

Trumbull Housing Authority Meeting – October 27, 2014

Trumbull Housing Authority
October 27, 2014
4:00 pm
Community Room of Stern Village

Commissioners Present: Chairperson Janice Kopchik, Commissioners Suzanne Donofrio, Susan Fatse and Thelma Burr

Also Present: Executive Director Harriet Polansky

Commissioners Absent: Linda Nassrah

The meeting was called to order at 4:05 pm by Mrs. Kopchik. Roll call was conducted followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Mrs. Kopchik to approve the minutes of the THA on September 29, 2014 as written. Seconded by Mrs. Fatse and approved unanimously.

Motion was made by Mrs. Kopchik to approve the minutes of the Special Meeting of the THA on October 13, 2014 as written. Seconded by Mrs. Fatse and approved unanimously.

Resident Comments

Mr. Dov Cazary spoke regarding an individual who comes home late at night and races around the area playing loud music disturbing the village. Mrs. Polansky noted she was unaware of this problem and stated this will be looked into and will be brought to Paulette's attention as the Resident Service Coordinator for assistance with this matter. Mrs. Polansky noted speeding is a problem. They do have speed bumps which will be disappearing with the upcoming winter weather. The Trumbull PD has been contacted regarding these problems by the resident and Mrs. Polansky. Mrs. Polansky committed to contacting Chief Kiely to see if a radar detector or the like can be put at Stern Village. Other residents have heard this music coming from the back of the village property and they have also heard fireworks being set off. Mrs. Polansky will work to resolve this problem.

Mr. Paul Littlefield spoke on behalf of the Tenant's Association requesting the Board of Commissioners prepare in advance to have an agreement in place for snow removal within the Village including secondary exits to the apartments, based on his experience of storm Nemo. Discussion was held regarding the snowstorm Nemo, which occurred February 8, 2013, prior to the new THA administration. The residents felt that bringing up Nemo was uncalled for and they also discussed how snow removal has improved since that time. Mrs. Polansky noted that last year, the Village was on top of the snow removal and when there was an impending storm, the maintenance department remained on site. Mrs.

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Polansky made sure a generator was installed for the community room, which Stern Village did not have prior to Mrs. Polansky becoming Executive Director.

Treasurer's Report

Mrs. Burr noted for the three months ending September 30, 2014, Stern Village and Stern Center had an overall profit for the period of \$10,557. All current vendors have been paid. Our cash position is strong and the current Village cash position is approximately \$34,500 and the Center cash position is \$13,000. For the Center, we have received the first quarterly money from the Department of Housing, and repaired the sprinkler system. In the Village, additional ranges were purchased, a new office and storage area was established, and some blacktop repairs were made.

Executive Director's Report

Mrs. Polansky noted there was an overall gain for the past three months of \$10,557. Currently the reserve balance is over \$1,439,000 which is approximately \$6,482 for each unit in the entire complex. The overall cash position as of September 30, 2014 shows a balance of \$1,624,000 including the investment account. Accounts Payable is approximately \$11,000. We are in a strong position to move forward making some minor improvements for safety and will continue to look at other projects to improve the facility within affordability and need. Paulette Mack started mid-October and Richard Perez, the new maintenance man, started October 1.

We are also proceeding with the undertaking of the revitalization of the village and attending meetings towards that end. We have contracted with Millennium for the overall consultant, hired Cardno for environmental testing, and we have engaged George Wile's Architectural firm. Cardno has completed the testing and a report will be provided to the THA within the next few weeks. This is a major undertaking and will take a great deal of time and effort as we move forward with the revitalization and redevelopment plans. Right now the project is in the planning stage.

CHFA told Mrs. Polansky that we are a high performing housing authority. This means that we are following the processes and procedures and they do not have to visit us regularly.

Mrs. Polansky noted that as the revitalization process moves along, residents interested will be able to discuss ideas. The THA Commissioners, Neil, Paulette and Mrs. Polansky are following the Resident Participation Plan that was agreed to. The first Resident Participation Plan meeting was held earlier this month and it was a huge success. The next meeting will be November 11, 2014 at 11 am. She noted there is a free bus trip on October 28, to visit Danbury Housing Authority's Glen Apartments. The free bus is provided by GBT and will leave at 1pm. Glen Apartments are similar to Stern Village.

Also on October 28, there is a meeting with the Director of Planning and Zoning and the Town Engineer to review the entire revitalization project, get their input, and review time lines. Members from

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Millennium, Wiles Architects, Mrs. Polansky, Neil Gerhardt, Ed Lavernovich and other members from the town will be at the meeting.

Mrs. Polansky, Neil, Frank, Bruce, Paulette and others have been attending the Academy. Neil and Mrs. Polansky met with some people from the Academy to review their pro forma. The overall project was reviewed and discussed, as well as the need for RAP, since we have not had it before. The next step will be that the people at the Academy will take the input and provide it to CHFA for the next Academy sessions are November 12 and 13. These will be attended by the Stern Village Revitalization and Redevelopment team.

Cardno Environmental has finished all their testing. The report should be available within the next few weeks and shared with the residents. This testing was mandated by the State.

Unfinished Business

No unfinished business.

New Business

1. As part of the pre-development phase, we must have a Resident Participation Plan. The State is pushing very hard, and spending a lot of money on the Village, to meet with people to get things through. A meeting was held with Mrs. Polansky and Suzanne from HERC, to develop a draft plan. Kim from TOVAH worked with the residents of Stern Village to review the draft and ask for any revisions or additions to the plan. A letter was received from Kim, which is also on the website for the town, regarding the process, which included dissemination of the material, meetings and feedback. According to the resident feedback, the plan is fine. Kim suggested that the Board approve the proposed plan. Every resident will receive a copy.

Motion was made by Mrs. Kopchik to adopt the Resident Participation Plan. Motion was seconded by Mrs. Burr and approved unanimously.

2. Out sourcing of the food service was discussed. Mrs. Polansky gave some background information regarding the current food service noting that a noon meal is served seven days a week. Mrs. Polansky and Neil have evaluated the meal cost. Neil, Madeline and Mrs. Polansky are spending a lot of time managing the kitchen operations. An outside food vendor will allow the process to be streamlined and the costs saved will be better spent and utilized by creating and implementing new and innovative programs to meet the needs of the residents, as well as enhance our existing services for the residents of the Congregate. Four responses were received from the RFP. A team of taste testers and evaluators was established to taste food at various facilities. After review, it was agreed that Jeff Shapiro from Creative Culinary Service should be awarded the contract. Mr. Shapiro gave a brief description of his services, noting that some details would need to be worked out on some aspects of the project.

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Motion was made by Mrs. Kopchik to approve Creative Culinary Service as the food vendor for the Congregate. Seconded by Mrs. Fatse and the motion carried unanimously.

Executive Session

Motion was made by Mrs. Kopchik to enter Executive Session to discuss personnel matters at 4:41 pm. Attendees will be THS Commission Board members Fatse, Kopchik, Donofrio and Burr as well as Neil Gerhardt and Mrs. Polansky. Motion seconded by Mrs. Fatse and approved unanimously. Motion was made by Mrs. Kopchik to end the Executive Session at 5:25 pm. Motion seconded by Mrs. Fatse and approved unanimously.

Adjournment

Motion was made by Mrs. Kopchik to adjourn the meeting at 5:25 pm. Motion seconded by Mrs. Fatse and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk