mrs. Polansky enlists guest speakers on relevant and timely issues.

A fire drill was successfully conducted in the Congregate in the spring.

Stern Village now has Wi Fi in the Community Room and Dining Room.

Mrs. Polansky personally thanked the Stern Village Neighborhood Watch that was set up and validated. A new resident parking policy was also implemented, and a lot of parking issues have been settled.

A security audit was done. Speed bumps were installed as well as appropriate signage and cameras to distract possible intruders.

There have been a lot of events and activities for the residents of Stern Village. The Rotarians held a special meeting at the Village. The first flu clinic was held successfully. Movie night is held bi-monthly at 6 p.m., and popcorn is served. A craft program was held, and the Boy Scouts completed a beautification project, including a garden with lavender.

Mrs. Polansky noted that a lot was done, and she will continue working with community and corporate partnerships including the Rotary Club, the Boy Scouts, the Girl Scouts, Sal's Pizza, Vazzy's, Hancock Pharmacy, and others. Mrs. Polansky thanked these businesses.

Mrs. Polansky also mentioned obtaining computers and holding weekly computer lessons, as well as obtaining a pool table at Stern Village, and noted that many companies have been more than generous.

A new software system was implemented, PHA Web, which allows the staff to operate Stern Village in a more efficient and effective manner for recertifying tenants, tracking applications, waitlists, conducting the lottery, managing and tracking fulfillment of work orders, record keeping, all financials, rent due, various reporting mechanisms, and a lot more.

The stratification plan was discussed.

Thanks to a grant, the Village has a flat screen television and DVD player. They also have upgraded to a Charter TV package.

Mrs. Polansky worked with the GBTA to provide free bus service to the residents.

Mrs. Polansky worked with the director of the Mary J. Sherlach Counseling Center, and established counseling services in the Congregate Building and the Community Room, which has led to fewer resident disputes.

JK Energy and UI have provided lighting replacements and upgrades around the Village.

There is a new roof for the Congregate Building, which is the first capital improvement that has been made in several years.

Approximately 20 smoking apartments have been converted to non-smoking apartments, and that transition will be continued.

Stern Village has launched its own website, [sternvillage.com](http://sternvillage.com).

Mrs. Polansky noted that these are just a few things that have been accomplished since February of this year. She thanked the Trumbull Housing Authority Commission for all of their time, energy, and efforts they put into serving Stern Village.

Mrs. Polansky discussed the updated animal policy. It was explained that tenants are allowed 1 companion or service animal based on a tenant's medical need, and the animal must have a tag attached to its collar showing that the animal has been inoculated with the anti-rabies vaccine, and that the animal has been properly licensed. The animal must wear a collar at all times. Mrs. Polansky also discussed many of the rules for having an animal. The importance of an emergency contact for the animal should the tenant become unavailable was also discussed.

### **Old Business**

None.

### **New Business**

The first item of new business is to act upon a resolution to approve a revised animal policy with regard to companion and service animals.

Motion made by Chairwoman Scarpantonio and seconded by Vice Chairwoman Nassrah for the Trumbull Housing Authority to approve a revised animal policy which sets forth the Trumbull Housing Authority's rules for those residents who require a companion or service animal. Vote was unanimous. Motion carried.

The second item of new business is to act upon a resolution to approve the final revised union contract between the Trumbull Housing Authority and the Local 1303-404 of Connecticut Council 4 of the American Federation of State, County, and Municipal Employees, AFL-CIO, for all employees of the maintenance department of the Trumbull Housing Authority, the terms of which were adopted at a regular meeting of the Trumbull Housing Authority Board of Commissioners on October 28, 2013.

Motion made by Chairwoman Scarpantonio and seconded by Treasurer Thelma Burr for the Trumbull Housing Authority to approve the final revised union contract between the Trumbull Housing Authority and the Local 1303-404 of Connecticut Council 4 of the American Federation of State, County, and Municipal Employees, AFL-CIO, for all employees of the maintenance department of the Trumbull Housing Authority, the terms of which were adopted at a regular meeting of the Trumbull Housing Authority Board of Commissioners on October 28, 2013. Vote was unanimous. Motion carried.

### **Public Speaking**

None.

### **Adjournment**

There being no further business to discuss, a motion was made to adjourn the meeting at 4:32 p.m. with unanimous consent.

Respectfully Submitted,

Dawn Kosarko  
Clerk