

# Trumbull Housing Authority – June 29, 2015

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Trumbull Housing Authority  
June 29, 2015  
10:00 am  
Community Room of Stern Village

**Commissioners Present:** Chairman Janice Kopchik; Commissioners Susan Fatse, Thelma Burr, Suzanne Donofrio

Also present: Executive Director Harriet Polansky

**Commissioners Absent:** Linda Nassrah

The meeting was called to order at 10:05 am by Mrs. Kopchik. Roll call was conducted followed by the Pledge of Allegiance.

## **Executive Session**

Motion was made by Mrs. Kopchik at 10:05 am to enter into Executive Session to discuss Personnel Matters. Seconded by Mrs. Fatse and approved unanimously. Included in the Executive Session were Mrs. Kopchik, Mrs. Fatse, Mrs. Burr, Mrs. Donofrio and Attorney Raymond Rizio. Motion was made by Mrs. Kopchik, seconded by Mrs. Burr to exit the Executive Session at 10:18 am. Approved unanimously. Mr. Rizio left the meeting at this time. Motion was made by Mrs. Kopchik, seconded by Mrs. Fatse, to approve the contract for Ms. Polansky for the next five years. Approved unanimously.

Mrs. Kopchik wished Ms. Polansky a Happy Birthday.

## **Past Minutes**

Motion was made by Mr. Kopchik, seconded by Mrs. Donofrio to approve the minutes of May 18, 2015 as written. Approved unanimously.

## **Resident Comments**

1. Paul Littlefield spoke noting that it be spread upon the minutes that he speaks for himself only and he is not representing any organization or individual, expressly nor implied. He raised the following three substantive issues concerning today's public meeting of the THA.
  - a. The calling of a secret meeting on the agenda without noticing the purpose of the Executive Session is in violation of CGS 1-200, the Freedom of Information Act.
  - b. The failure, under New Business, to properly post a complete supplemental for the 2015-2016 budgets for Stern Village and of the Henry S. Stern Center Congregate, violates the Trumbull Town Charter, constituting an ethics violation. The First Selectman, Mr. Herbst, in December 2012 laid down an official ruling that an improperly noticed meeting thereby makes any business taken to be null and void.

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- c. It is held that it is improper, and not a permitted use, for an employee of a public agency to substitute its own personal letter head for an official public document, thereby constituting, according to the Trumbull Ethics Commission, a possible ethics violation.
- d. Madam Chairman, may I have a response at your earliest convenience.
2. June spoke noting that Harriet is the best thing that has ever happened. She fixes problems and she is wonderful to have around.
3. Joan spoke and agreed with June. She noted there are times that she receives mailings that she does not understand and the organization always takes the time to read and help her. It is nice to have an office to go to for an answer, including her staff.
4. Sandy Fisher noted she is grateful there are meetings to express gratitude for the staff. Things have improved here and she knows other improvements will happen in the future. Harriet has good intentions and is always available. She is no longer intimidated to get information. She also thanked the grounds staff, who she noted are amazing. She is happy to be here.

### **Treasurer's Report**

Mrs. Burr reported for the eleven-month period ending May 31, 2015 that Stern Village and Stern Center had an overall gain of \$29,968. All current vendors have been paid except for the PILOT payments for the current year. The Village's current cash position is approximately \$34,602, and the Center's cash position is \$15,873. Vacancies have been reduced. Some capital expenditures were made for kitchen repairs in the congregate, additional ranges and parking curbs which needed to be replaced. We have received our fourth quarter payment from DOH for Stern Center.

### **Executive Director's Report**

Ms. Polansky thanked everyone for their support noting it is a privilege and an honor to work at the Village and is looking forward to working with everyone for many years.

Ms. Polansky noted that for the eleven months ending May 31, 2015, Stern Village and Stern Center currently has an overall gain of approximately \$29,968 attributable mainly to our savings in the overall kitchen operation. Currently the reserve balance is over \$1,462,715 which is approximately \$6,589 for each unit in the entire complex. The overall cash position as of May 31, 2015 shows a balance of \$1,383,300, including our investment account. We have Accounts payable of approximately \$25,899, including the PILOT accrual for the current year.

She noted she will be continuing to look further at other projects to improve the facility within the realm of affordability, need and security. In the beginning of June, new carpets in the Congregate will be installed and ceiling fans will be added to the dining room. A state grant was received to purchase the new outdoor furniture and outdoor waterfall.

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The program for the Revitalizing and Redevelopment of Stern Village is in for review with various state agencies. A decision should be received sometime over the summer months, most likely by the end of July or the beginning of August.

Ms. Polansky thanked the WPCA for their assistance in a large sewer issue.

A pancake breakfast, presented by Jim Esposito from Life Guardian, will be held on July 2 at 9:30am. Ms. Polansky encouraged residents to sign up and enjoy.

Ms. Polansky presented her Trumbull Housing Authority Recap for the period January 1, 2015 through June 30, 2015 noting the following:

### **Harriet's 2<sup>nd</sup> Annual Volunteer Appreciation Breakfast**

In January, I held our 2<sup>nd</sup> Annual Volunteer Appreciation Breakfast for all the residents that have made a positive impact on Stern Village in 2014. Brueggers Bagels donated Bagels, Stop & Shop donated spreads and additional breakfast food and Luigis Bakery donated assorted pastries. Approximately 45 resident volunteers attended and I am proud that our list keeps growing.

### **Congregate – Saved Foods**

Congregants that are unable to dine at Noon can have their meals saved in the refrigerator. If meals are not picked up during the afternoon or evening, they are thrown away on the next day. To ensure Congregants get their saved meals, I have implemented sign-out sheets for the residents/aides and attendants to sign when a meal is provided, as well as a daily log of saved meals with the name of each Congregant. The daily log must be signed by the server and attendant.

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Paulette and I worked very closely with our Public Health Department to make sure residents' apartments are sanitary and not infringing on neighbors' health and welfare.

### **Medical Alerts for Residents**

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Director of EMS. We answered several questions about our project and the Directors were all in favor of our Revitalization and Rehabilitation Project.

### **Housing Academy**

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-I met with the Legislative and Administrative Council, as well as the Town Council to request the reduction of building/town permits and fees. The Town Council agreed to split the costs with us 50/50.

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### **Resident Participation Meetings**

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### **Congregate Upgrades**

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### **RWS – Resident Waste Removal Service**

I negotiated for an additional savings of \$50 per month for RWS services.

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## **Vending Machine**

The THA is looking into a vending machine in the Community Room. Residents that attended my June Tuesday's Tea were provided with surveys to choose the items they would like to have and suggest others. The vending machine will be installed in the Community Room the beginning of July.

## **Presentations and Activities:**

- United Health Care discussed "what you should know about Medicare"
  - People's Bank presented "scam alerts"
  - Agency on Aging conducted a "shred your documents day"
  - Wellcare has made several presentations at Stern Village, including a well care bingo.
  - Valentine's Day Party
  - Joe Lucella, Director of EMS talked about taking precautionary measure to ensure safety
  - Bridgeport Hospital was a Stern Village several times to discuss pertinent issues with our residents. Some of the presentations dealt with heart disease, diabetes, strokes, nutrition, and sleep disorder.
  - Easter & Passover Celebration with Rabbi Schultz and Father Flynn
  - Messiah Baptist Church presented Life Choices: Power of Attorney, Conservatorship, Pre-Funeral Arrangements, and the like.
  - Long Hill Garden Club, Tea Cup Flower Arrangements
  - The Alzheimer's' Association presented a Brain Power Workshop
  - Get Acquainted with Your Neighbors Luncheon by Gloria Langham and residents of Stern Village
  - Wing of Eagles Senior Services discussed senior issues
  - The Southwestern CT Agency on Aging (SWACCA) presented caregiver's support, respite care and Medicare savings.
  - Bethel Healthcare, how to manage stress
  - Hancock Pharmacy concerning medication management and safety
  - State of CT discussed disability benefits
  - CT In-Home Assistance talked about home care services
- And more!

This document is also attached as a supporting document to the minutes.

## **Unfinished Business**

No unfinished business.

## **New Business**

Ms. Polansky reviewed the 2015-2016 Management Plans for Stern Village and Stern Center which are required each year even, though a report is given quarterly.

The following was noted for the Village:

1. Total income will increase approximately 3% due to less vacancies and new rents

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2. There was a slight decrease in total administrative expenses for the new fiscal year by 1.22%. This has to do with estimated lower legal fees for the year.
3. Office expenses were kept consistent with the prior year.
4. The largest expense increase is in utilities, water, gas electricity and cable TV; substantially about 50% to cover us for the next fiscal year. This relates to the rates increasing and increased usage.
5. We have increased maintenance costs in the coming year of about 4% because we are using more materials and supplies to fix things since we are using fewer outside people for maintenance repairs.
6. Cost of refuse removal has decreased by 18% due to the negotiation of new fees.
7. Insurance is increased by about 10%. The rates for liability have increased as well as the premium for workman's compensation. The insurance is negotiated by the state and we are part of a pool that gets the best rates.
8. The PILOT payment is increasing slightly.
9. Costs for outside services have decreased 23%. Last year we had labor attorney fees for a union discussion that we do not intend to have this year.
10. Other office expenses remain the same.
11. Contractual services for 2015-2016 will decrease by 18% by having an decrease in plumbing and electrical services.
12. Overall for the coming year, the new budget is consistent with the current year which is just about closed. The current year shows a small short fall due to utility insurance rates that were not anticipated.

The following was noted for the Congregate:

1. Services are split between Mrs. Polansky and Paulette and Madeline.
2. Utilities decreased by 22% since we allocated this expense to part of the service operation. In addition, the water bill has declined since we have paid for fire hydrants for the last few years that were not billed to the congregate.
3. Maintenance expenses are consistent with last year.
4. Insurance for the congregate, which is workman's compensation, is budgeted for a decrease of 34% for the fiscal year due to the fact that we have less employees.
5. Contractual services for the building remain the same.
6. Service expenses are slightly lower due to food services in-house which started in 2014.
7. Rent remains the same as the prior year.

Motion was made to approve the Management Plan for Stern Village and the Management and Service plan for the Congregate. Seconded by Mrs. Fatse and approved unanimously.

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### **Adjournment**

There being no further business, Mrs. Kopchik motioned to adjourn the meeting at 10:50 am. Seconded by Mrs. Donofrio and approved unanimously.

Respectfully submitted,

Barbara Crandall  
Clerk

These minutes are considered a draft until approved at the next meeting of the Trumbull Housing Authority,



## **THA RECAP**

**PERIOD: JANUARY 1, 2015 – JUNE 30, 2015**

From Harriet Polansky, Executive Director

*To include, but not limited to the following:*

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I negotiated for an additional savings of \$50 per month for RWS services.

### **Vending Machine**

The THA is looking into a vending machine in the Community Room. Residents that attended my June Tuesday's Tea were provided with surveys to choose the items they would like to have and suggest others. The vending machine will be installed in the Community Room the beginning of July.

### **Presentations and Activities:**

- United Health Care discussed “what you should know about Medicare”
  - People’s Bank presented “scam alerts”
  - Agency on Aging conducted a “shred your documents day”
  - Wellcare has made several presentations at Stern Village, including a well care bingo.
  - Valentine’s Day Party
  - Joe Lucella, Director of EMS talked about taking precautionary measure to ensure safety
  - Bridgeport Hospital was a Stern Village several times to discuss pertinent issues with our residents. Some of the presentations dealt with heart disease, diabetes, stokes, nutrition, and sleep disorder.
  - Easter & Passover Celebration with Rabbi Schultz and Father Flynn
  - Messiah Baptist Church presented Life Choices: Power of Attorney, Conservatorship, Pre-Funeral Arrangements, and the like.
  - Long Hill Garden Club, Tea Cup Flower Arrangements
  - The Alzheimer’s’ Association presented a Brain Power Workshop
  - Get Acquainted with Your Neighbors Luncheon by Gloria Langham and residents of Stern Village
  - Wing of Eagles Senior Services discussed senior issues
  - The Southwestern CT Agency on Aging (SWACCA) presented caregiver’s support, respite care and Medicare savings.
  - Bethel Healthcare, how to manage stress
  - Hancock Pharmacy concerning medication management and safety
  - State of CT discussed disability benefits
  - CT In-Home Assistance talked about home care services
- And more!