

TRUMBULL HOUSING AUTHORITY
200 Hedgehog Circle
Trumbull, CT 06611

The Board of Directors of the Trumbull Housing Authority met for a regular meeting on Monday, August 22, 2011 in the Community Room of Stern Village.

Members Present: Judi Stern, Chairperson
Thelma Burr, Gail Hanna and Bob Marconi

Also Present: Harry Wise, Executive Director

A quorum being present the Chairperson called the meeting to order at 7:16 p.m.

Acceptance of Minutes

MOTION MADE (Marconi), seconded (Burr) and unanimously carried, to accept the minutes of the June 27, 2011 meeting, as presented.

New/Old Business

Harry Wise reported as follows.

A total of seven tenants signed up to have their apartments painted and all have been completed.

The installation of the replacement windows in apartments 1 – 50 has also been completed and everyone seems to be very satisfied with them.

The recent storm caused some damage and a few of the roof drains and shingles had to be replaced. It was also noted that the lot has been swept and the tree that was hit by lightning has been removed.

The insurance review completed by Bob Dean was discussed. His report found that there was no coverage for the contents of this building and this has now been added. He also learned that the property is grossly undervalued. When the worth of the property was recalculated, based on the going rate of \$125.00 per sq. ft., the insurance value increased from \$12,800,000 to \$15,381,000. Automobile liability and rental revenue coverage was also upped. The Executive Director indicated that he was comfortable that adequate insurance coverage is now in place.

A proposed policy to allow for a lease co-signer was addressed. This issue came up when a family member asked to co-sign for an applicant who did not pass the credit check. The Executive Director informed that when he questioned the State they advised him that the establishment of such a policy is strictly up to the discretion of the Board.

Though there was a general agreement to allow for a co-signer there were potential problems that could be foreseen. Advice would be needed from Attorney Musto, as to how the policy should be worded. The policy must be very specific that a co-signer would be permitted for financial purposes only. Upon inquiry, the Executive Director advised that if the Board determines that the policy is not workable, it can always be discontinued.

MOTION MADE (Marconi), seconded (Burr) and unanimously carried to establish a policy allowing for a lease co-signer subject to the approval of Attorney Musto and with wording, as was agreed upon.

The 457 Health Benefits Plan was the next item for discussion. Harry Wise advised that in its present form it is becoming unaffordable. He informed that one employee has agreed to switch on to her husband's policy, which will lower our premium by \$17,266 a year. Another employee will be retiring in February and the Executive Director will be looking for a replacement, possibly a veteran, who receives their coverage through another source.

The Executive Director then presented a proposal to increase the current 3% match for the employee 4537 Defined Contribution Plan to 5%, which would mirror the Town's contribution to their plan.

Upon discussion and review the following motion was made.

MOTION MADE (Marconi), seconded (Burr) and unanimously carried to increase the 3% match to the employee 4537 Defined Contribution Plan to 5%.

Harry Wise then advised the Board of his concerns regarding our accountant, Janet Wortman.

When her engagement letter was issued, she neglected to mention that her monthly contract price increased from \$630 to \$650 and it went unnoticed when the terms were signed off on.

Following this, a new office computer was purchased, which did not allow her to interface with our bookkeeper's computer, as she was previously able to do. A website was found through which she could gain access to our program. The charge for this was \$69.95 per year and though the service was only of benefit to her, a good will offer was made to split the cost, which she has refused to do.

Commissioner Hanna commented that the fee for the log-in service was the account's responsibility, as she would be the one utilizing it. There was general concern regarding Ms. Wortman's unwillingness to compromise.

It was the Executive Director's suggestion that we cover the full cost of the service and at the end of the one year engagement that her services be terminated.

MOTION MADE (Marconi), seconded (Burr) to absorb the cost for the log-in service and terminate Ms. Wortman's services at the end of her contract.

In Favor (3): Stern, Burr, Marconi – Abstention (1): Hanna

Harry Wise agreed to notify Ms. Wortman of the Board's decision.

Upon instruction from WPCA a new grease trap has been purchased and will be put in with the installation of the new floor.

Print and bid documents have been received for the Congregate floor and the black top for the trash bin areas and walkway.

Tenant Issues

Comment was made that the garbage trucks are putting the recyclables in with the regular garbage.

The upcoming newsletter will instruct residents as to what items are to be recycled and how to dispose of them.

There being no further business to discuss a motion was made by Commissioner Marconi and seconded by Commissioner Burr to adjourn. The August 22, 2011 meeting of the Trumbull Housing Authority adjourned at 8:05 p.m. with unanimous consent.

The next regularly scheduled meeting of the Trumbull Housing Authority will be held on Monday, September 26, 2011 at 7:15 p.m. in the Community Room of Stern Village.

Respectfully submitted,

Helen Granskog
Clerk of the Board

