

TRUMBULL HOUSING AUTHORITY VIRTUAL REGULAR BOARD MEETING AGENDA

Date: April 26, 2022

TIME: 6 PM

Join the meeting online

Trumbull Housing Authority Regular Meeting

Apr 26, 2022 6:00 PM

<https://us06web.zoom.us/j/84180430866?pwd=UjNROGZUamFSNTA4N2ZFZkc0Rlp1Zz09>

Webinar ID: 841 8043 0866

Password: 616198

Join by telephone: (301) 715-8592 or (877) 853-5257 (Toll Free) / Webinar ID: 841 8043 0866

- Call to Order
- Roll Call and Pledge of Allegiance
- Resident Comments
- Reading and Approval of Minutes for 3/22/2022
- Report of Community Development Director
- Treasurer's Report and Discussion of Financials
- Executive Director's Report and Maintenance Activity Report
- Staffing Report
- Congregate Updates
- Unfinished Business
- New Business
- Resident Comments
- Adjournment

Trumbull Housing Authority – March 22, 2022

Trumbull Housing Authority Virtual Meeting
March 22, 2022
6:00 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Charlene Pederson and Sara Pflueger

Also Present: Interim Executive Director Paulette Mack; Accountant Jason Geel; Dawn Cantafio, Community Development Director; Kent Lewis, Frank Stellato and Steve Jayne from Millennium

The meeting was called to order by Mrs. McGannon at 6:06 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Reading and Approval of Minutes for Jan

1. Approval of the minutes from February 17, 2022 was deferred until the April meeting.
2. **Motion was made by Mrs. Anderson to approve the minutes of February 22, 2022 as written. Seconded by Mrs. Pederson and approved by unanimous consent.**
3. **Motion was made by Mrs. Anderson to approve the minutes of February 9, 2022 as written. Seconded by Mrs. Bova. Roll Call vote was taken – Mrs. McGannon – yes; Mrs. Anderson – yes; Mrs. Bova – yes; Mrs. Pflueger – yes; Ms. Pederson abstained. Motion passed with four in favor with one abstention.**

Report of Community Development Director

Mrs. Cantafio introduced Frank Stellato and Steve Jayne from Millennium Reality Group who gave an overview of where the project stands and where they are going. The project is coming to an end and they hope to close out by the second quarter of this year.

Mr. Stellato introduced himself and Steve Jayne, who is the construction manager on the site. This is the first time he has met with the new composition of the Board. He noted they have covered a lot of ground over the last six to seven years with the Housing Authority in terms of funding and work on site. He was hoping to have an opportunity to talk more strategically relative to the plan that was set forth in 2017 relative to the initial SSHP funding. As the project progressed, they were successful in obtaining awards that supplemented that original large investment from the State. He wanted to make sure there is an alignment of understanding because they are looking at a possible completion of the HTCC by the end of the summer.

Mr. Stellato noted he works primarily on development, asset management and property management. This position looks at the operations and capital needs and from an asset management perspective, looks at available resources to bridge the gap between what sources the organization has available and what funding might be available in the market place. He takes the clients goals and expectations and tries to match them with resources that are available. Mr. Stellato gave a brief overview of his background and how he came to work with Millennium. Mr. Jayne's background is in construction, managing the resources as well as the contractors. Millennium acts as a turnkey to non-profits to help them get resources. They show where they sourced everything, what they pay for and take the

Trumbull Housing Authority – March 22, 2022

construction management approach of an open book so there is transparency. This makes for more open and effective communication.

Mr. Stellato noted he had shared with Mrs. Cantafio some of the key documents from the original 2017 application which he felt might help orient the Board to the vision at the time. Specific details can be reviewed at any time because he feels it is important for capital planning and the understanding of how to maintain the trajectory the team has worked on to get Stern to this point.

Mr. Jayne noted they are currently under construction on four units. These units, based on information from Mr. Geel, will close out the HTCC grant from the 2020 funding. There was an input of surplus cash which allowed them to work on additional units. For the second quarter close out, there should not be any issue of expending those funds in totality for the HTCC. They anticipate the completion of the four units in May. There were issues in ordering materials after the initial orders were placed in 2020 and 2021. Everything is in place at this time.

Mrs. Cantafio noted she was on a tour with CHFA and Mr. Jayne of the units. CHFA was very impressed with the work and the progress that has been made at Stern Village. Thank you to Millennium for stepping up and helping.

Mr. Stellato discussed the 2018 and 2019 HTCC funding. A Scope Change Letter will need to be done which reconciles the unit count that had been anticipated for production in 2018/2019/2020. It allows CHFA to reconcile what had been originally anticipated in the application and the actual count three years later on completion. They are trying to close out three different grant awards and consolidate it with all the other activities that have happened. He and Mr. Geel met with CHFA and they have an approach to closing out the funding. Instead of closing out individual years with totality of the information, they are allowing them to isolate 2018 and report on it, isolate 2019 and report on it and in the aggregate, when they close on 2020, it will be for the entire project.

Mrs. Pflueger questioned if they have all the supplies, if the units could be finished in April so they could be rented in May. Mr. Jayne noted cabinets, although ordered, will not be delivered until mid-April which will push completion to May.

Mrs. Anderson questioned the reimbursement of the \$60,000 expenditure for the radon abatement. Mr. Geel noted it will be determined with the closeout of the grant. Mr. Stellato understood there were several change orders and call backs that were done relative to the radon but they do have money remaining in the grant that was set in contingency that they need to document and set into motion in order to have that released as well as some retention that is left. This retention is released to the Housing Authority to go back into reserves. It was noted by Mr. Stellato they will work with HTCC and Mr. Geel on the closeout with CHFA at the end of the second quarter or early third quarter. Mr. Geel is confident the \$60,000 will be reimbursed, as well as some additional funds that remain. Actual number is unknown at this time.

Mrs. Anderson questioned if the permit issue with the Building Department had been resolved and, if we are in the middle of renovations, can the Board be assured that they are properly permitted. Mr. Stellato noted the administrative and communication problems have been resolved. The 2018 and 2019 HTCC's are completely closed out and they have received Certificates of Occupancy for those units. Mr. Jayne noted he worked with Mr. Dunn on the 2020 permits which have been rectified for both plumbing and building. He is working proactively with Mr. Dunn on the close out process so they have the time to

Trumbull Housing Authority – March 22, 2022

work on the paperwork that is required. Mrs. Anderson noted the Board was very concerned about the permit issue with the Building Department and not getting the Certificates of Occupancy. Mrs. McGannon asked if there is anything required from the Board to finish the project. Mr. Stellato noted they have everything they need. All money will be spent.

Mrs. Cantafio noted they are still moving forward with the FEMA grant for reimbursement.

Mr. Lewis gave a report on his findings. He noted they are at a complicated point in the development activity. They are in the middle of their final scenario which means they need to make final budget adjustments. In order to get the final draw from CHFA, they need to have this budget adjustment completed through a cost certification done by the accountant. Once that is done, they take the budget for the HTCC applications, as well as CHFA application, and consolidate them, line item everything and as it nets out, the remaining funds can be used to reinvest in another unit. This has been a complex, long term deal with many moving parts. The question is what is the next step – completing remaining units through grants or reserves.

Mr. Geel discussed a challenge that the draws and some of the sources do not match from the beginning to the end of the project. Completion of additional units was discussed and the fact that all money has to be spent from the funding. Could funds be diverted to other projects that are in some way attached to the units? Mr. Geel explained the costs need to line up from what was earmarked to what was actually done. The costs need to be certified to come up with what is available. Handicap parking spaces were discussed. If they need to be redone because of health and safety issues, CHFA most likely will approve it. Mr. Geel noted 84 units have been done and delivered – SSHP did 19 ADA units, 65 were the three HTCC grants which were add-on to the total construction. Mr. Whittaker is working to reconcile his budget so it is more in line with what was actually done but the total number is correct. The issue is that the Housing Authority financed the project in the beginning from reserves and they have been using some of those funds but many changes have been made which has complicated the project budget.

Question was raised regarding excess cash that would need to be spent. Mr. Geel estimated \$140,000 of grant funds were not drawn yet. If the Housing Authority were to get this amount back, it might cause an issue. He is more concerned about what the agency put into the deal and making sure they are reimbursed accordingly and use the resources to complete additional units, if necessary. Mr. Lewis noted they will come up with a strategy to say this much was put into the project and this is the plan for the post closeout. The CHFA will be advised of the plan and will most likely approve it but will not fund new grants until they have that strategy.

The THC is not required to have an audit with regard to the close out.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials from July 1, 2021 to February 28, 2022. The overall gain of the Housing Authority was \$70,509. Further, the Operating Gain, before capital grants and depreciation, was \$61,911, of which \$46,707 is attributable to Stern Village and \$15,204 to Congregate.

For Stern Village, the current month's Operating Gain was \$9,658 compared to the budgeted gain of \$7,501. The slight gain is primarily due to receipt of FEMA money to reimburse for COVID related costs during the year totaling \$5,200. Current month activity also includes \$2,565 in costs related to the HASIP grant (used for emergency kits). For the year, Stern Village is within approximately \$15,000 of its

Trumbull Housing Authority – March 22, 2022

budgeted surplus despite maintenance costs coming in \$35,283 over budget due primarily to better than expected rental income and cost savings experienced in health insurance.

For Congregate, the current month's Operating Gain was \$18,300 compared to a budgeted gain of \$601. The month's gain was due to \$16,171 in FEMA money to help fund COVID related costs during the year. Otherwise, current month's operations are in line with budgeted amounts. Congregate otherwise continues to operate at breakeven. However, it is expected that the remainder of the year will result in operating losses due to cost increases and tenant turnover.

The overall cash position of the Authority, including reserves, is \$671,140. Payables include construction payables totaling \$30,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>1/31/21</u>	<u>2/28/22</u>	<u>YTD Change</u>
Cash	\$104,160	\$ 9,687	\$ 96,107	\$(8,053)
Accounts Payable	\$ 75,128	\$ 71,730	\$ 76,666	\$(1,538)
Interprogram Loan	\$378,049	\$344,056	\$341,425	\$(36,624)
Reserves	\$506,831	\$507,068	\$507,142	\$ 311
Excess Cash	\$(46,759)	\$(68,900)	\$(61,064)	
 Congregate				
Cash	\$ 90,274	\$ 84,105	\$ 58,414	\$(31,860)
Accounts Payable	\$ 26,174	\$ 25,883	\$ 25,883	\$ 291
Interprogram Loan	\$378,049	\$344,056	\$341,425	\$ 36,624
Reserves	\$ 9,471	\$ 9,476	\$ 9,477	\$ 6

Congregate cash reduction includes payment of additional food service billings in February due to contract turnover during the month. Such activity would expect to normalize on a month to month basis.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/2021</u>	<u># of Tenants</u>	<u>2/28/22</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (2,241)	54
Over One Month Rent	\$ 3,051	4	\$ 1,779	3
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 758</u>	<u>5</u>
Total	\$ 13,044	98	\$ 296	62
 Congregate				
One Month or Less	\$ 606	5	\$ 729	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,184</u>	<u>4</u>
Total	\$ 16,121	16	\$ 2,913	9

Trumbull Housing Authority – March 22, 2022

Mrs. McGannon questioned the purchase of the flashlights and radios from the HASIP grant. It was her understanding they were short of radios. Ms. Mack noted the supplier ran out of the radios with only one hundred radios received. Kits were distributed on March 17 at the resident meeting with additional kits being distributed to those who did not attend. They are working on purchasing the balance of the radios. We only paid for what was received.

Mrs. Anderson made a motion amend the agenda to move the Review and Vote on the Rent Increase right after the Treasurer's Report. Seconded by Ms. Pederson and approved by unanimous consent.

Review and Vote on Rent Increase

Mrs. Anderson requested Mr. Geel to make it clear who this increase will impact and who it will not impact. Mrs. McGannon noted a meeting with the Congregate residents was held to explain what was proposed. They were upset and emotional. She explained to them when the rent goes up, the subsidy goes up and should not impact most of the residents in the Congregate. Mr. Geel clarified the calculation of everyone's rent is controlled by State statute. The THA cannot determine the method of how the resident is charged rent, it can only determine how much in total it needs to collect from every unit. It is dependent on tenant incomes. If you look at the tenant population, a rent increase will only affect the highest tier of tenants with the most income which is about five. Eighty-five percent of the population would not get a rent increase. He clarified their rent could increase because their income increased and it has nothing to do with a vote taken at this meeting. He also noted the best benefit to the residents is to keep track of all medical expenses as they receive credit for them. While you cannot control how it is calculated, you can make sure you're getting the most accurate amount for you, as an individual. If you do not provide the medical information, you will not get the benefit. The Housing Authority is prohibited from estimating and needs to comply with the State statutes in the calculating of the rents. It is paramount to all the collective residents that the Housing Authority is not allowing the subsidy, which they could be entitled to, to go away and not benefit all the tenants because the top few will need to pay more. The rules states that you have to pay rent evenly from every single unit regardless of who is living in that unit and that resident, per the calculation, is required to pay more. The State will not pay for one resident if another resident is not paying the same amount. Mr. Geel noted he is still waiting answers from DOH with the change in methodology because they are updating this to appropriately factor in all the cost increases into the way they factor the rent. Hopefully, they will be increasing allowances and that would apply to every single resident regardless if a rent increase is approved. If you are not paying full now, you will not pay in full with the rent increase. Some that are paying full may not pay in full after the increase because of the subsidy.

Mrs. Anderson verified that if you are currently being subsidized on the rent, any rent increase passed will not affect you. Mr. Geel confirmed this comment. With the changes from DOH, other residents may benefit and not see a raise either. Mrs. Anderson requested Ms. Mack to make sure to reach out to those individuals in the top tier who may be faced with additional costs. If there are any other State or Federal programs that can assist them and offset the rent increase, we should attempt to help them with these programs. We need to be proactive in reaching out to residents to help them. Mr. Geel reiterated medical expenses should be documented. Mrs. Anderson also noted they are going after the State for funding to fix the Congregate. The CNA reported some major repairs that need to be addressed but the State is not happy we are coming back for more money for repairs because we do not charge enough to pay our own bills. We are barely breaking even and with vacancies will be losing money. Mr. Geel noted the Congregate has the lowest rent in the State and Fairfield County. A tour was taken of the Congregate building earlier in the day and they will be working on some changes to

Trumbull Housing Authority – March 22, 2022

services to improve the quality of life in the building. They will be working on the food service, in particular. Ms. Mack is working proactively to look at ways to improve.

Ms. Pederson motioned to increase the rent by \$110.00. Seconded by Mrs. Pflueger. Discussion. Mrs. McGannon made it clear that they have talked with Mr. Geel, reviewed the numbers, looked at other housing authorities and looked at facilities that charge \$1,100 for an efficiency apartment. The State is putting pressure on Stern Village to bring the rents up to at least close to what the next lowest rentals are. She believes they can get more funding for repairs if they are cooperating with the State and trying to get the rent in line. The rent didn't go up for a long time, repairs were not being done and there was a lot of money put into the building but more repairs need to be done based on the Needs Assessment completed. This is not anything they like to do or do cavalierly. A lot of time has been spent looking at the data. \$110 sounds like a big jump but we will still be lowest in the State. The residents need to understand that the majority will not be affected depending on what the State does in calculating rents. Mrs. Bova noted she doesn't like having to increase the rent but understands we are held accountable by the State and need our budget approved.

Ms. Pederson amended her motion to state - increase rent and services by \$110 effective July 1, 2022. Roll Call vote was taken – Mrs. McGannon – yes; Mrs. Bova – abstained; Mrs. Anderson – yes; Ms. Pflueger – yes; and Ms. Pederson – yes. Motion passed with four in favor and one abstention.

Executive Director's Report and Maintenance Activity

Mrs. Mack reported the following:

1. There are no issues in the Village with the residents. They are scheduling appointments with the Department of Social Services, Social Security, Medicare and Medicaid. Many residents are asking for assistance with DMV to schedule appointments on line for various reasons.
2. SWCAA (Southwest CT Agency on Aging) has a program where residents can apply for a loan to assist with their rent, security deposits and for home owners for repairs. You must receive assistance from the State, SSI or SSDI, and your income must be 200% poverty level. Residents receiving this loan are not obligated to pay the money back, but if you can afford \$5.00 a month, it will help the next person who needs a loan. The Senior Center is another resource tool. Residents have used it for help with their rent.
3. Thank you to Mrs. Bova and Joyce and Gus Aquino for packing the flashlights and radios for the residents. They were distributed on March 17 and will continue to be distributed to residents who did not attend the resident meeting.
4. Regarding the Critical Needs Assessment at the Congregate, she called Hannibal Construction regarding the roof shingles because they were the initial vendor but has not heard back yet. Ms. Torres is contacting Stanley Door to see if they need to get a new door and what the price would be to replace.
5. Maintenance has been very busy in the Congregate apartments as well as the Village. Work orders come in at a steady pace. Mrs. Cantafio and Ms. Torres are entering the data into the system. The productivity of the work orders has not been correct. The amount of work orders reported from January 1 through March 11 is incorrect. Jeff found a form which Maintenance used in the past to log in the working time on apartments. This will be updated. It indicates when they work in a unit, the maintenance worker, what unit and how many hours. It was noted the hours they work in the apartments is beyond five hours. If they are not working on work orders, they are working on apartments to get them rented. Starting next month, the work orders will show the correct productivity from Maintenance.

Trumbull Housing Authority – March 22, 2022

6. They are working on trips through Greater Bridgeport Transit and the Senior Center. Mrs. Bova is very active in this planning.

Congregate Updates

Mrs. McGannon noted she, Ms. Mack and Jeff, the head of Maintenance, walked through the Congregate to look at some of the things noted in the CNA.

1. A price will be determined on a replacement door.
2. The hole in the dumpster pad was made by groundhogs and has been filled with expandable foam.
3. The handicapped spaces were discussed previously with Millennium and Mr. Lewis.
4. They will be prioritizing a repair list from the CNA as to what needs to be done.

Ms. Torres has been requested to take a walk through the building each day specifically looking for things that are broken and to look in the common areas for cleanliness.

5. There are six empty units with two to be filled April 1.

Discussion was held regarding the Accounts Receivable increase.

Unfinished Business

Bylaws for the THA and THC will be discussed at the next meeting.

New Business

No New Business.

Resident Comments

The following residents spoke:

1. Debbie VanScoy –
 - a. Very upset; pays the top dollar for rent; \$110 is ridiculous
 - b. Asking Ms. Torres for a form and she will be vacating her apartment as of April 30
 - c. Feels the other four people will not want to pay this increase; it comes from our pockets but the other don't have to pay
 - d. Village received radios and flashlights, they only got lights in their rooms.
2. Jim Hastings –
 - a. Asked if there is a government agency that can audit the figures that the lawyer gave them.
 - b. Wanted to know why, when Ms. Polansky left there was a surplus, and why would you hire a director that has a list of complaints and then re-elect her? He noted he suspected skimming and is contacting a law firm to audit and look into the dealings of the facility and boards that take advantage of seniors.
 - c. Is the cook going to be replaced?

The following was addressed:

1. Mrs. McGannon - There is a meeting with the food service this week regarding the concerns brought up at the meeting yesterday. The residents will be advised of the outcome of the meeting.
2. Ms. Mack - In reference to the flashlights and the radios, Ms. Polansky only requested a grant for Stern Village. It is unknown why she didn't include the Congregate.
3. Mrs. Anderson - In reference to the comment made besmirching the board, she noted, in the time she has been on the Board, there has not been a profit at the Congregate. The Congregate cannot pay its own bills.

Trumbull Housing Authority – March 22, 2022

4. Mrs. McGannon – The re-hiring of the Executive Director is in reference to 2019. She noted there is no one on the current Board who voted for a five-year term. There is only one person that was on the Board at that time who is on the current Board, and that individual voted no.

Adjournment

There being no further business, motion was made by Mrs. Anderson to adjourn the meeting at 7:54 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk

LINE ITEM DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL*	VARIANCE	2023 ADJUST +/-	2023 BUDGET	COMMENTS / NOTES
1 Rent Revenue- Gross Potential (Tenant's Portion)	515,622	618,101	664,861	666,540	708,666	42,126	63,460	730,000	Projected Turnover at new rents
2 Rental Income-Excess of Base	322,431	273,348	260,097	280,560	257,457	(23,103)	(35,560)	245,000	Turnover
12 Excess Utilities	171	311	438	0	87	87	0	0	
13 Rent Revenue- Insurance	0	0	0	0	0	0	0	0	
14 Special Claims Revenue	0	0	0	0	0	0	0	0	
15 Retained Excess Income	0	0	0	0	0	0	0	0	
16 Total Rent Revenue (GPI @ 100% Occupancy)	838,224	891,760	925,396	947,100	966,210	19,110	27,900	975,000	
17 Apartments- Vacancy	94,850	123,400	57,425	47,355	47,550	195	(10,855)	36,500	5% Standard
21 Miscellaneous (other vacancy)	0	0	0	0	0	0	0	0	
22 Total Vacancies	94,850	123,400	57,425	47,355	47,550	195	(10,855)	36,500	
23 Net Rental Revenue (Rent Revenue Less Vacancy)	743,374	768,360	867,971	899,745	918,660	18,915	38,755	938,500	
25 Financial Revenue- Project Operations	14,699	7,662	510	600	467	(134)	(300)	300	
28 Revenue from Investments- Miscellaneous	0	0	0	0	0	0	0	0	
29 Total Financial Revenue	14,699	7,662	510	600	467	(134)	(300)	300	
30 Laundry & Vending Revenue	8,477	8,037	7,258	9,600	10,677	1,077	150	9,750	
31 NSF & Late Fees	0	0	0	0	0	0	0	0	
32 Damages & Cleaning Fees	0	0	0	0	0	0	0	0	
33 Forfeited Tenant Security Deposits	0	0	0	0	0	0	0	0	
34 Sales & Service to Tenants (including Cable TV fees)	2,956	4,110	465	1,800	1,800	0	(50)	1,750	
35 Interest Reduction Payments	0	0	0	0	0	0	0	0	
36 Grant Income-Capital Grant-Unrestricted	0	0	0	0	0	0	0	0	PY Capital Grant
37 Grant Income-Capital Grant-Temporarily Restricted	0	0	0	0	0	0	0	0	
38 Miscellaneous Revenue	1,367	1,550	1,762	1,200	11,553	10,353	0	2,500	Insurance Dividends (PY donations)
39 Total Other Revenue	12,800	13,697	9,485	12,600	24,030	11,430	100	14,000	
40 TOTAL REVENUE	770,873	789,719	877,966	912,945	943,157	30,212	38,555	952,800	
41 Conventions & Meetings	1,268	1,367	86	1,500	323	(1,178)	(1,000)	500	
42 Management Consultants	0	0	0	0	0	0	0	0	
43 Advertising & Marketing	8,005	1,662	0	2,500	1,035	(1,465)	(500)	2,000	re-open waitlist
46 Office Salaries	161,619	167,659	188,832	184,835	187,469	2,634	4,621	189,456	COLA increase
50 Office Supplies	4,472	8,877	9,405	7,200	6,443	(758)	50	7,250	
51 Management Fee	0	0	0	0	0	0	0	0	
52 Manager or Superintendent Salaries	0	0	0	0	0	0	0	0	
53 Administrative Rent Free Unit	0	0	0	0	0	0	0	0	
54 Legal Expense (Project)	26,005	18,557	47,053	12,000	15,933	3,933	(2,000)	10,000	PY tenant legal
55 Audit Expense	7,200	9,400	7,650	9,000	7,650	(1,350)	4,500	13,500	
56 Bookkeeping Fees/Accounting Services	75,594	69,400	71,600	71,600	73,230	1,630	400	72,000	
57 Telephone & Answering Service	4,268	5,655	4,625	5,600	3,824	(1,777)	(850)	4,750	
58 Bad Debts	15,804	2,815	4,905	0	0	0	0	0	
59 State Service Charge - Administrative	0	0	0	0	0	0	0	0	
60 Miscellaneous Administrative Expenses	23,050	15,022	11,421	15,800	26,258	10,458	200	16,000	Software, IT costs, R Payroll fees etc.
61 Total Administrative Expenses	327,285	300,414	345,577	310,035	322,163	12,127	5,421	315,456	
62 Fuel Oil/ Coal	0	0	0	0	0	0	0	0	
63 Electricity	33,517	35,314	28,182	30,750	27,387	(3,363)	1,250	32,000	Rate Increases
64 Water	28,017	29,007	29,201	31,000	28,869	(2,131)	0	31,000	Increases due to occupancy/rate increases
65 Gas	2,954	2,620	2,603	2,275	3,698	1,423	225	2,500	
66 Sewer	0	0	0	0	0	0	0	0	
67 Cable Television	5,528	4,913	3,990	4,200	3,278	(923)	0	4,200	
68 Total Utilities Expense	70,016	71,854	63,976	68,225	63,231	(4,994)	1,475	69,700	

LINE ITEM DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL*	VARIANCE	2023 ADJUST +/-	2023 BUDGET	COMMENTS / NOTES
73 Exterminating Contracts	0	973	910	1,200	878	(323)	0	1,200	
76 Garbage & Trash Removal	18,721	19,003	18,833	20,150	21,627	1,477	0	20,150	
82 Repairs Payroll	186,972	203,255	153,222	158,524	168,642	10,118	14,334	172,858	Inflationary
83 Repairs Material	22,422	18,375	24,474	19,000	37,539	18,539	0	19,000	
84 Repairs Contracts	26,154	13,116	15,173	12,500	26,808	14,308	4,250	16,750	
85 Elevator Maintenance Contract	0	0	0	0	0	0	0	0	
86 Heating/Cooling Repairs & Maintenance	0	54,600	27,733	31,450	36,579	5,129	2,050	33,500	
87 Swimming Pool Maintenance Contract	0	0	0	0	0	0	0	0	
88 Snow Removal	0	0	0	2,000	2,022	22	0	2,000	
89 Decorating (Painting) Contract/Payroll	0	0	0	0	0	0	0	0	
90 Decorating Supplies	0	0	0	0	0	0	0	0	
91 Vehicle & Maint. Equip. Operation & Repair	8,549	9,722	12,411	9,250	4,197	(5,053)	(4,750)	4,500	
92 Miscellaneous Operating & Maintenance	0	0	1,960	11,200	21,387	10,187	1,300	12,500	10 sets of new appliances
93 Total Operating & Maintenance Expenses	262,818	319,044	254,716	265,274	319,679	54,405	17,184	282,458	
94 Real Estate Tax	23,856	20,895	24,168	25,072	25,068	(4)	1,118	26,190	Per Agreement
95 Payroll Taxes (project share)	29,303	31,958	29,194	32,532	31,344	(1,188)	3,699	36,231	Per salary
96 Miscellaneous Taxes, Licenses, Permits	0	0	0	0	0	0	0	0	
97 Property & Liability Insurance	42,828	39,410	51,414	52,600	53,985	1,385	2,900	55,500	Inflationary
98 Fidelity Bond Insurance	0	0	0	0	0	0	0	0	
99 Workmen's Compensation	18,299	11,421	10,569	11,000	8,571	(2,429)	1,500	12,500	
100 Health Insurance & Other Employee Benefits	75,899	70,540	44,230	48,000	38,496	(9,504)	(3,000)	45,000	Inflationary
101 Pension Expense	7,954	7,487	6,009	10,200	8,531	(1,670)	(1,700)	8,500	Inflationary
102 Other Post-Employment Benefits Expense	0	0	0	0	0	0	0	0	
103 Other Insurance	0	0	0	0	0	0	0	0	
104 Total Taxes & Insurance	198,139	181,711	165,584	179,404	165,995	(13,409)	4,518	183,921	
106 TOTAL OPERATING EXPENSES	858,258	873,023	829,853	822,938	871,067	48,129	28,597	851,535	
107 OPERATING INCOME (LOSS)	(87,385)	(83,304)	48,113	90,007	72,090	(17,917)	9,958	101,265	
113 Replacement Reserve Deposits	0	0	0	90,000	0	(90,000)	0	90,000	
114 Operation & Maintenance Escrow Acct. Deposits	0	0	0	0	0	0	0	0	
115 Operating (Other) Reserve Deposits	0	0	0	0	0	0	0	0	
116 CASH FLOW AFTER DEBT SERVICE	(87,385)	(83,304)	48,113	7	72,090	72,083	9,958	11,265	

CONGREGATE

Fiscal Year-End: 2023

LINE ITEM DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL*	VARIANCE	2022 ADJUST +/-	2023 BUDGET	COMMENTS / NOTES
1 Rent Revenue- Gross Potential (Tenant's Portion)	155,513	166,414	162,755	164,244	158,643	(5,601)	17,664	181,908	Per May Rent Roll (Need July figures)
2 Rental Income-Excess of Base	0	0	0	0	0	0	0	0	
3 Tenant Assistance Payments (HAP Receipts)	0	0	0	0	0	0	0	0	
4 Tenant Assistance Payments (RAP Receipts)	0	0	0	0	0	0	0	0	
5 Tenant Assistance Payments (ERAP Receipts)	0	0	0	0	0	0	0	0	
6 Tenant Assistance Payments - Congregate	17,855	17,167	20,618	25,836	31,439	5,603	8,256	34,092	Per May Rent Roll (Need July figures)
15 Retained Excess Income	0	0	0	0	0	0	0	0	
16 Total Rent Revenue (GPI @ 100% Occupancy)	173,368	183,581	183,373	190,080	190,081	1	25,920	216,000	Base Rent Increase \$60
17 Apartments- Vacancy	8,052	13,260	14,305	9,504	7,333	(2,171)	1,296	10,800	5% Standard / Experience
21 Miscellaneous (other vacancy)	0	0	0	0	0	0	0	0	
22 Total Vacancies	8,052	13,260	14,305	9,504	7,333	(2,171)	1,296	10,800	
23 Net Rental Revenue (Rent Revenue Less Vacancy)	165,316	170,321	169,068	180,576	182,748	2,172	24,624	205,200	
24 Elderly & Congregate Serv. Income (attach schedule)	351,907	351,750	386,513	369,900	361,391	0	(0)	391,500	\$50 Services Increase
25 Financial Revenue- Project Operations	723	143	1	10	7	(3)	(5)	5	
28 Revenue from Investments- Miscellaneous	0	0	0	0	0	0	0	0	
29 Total Financial Revenue	723	143	1	10	7	(3)	(5)	5	
30 Laundry & Vending Revenue	1,684	3,580	5,340	4,200	3,577	(623)	(400)	3,800	
31 NSF & Late Fees	0	0	0	0	0	0	0	0	
32 Damages & Cleaning Fees	0	0	0	0	0	0	0	0	
33 Forfeited Tenant Security Deposits	0	0	0	0	0	0	0	0	
34 Sales & Service to Tenants (including Cable TV fees)	584	0	0	500	0	(500)	(500)	0	
35 Interest Reduction Payments	0	0	0	0	0	0	0	0	
36 Grant Income-Capital Grant-Unrestricted	0	0	0	0	0	0	0	0	
37 Grant Income-Capital Grant-Temporarily Restricted	0	0	0	0	0	0	0	0	
38 Miscellaneous Revenue	2,013	5,852	7,794	500	2,661	2,161	1,750	2,250	Insurance Dividends
39 Total Other Revenue	4,281	9,432	13,134	5,200	6,239	1,039	850	6,050	
40 TOTAL REVENUE	522,227	531,646	568,716	555,686	550,384	3,207	25,469	602,755	
41 Conventions & Meetings	0	137	0	0	0	0	0	0	
42 Management Consultants	0	0	0	0	0	0	0	0	
43 Advertising & Marketing	0	0	1,178	1,500	915	(585)	0	1,500	re-open waitlist
45 Other Renting Expenses	0	0	0	0	0	0	0	0	
46 Office Salaries	46,662	40,910	39,460	41,805	43,000	1,195	2,270	44,075	COLA increase (Daisy 67% plus ED 5%)
50 Office Supplies	1,936	294	740	600	1,527	927	400	1,000	
54 Legal Expense (Project)	653	2,338	5,230	900	8,200	7,300	1,600	2,500	General labor legal
55 Audit Expense	800	800	1,350	1,000	1,425	425	650	1,650	Procure new auditor
56 Bookkeeping Fees/Accounting Services	9,283	8,950	8,950	8,950	8,950	0	50	9,000	
57 Telephone & Answering Service	118	2,871	2,788	3,000	2,550	(450)	0	3,000	
58 Bad Debts	1,768	4,072	12,459	0	0	0	0	0	
60 Miscellaneous Administrative Expenses	5,684	2,228	1,490	1,500	3,310	1,810	750	2,250	Software, IT costs, Payroll fees etc.
61 Total Administrative Expenses	66,904	62,600	73,645	59,255	69,877	10,622	5,720	64,975	
62 Fuel Oil/ Coal	0	0	0	0	0	0	0	0	
63 Electricity	20,895	18,338	21,555	20,150	22,725	2,575	4,350	24,500	Rate Increases
64 Water	10,265	9,148	9,597	10,500	11,807	1,307	1,000	11,500	
65 Gas	12,586	11,984	12,494	12,250	9,298	(2,952)	(2,500)	9,750	
66 Sewer	0	0	0	0	0	0	0	0	
67 Cable Television	558	3,740	3,621	3,720	3,625	(95)	0	3,720	
68 Total Utilities Expense	44,304	43,210	47,267	46,620	47,455	835	2,850	49,470	

CONGREGATE

Fiscal Year-End: 2023

LINE ITEM DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL*	VARIANCE	2022 ADJUST +/-	2023 BUDGET	COMMENTS / NOTES
73 Exterminating Contracts	0	0	0	500	143	(357)	0	500	
74 Operating & Maintenance Rent Free Unit	0	0	0	0	0	0	0	0	
75 Exterminating Supplies	0	0	0	0	0	0	0	0	
76 Garbage & Trash Removal	2,268	1,923	2,093	2,260	2,119	(141)	20	2,280	
77 Security Payroll/ Contracts	0	0	0	0	0	0	0	0	
82 Repairs Payroll	28,141	26,406	16,701	17,614	18,308	694	1,152	18,766	COLA (staff allocation)
83 Repairs Material	138	2,009	2,188	1,850	108	(1,742)	(100)	1,750	
84 Repairs Contracts	25,625	8,421	14,710	12,300	14,075	1,775	3,950	16,250	Repairs to Elevator and as needed
85 Elevator Maintenance Contract	1,602	3,135	6,438	2,100	2,772	672	900	3,000	Maintenance Only
86 Heating/Cooling Repairs & Maintenance	289	32,055	93	4,725	0	(4,725)	(1,725)	3,000	Heating service calls
91 Vehicle & Maint. Equip. Operation & Repair	0	0	0	0	0	0	0	0	
92 Miscellaneous Operating & Maintenance	0	58	0	3,970	3,556	(414)	298	4,268	Fire Alarm, Sprinkler, Generator inspection
93 Total Operating & Maintenance Expenses	58,063	74,007	42,223	45,319	41,081	(4,238)	4,495	49,814	
94 Real Estate Tax	2,793	3,290	3,084	4,019	4,059	40	653	4,672	Per Agreement
95 Payroll Taxes (project share)	5,052	6,200	4,437	5,645	5,600	(45)	95	5,740	COLA increases
96 Miscellaneous Taxes, Licenses, Permits	0	0	0	0	0	0	0	0	
97 Property & Liability Insurance	4,825	4,797	5,337	6,600	7,385	785	1,200	7,800	Inflationary
98 Fidelity Bond Insurance	0	0	0	0	0	0	0	0	
99 Workmen's Compensation	731	818	1,299	1,080	1,303	223	198	1,278	
100 Health Insurance & Other Employee Benefits	7,827	11,653	7,554	8,570	7,133	(1,437)	(724)	7,846	Inflationary
101 Pension Expense	1,608	1,709	1,189	1,470	1,620	150	191	1,661	Inflationary
102 Other Post-Employment Benefits Expense	0	0	0	0	0	0	0	0	
103 Other Insurance	0	0	0	0	0	0	0	0	
104 Total Taxes & Insurance	22,836	28,467	22,900	27,384	27,100	(284)	1,613	28,997	
105 Elderly & Congregate Serv. Expense	367,369	360,828	386,615	369,900	372,106	0	0	391,500	
106 TOTAL OPERATING EXPENSES	559,476	569,112	572,650	548,478	557,619	6,935	14,678	584,755	
107 OPERATING INCOME (LOSS)	(37,249)	(37,466)	(3,934)	7,208	(7,235)	(3,728)	10,791	18,000	
113 Replacement Reserve Deposits	0	0	0	7,200	0	(7,200)	10,800	18,000	
114 Operation & Maintenance Escrow Acct. Deposits	0	0	0	0	0	0	0	0	
115 Operating (Other) Reserve Deposits	0	0	0	0	0	0	0	0	
116 CASH FLOW AFTER DEBT SERVICE	(37,249)	(37,466)	(3,934)	8	(7,235)	3,472	(9)	(0)	

		Actual 2019	Actual 2020	Actual 2021	Budget 2022	Projected 2022	Budget 2023	COMMENTS
<u>CONGREGATE REVENUE - ALL SERVICES</u>								
7010	Tenant Contribution - Congregate Services	215,738	228,874	221,325	216,600	208,091	179,520	Per May Rent Roll (Need July figures)
7020	Tenant Contribution - Assisted Living Services							
7011	Other Income/Meals	77	22	11				
2811	State Subsidy - Congregate Core Services	115,553	101,424	119,733	129,000	129,000	187,680	Per May Rent Roll (Need July figures)
2811	State Subsidy - Congregate Expanded Core Services	20,539	21,430	45,444	24,300	24,300	24,300	Per DOH allowance
2811	State Subsidy - ALSA							
	TOTAL REVENUE CONGREGATE SERVICES	351,907	351,750	386,513	369,900	361,391	391,500	\$50 Services Increase
<u>CONGREGATE CORE SERVICE EXPENSES</u>								
8100	HOUSE MANAGEMENT							
8101	Bookkeeping/Reception (See Page 2)	8,628	8,950	8,950	8,950	8,950	9,000	
8102	House Manager Salary (See Page 2)	33,347	27,915	18,535	18,434	18,435	18,896	COLA increase (33% Manager Salary)
8103	Attendants' Salary (See Page 2)							
8104	Overtime/Vacation Overlap (See Page 2)							
8105	Fringe Benefits (See Page 2)	0	13,941	2,007	3,115	2,588	2,847	10% increase
8106	Payroll Taxes (See Page 2)	8,578	5,884	3,790	4,418	3,967	4,066	
8107	Workers' Compensation Insurance (See Page 2)	1,337	726	472	190	262	250	
8108	Outside Security Services (See Page 2)	108,775	109,902	128,929	136,250	137,750	145,114	Minimum wage increase
	TOTAL HOUSE MANAGEMENT	160,665	167,318	162,683	171,357	171,952	180,173	
8200	HOUSEKEEPING							
8201	Chore Service Salary (See Page 2)	16,751	11,621	14,566	14,186	19,080	20,797	Minimum wage increase
8202	Cleaning of Common Areas (See Page 2)	0	4,085	1,181	3,546	0	0	No longer help staff
8203	Laundry (non tenant)							
8204	Cleaning Supplies (See Page 2)	4,840	5,144	1,759	2,350	2,392	2,536	Inflation
	TOTAL HOUSEKEEPING	21,591	20,850	17,506	20,082	21,472	23,333	
8300	MEAL EXPENSE							
8301	Food Cost (See Page 2)							
8302	Meal Services (See Page 2)	155,699	146,561	156,066	147,168	148,596	156,376	Cost increase (plus \$1,750 inflation)
8303	Kitchen Supplies/Utensils (See Page 2)	1,991	303	263	2,145	383	1,985	New contract to bill supplies
8304	Utilities (See Page 2)	6,572	4,366	4,653	4,598	4,870	5,083	10% of total utility allocation
	TOTAL MEAL EXPENSE	164,262	151,230	160,982	153,911	153,849	163,444	
8400	SOCIAL SERVICE							
8401	Social Service Salary (See Page 2)							
8402	Supplies (See Page 2)	0	0	0	250	0	250	
	TOTAL SOCIAL SERVICES	0	0	0	250	0	250	
	TOTAL EXPENSE - CORE SERVICES	346,518	339,398	341,171	345,600	347,273	367,200	
<u>EXPANDED CORE SERVICES</u>								
9001	Resident Services Coordinator (See Page 3)	10,635	16,375	12,756	17,820	12,483	17,820	Reallocation of funds to Wellness
9002	Wellness/Preventive Program (See Page 3)	10,216	5,055	32,688	6,480	12,350	6,480	COVID Funding
9003	Emergency Transportation (See Page 3)							
	TOTAL EXPENSE - EXPANDED CORE	20,851	21,430	45,444	24,300	24,833	24,300	
	TOTAL CONGREGATE EXPENSES	367,369	360,828	386,615	369,900	372,106	391,500	

**Trumbull Housing Authority
Financial Highlights for March 31, 2022**

From July 1, 2021 to March 31, 2022, the overall gain of the Housing Authority was \$95,033. Further, the operating gain before capital grants and depreciation was \$89,391, of which, \$75,786 is attributable to Stern Village, and \$13,605 to Congregate.

For Stern Village, the current month's operating gain was \$29,078 compared to the budgeted gain of \$7,501. The gain is due to receipt of insurance proceeds due to fire at a unit totaling \$50,739 of which \$39,524 had not been spent. Current month activity also includes five weeks of payroll contributing to \$13,235 in payroll overages for the month. For the year, Stern Village is approximately \$15,000 over projected revenues due primarily to tenant turnover early in the year. However, maintenance continues to operate overbudget due to continued investment in unit upgrades such as appliances and door hardware along with increased instances of drain line clogs and the related cost to fix.

For Congregate, the current month's operating loss was (\$1,600) compared to a budgeted gain of \$601. The month's loss was due to higher-than-average vacancies and a five-week payroll month. Otherwise, current month's operations are in line with budgeted amounts. Congregate otherwise continues to operate at breakeven. However, based on current vacancies and tenant turnover this year, it's expected that grant funds to be exhausted in by May.

The overall cash position of the Authority including reserves is \$696,975. Payables include construction payables totaling \$40,202.

A snapshot of program balances are as follows:

	6/30/2021	2/28/2022	3/31/2022	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 96,107	\$ 101,221	\$ (2,939)
Accounts Payable	\$ 75,128	\$ 76,666	\$ 91,533	\$ (16,405)
Interprogram Loan	\$ 378,049	\$ 341,425	\$ 359,281	\$ (18,768)
Reserves	\$ 506,831	\$ 507,142	\$ 507,142	\$ 311
<i>Excess Cash</i>	\$ (46,759)	\$ (61,064)	\$ (55,950)	
Congregate				
Cash	\$ 90,274	\$ 58,414	\$ 79,135	\$ (11,139)
Accounts Payable	\$ 26,174	\$ 25,883	\$ 38,728	\$ (12,554)
Interprogram Loan	\$ 378,049	\$ 341,425	\$ 359,281	\$ 18,768
Reserves	\$ 9,471	\$ 9,477	\$ 9,477	\$ 6

Village cash includes unspent insurance proceeds of \$39,524. Planned reimbursement to Village from Congregate upon receipt of DOH funding, expected in late April, early May.

Tenant Accounts Receivable balances as follows:

	<u>6/30/2021</u>	<u># of Tenants</u>	<u>3/31/2022</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,617)	57
Over One Month Rent	\$ 3,051	4	\$ 3,344	4
Inactive AR	\$ 13,307	44	\$ 1,522	7
Total	\$ 13,044	98	\$ 2,249	68
Congregate				
One Month or Less	\$ 606	5	\$ (98)	2
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,184	4
Total	\$ 16,121	16	\$ 2,086	6

Accountant's Compilation Report

To the Board of Commissioners
Housing Authority of the Town of Trumbull

Management is responsible for the accompanying financial statements of the Housing Authority of the Town of Trumbull, which comprise the statement of net position as of March 31, 2022, and the related operating statement with the budget for the nine-month period then ended in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy, or the completeness of the information provided by management, and we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management Discussion and Analysis, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures and the Statement of Cash Flows as required by accounting principles generally accepted in the United States of America. If omitted disclosures and the Statement of Cash Flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations.

We are not independent with respect to the Housing Authority of the Town of Trumbull.



Maletta & Company
Certified Public Accountants

Bristol, Connecticut
April 20, 2022

Trumbull Housing Authority

Balance Sheet

March 2022

Program: State Elderly

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CASH			
1111 TD Bank	95,987	5,114	101,101
1112 Stern Village Development Funds	(55)	0	(55)
1113.3 STIF	507,142	0	507,142
1117 Petty Cash	175	0	175
TOTAL CASH	603,248	5,114	608,362
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	296	1,953	2,249
1122.1 Accounts Receivable - Manual	5,736	(283)	5,453
1123.1 Allowance for Collection Loss	(745)	0	(745)
TOTAL ACCOUNTS RECEIVABLE	5,287	1,670	6,957
OTHER CURRENT ASSETS			
1129 Sundry AR-Stern Center	341,424	17,856	359,281
1129.8 Sundry AR- New 501(c)3	1,060	0	1,060
1191 Cash - Security Deposits	8,534	600	9,134
1210 Other Prepaid Expense	3,006	0	3,006
1211 Unexpired Insurance	10,120	8,811	18,931
TOTAL OTHER CURRENT ASSETS	364,144	27,267	391,412
TOTAL CURRENT ASSETS	972,680	34,051	1,006,731
NONCURRENT ASSETS			
WORK IN PROGRESS			
1305 HTCC Funding & Expenses	49,900	0	49,900
1305.1 HTCC- Consultant Fee & Expenses	5,000	0	5,000
1405.1 Architect Fees	110,730	0	110,730
1405.2 Environmental Consultant	3,650	0	3,650
1405.3 Legal Fees for Development	770	0	770
1405.4 Marketing Consultant	1,080	0	1,080
1405.9 Development Radon & Asbestos	63,750	0	63,750
1406 Construction in Progress	719,895	0	719,895
1406.01 CIP - General Requirements - SSHP	217,700	0	217,700
1406.011 CIP - OH&P - SSHP	238,049	0	238,049
1406.012 CIP - Bond Premium - SSHP	53,529	0	53,529
1406.013 CIP - Permits and Other - SSHP	13,838	0	13,838
1406.021 CIP - Site Work - Radon - SSHP	80,479	0	80,479
1406.023 CIP - Site Work - Topsoil - SSHP	67,485	0	67,485
1406.024 CIP - Site Work - Demolition - SSHP	23,603	0	23,603
1406.025 CIP - Sitework - Paving - SSHP	612,275	0	612,275
1406.026 CIP - Sitework - Curbing - SSHP	41,700	0	41,700
1406.027 CIP - Sitework - Paving/Walkways - SSHP	28,504	0	28,504
1406.028 CIP - Sitework - Other	35,000	0	35,000
1406.061 CIP - Carpentry - Moulding - SSHP	13,002	0	13,002
1406.062 CIP - Carpentry - Trim - SSHP	97,803	0	97,803
1406.071 CIP - Thermal/Moisture - Insulation - SSHP	103,125	0	103,125
1406.072 CIP - Thermal/Moisture - Roofing - SSHP	771,846	0	771,846
1406.073 CIP - Thermal/Moisture - Soffit - SSHP	168,020	0	168,020
1406.074 CIP - Thermal/Moisture - Gutters - SSHP	155,470	0	155,470
1406.075 CIP - Thermal/Moisture - Siding - SSHP	37,945	0	37,945

Trumbull Housing Authority

Balance Sheet

March 2022

Program: State Elderly

Project: Consolidated

NONCURRENT ASSETS

WORK IN PROGRESS

1406.081 CIP - Doors - Exterior Doors - SSHP	247,950	0	247,950
1406.082 CIP - Doors - Interior Doors - SSHP	37,680	0	37,680
1406.083 CIP - Doors - Door Hardware - SSHP	13,804	0	13,804
1406.084 CIP - Doors - Specialty Doors - SSHP	57,572	0	57,572
1406.091 CIP - Finishes - Drywall - SSHP	67,598	0	67,598
1406.092 CIP - Finishes - Flooring - SSHP	65,742	0	65,742
1406.093 CIP - Finishes - Interior Painting - SSHP	63,715	0	63,715
1406.094 CIP - Finishes - Exterior Painting - SSHP	40,920	0	40,920
1406.102 CIP - Specialties - Porch Columns - SSHP	47,281	0	47,281
1406.111 CIP - Equipment - Cabinets - SSHP	54,104	0	54,104
1406.112 CIP - Equipment - Range - SSHP	12,697	0	12,697
1406.113 CIP - Equipment - Refrigerator - SSHP	15,150	0	15,150
1406.131 CIP - Special Construction - Community - SSHP	482,886	0	482,886
1406.151 CIP - Plumbing - Lav Fixtures - SSHP	36,782	0	36,782
1406.152 CIP - Plumbing - Shower/Tub - SSHP	35,523	0	35,523
1406.153 CIP - Plumbing - Hot Water Heaters	183,217	0	183,217
1406.154 CIP - Plumbing - Other - SSHP	40,509	0	40,509
1406.161 CIP - Electrical - Main Service Panel - SSHP	635	0	635
1406.162 CIP - Electrical - Rough Wiring - SSHP	127,966	0	127,966
1406.163 CIP - Electrical - Switches - SSHP	188	0	188
1406.164 CIP - Electrical - Lighting Fixtures - SSHP	8,039	0	8,039
1406.165 CIP - Electrical - Emergency Call for Aid - SSHP	2,491	0	2,491
1406.190 CIP - Construction Contingency - SSHP	13,330	0	13,330
1406.21 A&E - Contract Admin	89,850	0	89,850
1406.22 CIP - Engineering - SSHP	2,915	0	2,915
1406.23 Surveys	11,402	0	11,402
1406.4 Soft Costs - Legal Counsel - SSHP	18,224	0	18,224
1406.41 CIP - Title Insurance - SSHP	16,292	0	16,292
1406.43 CIP - Cost Certification - SSHP	10,000	0	10,000
1406.46 CIP - Development Consultant - SSHP	114,500	0	114,500
1406.47 Soft Costs - Relocation - SSHP	58,739	0	58,739
1406.48 Soft Costs - Contingency - SSHP	40,553	0	40,553
TOTAL WORK IN PROGRESS	5,732,399	0	5,732,399

FIXED ASSETS

1410 Land	85,140	0	85,140
1420 Buildings	4,774,645	0	4,774,645
1425 Building Equipment	693,009	0	693,009
1430 Furniture & Equipment	706,003	0	706,003
1440 Capital Improvements	640,513	0	640,513
1470 Maintenance Equipment	16,163	0	16,163
1480 Maintenance Vehicles	34,492	0	34,492
1495 Accumulated Depreciation	(6,241,783)	(1,282)	(6,243,065)
TOTAL FIXED ASSETS	708,181	(1,282)	706,899

TOTAL NONCURRENT ASSETS

6,440,581 (1,282) 6,439,298

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2101 Other Liabilities Union Dues	(45)	0	(45)
2114 Deposit Liability	(8,539)	(600)	(9,139)

Trumbull Housing Authority

Balance Sheet

March 2022

Program: State Elderly

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2114.9 Manual Entry	(280)	0	(280)
2117.1 Employee Pension	(1,442)	0	(1,442)
2117.3 Employee Med Premiums Withheld	1,442	0	1,442
2119 Sundry Accounts Payable	(300)	0	(300)
2135 Accrued Payroll	(4,035)	0	(4,035)
2135.1 Accrued Compensated Absence	(21,047)	12,301	(8,745)
2137 Accrued P.I.L.O.T.	(40,880)	(2,089)	(42,969)
2220.3 Prepaid Rents	(5,380)	283	(5,097)
TOTAL OTHER CURRENT LIABILITIES	(80,505)	9,895	(70,610)

ACCOUNTS PAYABLE

2110 Administration Fund Creditors	(13,948)	(638)	(14,586)
2111 Accounts Payable	(62,717)	(14,230)	(76,948)
TOTAL ACCOUNTS PAYABLE	(76,666)	(14,868)	(91,533)

TOTAL CURRENT LIABILITIES

(157,171) (4,972) (162,143)

EQUITY

2830.1 Income & Expense Clearance	(144,480)	0	(144,480)
2830.1 Income & Expense Clearance (Current Year)	(36,448)	(27,796)	(64,244)
2900 Net Investment in Capital Assets	(6,369,060)	0	(6,369,060)
2910 Unrestricted Net Position	(706,102)	0	(706,102)
TOTAL EQUITY	(7,256,090)	(27,796)	(7,283,886)

PROOF

0 0 0

Trumbull Housing Authority
Operating Statement
Nine Months Ending 03/31/2022
Program: State Elderly Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	61,989	55,545	6,444	534,433	499,905	34,528	666,540	(132,107)
3100.1 Rental Income-Excess of Base	20,871	23,380	(2,509)	192,509	210,420	(17,911)	280,560	(88,051)
3120 Excess Utilities	0	0	0	58	0	58	0	58
3210 Vacancy Loss	(5,100)	(3,946)	(1,154)	(36,800)	(35,516)	(1,284)	(47,355)	10,555
TOTAL RENTAL INCOME	77,760	74,979	2,781	690,200	674,809	15,391	899,745	(209,545)
OTHER INCOME								
3510 Sales & Service To Tenants	0	150	(150)	799	1,350	(551)	1,800	(1,001)
3610 Interest Income	0	50	(50)	311	450	(139)	600	(289)
3620 Other Income	39,524	100	39,424	41,689	900	40,789	1,200	40,489
3620.1 Laundry Income	0	800	(800)	7,118	7,200	(82)	9,600	(2,482)
3620.3 Miscellaneous Income	0	0	0	5,200	0	5,200	0	5,200
3680 Other Income-UI Incentives	0	0	0	337	0	337	0	337
3970 Donations	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME	39,524	1,100	38,424	55,453	9,900	45,553	13,200	42,253
ADMINISTRATIVE								
4120 Salaries	22,275	15,403	(6,873)	147,255	138,626	(8,628)	184,835	37,580
4130 Legal & Other Outside Services	1,647	1,000	(647)	12,269	9,000	(3,269)	12,000	(269)
4131 Bookkeeping	2,000	1,200	(800)	13,200	10,800	(2,400)	14,400	1,200
4131.1 Audit Fees	638	750	113	5,738	6,750	1,013	9,000	3,263
4131.2 Independent Controller	3,960	4,767	807	41,580	42,900	1,320	57,200	15,620
4151 Office Supplies	739	600	(139)	4,805	5,400	595	7,200	2,395
4153 Travel	0	125	125	215	1,125	910	1,500	1,285
4159 Other Office Expense	311	417	106	6,352	3,750	(2,602)	5,000	(1,352)
4159.1 Other Office Advertising	0	208	208	690	1,875	1,185	2,500	1,810
4159.2 Other Office Computer	1,081	900	(181)	11,353	8,100	(3,253)	10,800	(553)
4159.3 Other Office Telephone	2,173	467	(1,707)	4,722	4,200	(522)	5,600	878
4159.5 Dues	0	0	0	1,192	0	(1,192)	0	(1,192)
4159.7 Other Office Postage	58	0	(58)	287	0	(287)	0	(287)
4160 Pensions & Other-Health Ins.	2,516	4,000	1,484	26,852	36,000	9,148	48,000	21,148
4160.1 Pension & Other - 457	693	700	7	6,381	6,300	(81)	8,400	2,019
4160.4 Pension & Other - Life	0	150	150	1,328	1,350	22	1,800	472
4161 Payroll Taxes	5,019	2,711	(2,308)	25,916	24,399	(1,517)	32,532	6,616
TOTAL ADMINISTRATIVE	43,110	33,397	(9,713)	310,133	300,575	(9,558)	400,767	90,634
TENANT SERVICES								
4200 Tenant Services	31	0	(31)	4,973	0	(4,973)	0	(4,973)
TOTAL TENANT SERVICES	31	0	(31)	4,973	0	(4,973)	0	(4,973)
UTILITIES								
4310 Water	2,272	2,583	312	21,518	23,250	1,732	31,000	9,482
4320 Electric	3,109	2,563	(546)	21,367	23,063	1,696	30,750	9,383
4330 Gas	736	190	(546)	3,201	1,706	(1,495)	2,275	(926)
4350 Cable/Television	295	350	55	2,479	3,150	671	4,200	1,721
TOTAL UTILITIES	6,411	5,685	(725)	48,565	51,169	2,604	68,225	19,660

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4410 Salaries Maintenance	17,264	13,210	(4,054)	129,692	118,893	(10,799)	158,524	28,832
4420 Supplies	4,347	1,583	(2,764)	29,373	14,250	(15,123)	19,000	(10,373)
4430 Contract Services	2,862	1,042	(1,820)	18,114	9,375	(8,739)	12,500	(5,614)
4430.2 Exterminating Contracts	135	100	(35)	720	900	180	1,200	480
4430.3 Heating	170	2,621	2,451	24,556	23,588	(968)	31,450	6,894
4430.5 Misc Elec & Plumbing	1,255	0	(1,255)	3,875	0	(3,875)	0	(3,875)
4430.7 Snow Removal	0	167	167	1,348	1,500	153	2,000	653
4440 Maint. Shop Equip.	91	771	680	2,889	6,938	4,049	9,250	6,361
4490 Miscellaneous Operating and Maint. - Appliances	3,996	933	(3,063)	18,254	8,400	(9,854)	11,200	(7,054)
TOTAL MAINTENANCE	30,120	20,427	(9,693)	228,819	183,843	(44,976)	245,124	16,305
OTHER								
4710 Refuse Removal	1,530	1,679	149	15,948	15,113	(835)	20,150	4,203
4711 Insurance	4,190	4,383	194	40,180	39,450	(730)	52,600	12,420
4711.3 Worker's Compensation	724	917	193	6,438	8,250	1,812	11,000	4,562
4715 P.I.L.O.T.	2,089	2,089	0	18,801	18,804	3	25,072	6,271
TOTAL OTHER	8,533	9,069	536	81,366	81,617	250	108,822	27,456
CAPITAL GRANTS								
5980 Grant Income - Capital Grant	0	0	0	3,990	0	3,990	0	3,990
TOTAL CAPITAL GRANTS	0	0	0	3,990	0	3,990	0	3,990
CAPITAL								
6600 Depreciation Expense	1,282	0	(1,282)	11,542	0	(11,542)	0	(11,542)
TOTAL CAPITAL	1,282	0	(1,282)	11,542	0	(11,542)	0	(11,542)
SURPLUS	27,796	7,501	20,296	64,244	67,505	(3,261)	90,007	(25,763)

Trumbull Housing Authority

Balance Sheet

March 2022

Program: Congregate

Project: Consolidated

	Beginning Balance	Period Amount	Balance
CURRENT ASSETS			
CHECKING/SAVINGS			
CASH			
1111 TD Bank	58,214	20,721	78,935
1113.3 STIF Investment 1235575430	9,477	0	9,477
1117 Petty Cash	200	0	200
TOTAL CASH	67,891	20,721	88,612
TOTAL CHECKING/SAVINGS	67,891	20,721	88,612
ACCOUNTS RECEIVABLE			
1122 Accounts Receivable	2,913	(827)	2,086
1122.9 Accounts Receivable - Manual	2,197	(413)	1,784
1123.1 Allowance For Collection Loss	(587)	0	(587)
TOTAL ACCOUNTS RECEIVABLE	4,523	(1,240)	3,283
OTHER CURRENT ASSETS			
1210 Other Prepaid Expense	1,056	12,866	13,922
1211 Unexpired Insurance	1,439	1,128	2,567
1211.1 Prepaid Insur - Cong Services	(198)	0	(198)
TOTAL OTHER CURRENT ASSETS	2,298	13,995	16,292
TOTAL CURRENT ASSETS	74,712	33,475	108,187
FIXED ASSETS			
1405.1 Legal Costs	1,368	0	1,368
1406.1 Small Cities Grant 2019	892,692	0	892,692
1420 Buildings	2,812,579	0	2,812,579
1425 Building Equipment	14,841	0	14,841
1430 Furniture & Equipment	94,348	0	94,348
1440 Capital Improvements	335,416	0	335,416
1480 Maintenance Vehicles	3,832	0	3,832
1495 Accumulated Depreciation	(2,932,011)	(1,672)	(2,933,684)
TOTAL FIXED ASSETS	1,223,065	(1,672)	1,221,393
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
2110 Administration Fund Creditors	(9,238)	(119)	(9,357)
2111 Accounts Payable	7,957	(37,329)	(29,372)
TOTAL ACCOUNTS PAYABLE	(1,281)	(37,447)	(38,728)
OTHER CURRENT LIABILITIES			
2114 Deposit Liability	(1,750)	0	(1,750)
2114.1 Deposit Liability	250	0	250
2119 Sundry Accounts Payable	(341,425)	(17,856)	(359,281)
2119.9 Sundry AP-DOH	(2,717)	0	(2,717)
2135 Accrued Salaries & Wages	(1,215)	0	(1,215)
2135.1 Accrued Compensated Absences	(6,347)	647	(5,699)
2137 Accrued P.I.L.O.T	(5,764)	(335)	(6,099)
2220.1 Deferred Revenue-Subsidy	(21,218)	17,085	(4,133)
2220.2 Deferred Revenue-RAP	(16,776)	2,418	(14,358)

Trumbull Housing Authority

Balance Sheet

March 2022

Program: Congregate

Project: Consolidated

CURRENT LIABILITIES

OTHER CURRENT LIABILITIES

2220.3 Prepaid Rents

TOTAL OTHER CURRENT LIABILITIES

TOTAL CURRENT LIABILITIES

TOTAL EQUITY

2830.1 Income & Expense Clearing

2830.1 Income & Expense Clearing (Current Year)

2830.1 Income & Expense Clearing (Unclosed 2021)

2900 Net Investment in Capital Assets

2910 Unrestricted Net Position

TOTAL TOTAL EQUITY

PROOF

	(2,197)	413	(1,784)
	<u>(399,158)</u>	<u>2,372</u>	<u>(396,786)</u>
	<u>(400,439)</u>	<u>(35,075)</u>	<u>(435,514)</u>
	(839,077)	0	(839,077)
	(34,061)	3,272	(30,789)
	565	0	565
	(1,215,578)	0	(1,215,578)
	1,190,812	0	1,190,812
	<u>(897,338)</u>	<u>3,272</u>	<u>(894,066)</u>
	<u>0</u>	<u>0</u>	<u>0</u>

Trumbull Housing Authority
Operating Statement
Nine Months Ending 03/31/2022
Program: Congregate Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
RENTAL INCOME								
3100 Rental Income Base	13,422	13,687	(265)	118,982	123,183	(4,202)	164,244	(45,263)
3102.3 Rental Income-RAP	2,418	2,153	265	23,579	19,377	4,202	25,836	(2,258)
3210 Vacancy Loss	(2,200)	(792)	(1,408)	(5,500)	(7,128)	1,628	(9,504)	4,004
TOTAL RENTAL INCOME	13,640	15,048	(1,408)	137,060	135,432	1,628	180,576	(43,516)
OTHER INCOME								
3510 Sales & Services To Tenants	0	42	(42)	0	375	(375)	500	(500)
3610 Interest Income	0	1	(1)	5	8	(2)	10	(5)
3620 Other Income	0	42	(42)	1,996	375	1,621	500	1,496
3620.2 Laundry Income	0	350	(350)	2,683	3,150	(467)	4,200	(1,517)
3620.3 Miscellaneous Income	0	0	0	16,171	0	16,171	0	16,171
TOTAL OTHER INCOME	0	434	(434)	20,857	3,908	16,949	5,210	15,647
CAPITAL GRANTS								
3680 Other Income-UI Incentives	0	0	0	29,721	0	29,721	0	29,721
3980 Grant Income - Capital Grant - Unrestricted	0	0	0	2,512	0	2,512	0	2,512
TOTAL CAPITAL GRANTS	0	0	0	32,233	0	32,233	0	32,233
ADMINISTRATIVE								
4120 Salaries	4,209	3,484	(725)	31,635	31,354	(282)	41,805	10,170
4130 Outside Services	183	75	(108)	7,761	675	(7,086)	900	(6,861)
4131 Bookkeeping	250	150	(100)	1,650	1,350	(300)	1,800	150
4131.1 Audit Fees	119	83	(35)	1,069	750	(319)	1,000	(69)
4132 Independent Controller	495	596	101	5,198	5,363	165	7,150	1,953
4151 Office Supplies	0	50	50	1,018	450	(568)	600	(418)
4151.1 Telephone & Answering Service	361	250	(111)	1,990	2,250	260	3,000	1,010
4153 Travel	0	0	0	5	0	(5)	0	(5)
4159 Other Office Expense	112	125	13	2,317	1,125	(1,192)	1,500	(817)
4159.1 Credit Checks	0	125	125	45	1,125	1,080	1,500	1,455
4160 Pension & Other-Health Ins.	478	699	221	5,086	6,291	1,205	8,388	3,302
4160.1 Pension & Other 457	132	123	(9)	1,212	1,103	(109)	1,470	258
4160.4 Pension & Other Life	0	15	15	148	137	(11)	182	34
4161 Payroll Taxes	807	470	(337)	4,073	4,234	160	5,645	1,572
TOTAL ADMINISTRATIVE	7,146	6,245	(901)	63,207	56,205	(7,002)	74,940	11,733
UTILITIES								
4310 Water	1,342	875	(467)	8,749	7,875	(874)	10,500	1,751
4320 Electric	867	1,679	812	17,588	15,113	(2,475)	20,150	2,562
4330 Gas	1,198	1,021	(177)	7,396	9,188	1,791	12,250	4,854
4350 Cable Television	302	310	8	3,203	2,790	(413)	3,720	517
TOTAL UTILITIES	3,709	3,885	176	36,936	34,965	(1,971)	46,620	9,684
MAINTENANCE								
4410 Salaries Maintenance	1,918	1,468	(450)	14,124	13,211	(913)	17,614	3,490
4420 Supplies	317	154	(163)	389	1,388	999	1,850	1,461
4430 Contract Services	142	1,025	883	12,967	9,225	(3,742)	12,300	(667)
4430.2 Exterminating Contracts	575	42	(533)	670	375	(295)	500	(170)
4430.5 Elevator Maint. Contract	0	175	175	0	1,575	1,575	2,100	2,100

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
MAINTENANCE								
4430.6 Heating Contracts	0	394	394	0	3,544	3,544	4,725	4,725
4440 Maint. Shop Equip	0	0	0	160	0	(160)	0	(160)
4490 Miscellaneous Operating & Maintenance	204	331	127	204	2,978	2,774	3,970	3,766
TOTAL MAINTENANCE	3,157	3,588	432	28,514	32,294	3,781	43,059	14,545
OTHER								
4710 Refuse Removal	170	188	18	1,583	1,695	113	2,260	678
4711 Insurance	615	550	(65)	5,539	4,950	(589)	6,600	1,061
4711.3 Worker's Compensation	109	90	(19)	978	810	(168)	1,080	102
4715 P.I.L.O.T.	335	335	0	3,015	3,014	(1)	4,019	1,004
TOTAL OTHER	1,229	1,163	(66)	11,114	10,469	(644)	13,959	2,845
RESERVE PROVISIONS								
6600 Depreciation Expense	1,672	0	(1,672)	15,049	0	(15,049)	0	(15,049)
TOTAL RESERVE PROVISIONS	1,672	0	(1,672)	15,049	0	(15,049)	0	(15,049)
SERVICES INCOME								
7010 Tenants' Contrib-Core Services	14,591	18,050	(3,459)	154,334	162,450	(8,117)	216,600	(62,267)
7011 Meal Income	0	0	0	25	0	25	0	25
7030.1 State Subsidy-Core	15,356	10,750	4,606	101,392	96,750	4,642	129,000	(27,608)
7030.2 State Subsidy-Expanded Core	1,729	2,025	(296)	21,929	18,225	3,704	24,300	(2,371)
TOTAL SERVICES INCOME	31,676	30,825	851	277,680	277,425	255	369,900	(92,221)
SERVICES EXPENSE								
8101 Bookkeeping	745	746	1	6,848	6,713	(135)	8,950	2,103
8102 Housing Management Salaries	1,773	1,536	(236)	13,826	13,826	0	18,434	4,609
8105 Health Insurance	127	43	(85)	1,348	384	(964)	512	(836)
8105.1 Fringe Benefits-Pension	35	217	182	323	1,952	1,630	2,603	2,280
8106 Payroll Taxes 8106	572	368	(203)	2,885	3,314	428	4,418	1,533
8107 Worker's Compensation	19	16	(3)	173	143	(30)	190	17
8108 Contract Services	10,481	11,354	873	104,669	102,188	(2,481)	136,250	31,581
8201 Chore Service Salary	1,555	1,182	(373)	12,685	10,640	(2,046)	14,186	1,501
8202 Cleaning Of Common Areas	0	296	296	0	2,660	2,660	3,546	3,546
8204 Cleaning Supplies	430	196	(234)	2,022	1,763	(260)	2,350	328
8301.1 Food Services - Exc.	13,381	12,264	(1,117)	110,512	110,376	(136)	147,168	36,656
8303 Supplies/Utensils	450	179	(272)	570	1,609	1,038	2,145	1,575
8304 Utilities Expense	379	383	5	3,748	3,449	(300)	4,598	850
8402 Supplies	0	21	21	51	188	137	250	199
9001 Resident Services Coordinator	1,429	1,485	56	9,912	13,365	3,453	17,820	7,908
9002 Wellness/Preventive Program	300	540	240	12,650	4,860	(7,790)	6,480	(6,170)
TOTAL SERVICES EXPENSE	31,675	30,825	(850)	282,222	277,425	(4,797)	369,900	87,678
SURPLUS	(3,272)	601	(3,873)	30,789	5,406	25,383	7,208	23,581

BYLAWS OF THE HOUSING AUTHORITY OF THE TOWN OF TRUMBULL

ARTICLE I - The Housing Authority of the Town of Trumbull

Section 1. Name.

The name of the Authority shall be "The Housing Authority of the Town of Trumbull" commonly referred to as the Trumbull Housing Authority or Stern Village.

Section 2. Seal.

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its activation, and the word "Connecticut."

Section 3. Composition.

The Authority shall consist of five commissioners ("Board of Commissioners").

Section 4. Creation and Powers.

The Authority was created and exists as a body corporate and public, pursuant to Section 8-40 Connecticut General Statutes and was authorized to act and exercise its powers by a resolution adopted by the governing body of Town of Trumbull. The Authority shall have the powers set forth in law including, but in no way limited to, the powers enumerated in Section 8-44 of the Connecticut General Statutes. The powers of the Authority shall be vested in the Board of Commissioners. The commissioner may delegate from time to time any of its power to its employees as they deem fit.

ARTICLE II - Commissioners

Section 1. Appointment.

The commissioners shall be appointed in accordance with the provisions of Section 8-41 Connecticut General Statutes. At least one commissioner appointment shall be a tenant of the Authority.

Section 2. Term.

The term of each commissioner shall be five years. ~~The term of not more than one commissioner shall expire in the same year.~~ The terms of the Commissioners shall be staggered so that each year, the term of one Commissioner will expire.

Section 3. Duties.

The commissioners shall perform such duties as are incumbent upon them by reason of appointment under the Connecticut General Statutes and shall perform such other duties and functions as may from time to time be required by the Authority or by the Bylaws, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with persons or groups outside the Authority.

Section 4. Compensation.

The commissioners shall serve without compensation. From time to time the commissioners may incur expenses incidental to their duties, which may be reimbursed by approval of the Authority.

Section 5. Vacancy.

If a commissioner vacancy occurs ~~due to a change of residence, removal, resignation or death of a commissioner~~ prior to the normal expiration date of a term, the vacancy shall be filled for the remainder of the commissioner's unexpired term in accordance with Connecticut General Statute § 8-41. ~~A commissioner shall hold office until his or her successor is appointed and has qualified.~~

Section 6. Removal.

A commissioner may be removed in accordance with the provisions of Section 8-43 Connecticut General Statutes.

Section 7. Tenant Commissioner.

The tenant-commissioner shall be elected by the residents of the Authority and appointed in accordance with and subject to the qualifications and limitations set forth in Section 8-41 Connecticut General Statutes, including the restriction that no tenant commissioner shall have the authority to vote on any matter concerning the establishment or revision of the rents to be charged by the Authority.

ARTICLE III - Officers and Employees

Section 1. Officers.

The Officers of the Authority shall be the Chairman, Vice Chairman, Secretary, Treasurer, and from time to time, elect an Assistant Treasurer. Each Officer, other than the Secretary, shall be a Commissioner.

Section 2. Selection of Officers.

The Officers shall be elected at the ~~December~~ **annual** meeting of the Authority and shall hold office for a term of one year or until a successor is elected and qualified, except the office of Chairman whose term shall be for three years or until a successor is elected.

Section 3. Vacancies.

In the event of a vacancy in any Office occurring prior to the normal expiration thereof, the Board of Commissioners shall elect from among its members a person to fill the vacancy who shall serve for the remaining portion of the vacating Officer's term.

Section 4. Duties of Officers.

- a. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the Authority.
- b. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in the case of a vacancy in the office of the Chairman.
- c. Secretary. The Secretary shall record and review the minutes of all meetings of the Authority and shall perform all other duties normally incident to the office of Secretary. At any regular or special meeting, in the absence of the Secretary, a Secretary pro tempore shall be appointed by the Chairman from among the other Commissioners present. The Secretary shall keep the seal of the Authority and certify all copies of resolutions and other documents that are approved by the Board.
- d. Treasurer. The Treasurer shall review and sign all checks, endorsements, notes and evidences of indebtedness of the Authority. Signed checks, endorsements and notes are for the payment of money and shall payout and disburse such money under the direction of the Authority ~~or the Executive Director~~, except as otherwise authorized by resolution of the Authority. The Authority may, by resolution, designate one or more commissioners to countersign such orders and checks, and from time to time qualify, change or cancel any such designation.
- e. Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or incapacity of the Treasurer, or, in case of a vacancy in the office of the Treasurer, until such vacancy is filled.

Section 5. Executive Director.

The Board of Commissioners shall, at their discretion, employ an Executive Director to manage and operate the Authority in a daily basis, **subject to the direction of the Authority.** In the event of a vacancy occurring in the Executive Director position, the Board of Commissioners may designate one of their members to serve in such capacity on a pro tempore basis, without compensation, until such time as the vacancy is filled by the Board of Commissioners.

ARTICLE IV - Meetings

Section 1. Regular Meetings.

Regular meetings shall be held monthly **at such time and place as may be designated by the Authority for the transaction of the business of the Authority.** ~~on the first Monday of the fourth week of each month, at such time and place as designated by a resolution passed by the Commissioners for the transaction of the business of the Authority.~~

Section 2. Special Meetings.

The Chairman and two consenting commissioners may call a special meeting for the purpose of transacting any business designated in the call. Notice of a special meeting shall be given not less than 48 hours prior to the time of such meeting by posting a notice of the time and place thereof in the office of the municipal clerk and on the Authority's website at least 48 hours prior to the date set forth in the call for such meeting. No other business may transact at such special meeting.

Section 3. Emergency Special Meetings.

Special meetings may be called in emergencies as in Section 2 without prior notice in conformity with Section 1-225 of the Connecticut General Statutes. The minutes of emergency special meetings, once approved by the commissioners must be filed with the municipal clerk within 72 hours and must describe the nature of the emergency which precluded the prior notice, and the proceedings of the meeting.

Section 4. Annual Meetings.

Annual meetings shall be held at the regular **December** ~~July~~ monthly meeting for the purpose of receiving the annual report and for the conduct of such other business as may come before the meeting.

Section 5. Quorum.

Three commissioners shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers, and for all other purposes, but a smaller number may

~~meet and adjourn from time to time until a quorum is obtained. The Authority may act by a vote of not less than majority commissioners present at a meeting at which a quorum is present. References herein to "vote by the Authority" or "Authority vote" shall mean voting on a resolution by a majority of the commissioners present at a meeting at which a quorum is present.~~

~~Section 6. Order of Business. Regular Meetings. The order of business at regular meetings shall be as follows:-~~

- ~~_____ 1. Call to Order~~
- ~~_____ 2. Roll Call and Pledge of Allegiance~~
- ~~_____ 3. Reading and Approval of Minutes of the previous meeting and any intervening special or emergency special meeting~~
- ~~_____ 4. Comments from the Residents of Stern Village (only)~~
- ~~_____ 5. Treasurer's Report~~
- ~~_____ 6. Executive Director's Report~~
- ~~_____ 7. Committee's Report, if any~~
- ~~_____ 8. Unfinished Business~~
- ~~_____ 9. New Business~~
- ~~_____ 10. Adjournment~~

~~Section 7. Special and Emergency Special Meetings. The order of business at special meetings and emergency special meetings may follow that set forth above or may be restricted to action upon the business for which the special meeting is called, as the Board of Commissioners shall determine by vote.~~

Section 6. Manner of Voting.

All questions of substance presented to the Board of Commissioners during the meeting of the Board of Commissioners shall be presented in the form of motions or resolutions.

Section 7. Executive Session.

The Authority may hold an executive session among the commissioners and persons designated by them to provide advice, testimony or opinions relating to the subject of the executive session. The Authority's vote to hold an executive session must be made during a meeting stating the reason for the executive session, with the majority vote. Executive sessions must comply with Sections 1-200 and 1-225 Connecticut General Statutes.

Section 8. Telephonic/Audio-Visual Meetings.

Instead of being held in the physical presence of all Commissioners, a meeting may be held by telephone or by any other audio-visual means. All such meetings shall be conducted in

accordance with these requirements:

- a. During any such meeting, each Commissioner participating in the meeting must be able to hear every other Commissioner participating in the meeting.
- b. During any such meeting, the public shall be permitted to be able to listen to the discussion of the Commissioners participating in the meeting.
- c. The notice and agenda for any such meeting must satisfy the notice and agenda requirements for meetings of the Commissioners as described in these Bylaws.
- d. All aspects of any such meeting shall satisfy all other requirements for meetings of public agencies contained in C.G.S. Section 1-222 (a) through (d) and with all other application requirements of the State Freedom of Information Act.

Article V - Indemnification

The Authority shall indemnify the commissioners and employees to the fullest extent authorized by Section 8-41(a) Connecticut General Statutes. The Authority shall advance the payment of legal expenses to a commissioner or employee in the defense of any claim for which indemnification may be available to the fullest extent permitted by law. The rights conferred on any person by this Article shall continue as to a person who has ceased to be a commissioner or employee respecting indemnification, to the fullest extent not prohibited by the Connecticut General Statutes.

Article VI - Deposits and Checks

Section 1. Deposit of Funds.

All funds of the Authority not otherwise employed shall be deposited in such banks, trust companies or other reliable depositories as the Board of Commissioners may by vote from time to time determine.

Section 2. Checks and Notes.

All checks, endorsements, notes and evidences of indebtedness of the Authority, shall be signed by the Treasurer or Assistant Treasurer.

ARTICLE VII - Amendments

The bylaws of the Authority shall be amended only by resolution adopted by the affirmative vote of a least three commissioners of the Authority at a regular or special meeting, held after seven

days notice in writing of the substance of the proposed amendment. Written notice shall be sent to each Commissioner.

ARTICLE VIII – Validity

Should any section or provision of these bylaws be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of these bylaws as a whole, or any part thereof.

Approved by THA meeting on October 27, 2000

BY-LAWS OF TRUMBULL HOUSING CORPORATION

March 27, 2017

ARTICLE I - GENERAL

These By-Laws are intended to supplement and implement applicable provisions of law and of the Certificate of Incorporation of this Corporation with respect to the regulation of the affairs of this Corporation.

ARTICLE II – NAME

The name of the Corporation is Trumbull Housing Corporation (hereinafter the “Corporation”).

ARTICLE III – PURPOSE

The nature of the activities to be conducted or purposes to be promoted or carried out by this Corporation are as follows:

a. The Corporation is an affiliate of the Housing Authority of the Town of Trumbull (the “Authority”). The purpose of the Corporation is to make improvements to the affordable housing stock in and around the town of Trumbull; adopt and implement programs through which it plans to attempt to improve the well being of the individuals and families residing in affordable housing in the Trumbull area; and engage in various activities aimed at expanding the availability of affordable housing in the Trumbull area, including, without limitation, developing, redeveloping, managing, financing, sponsoring, and investing in affordable housing for very low, low, and moderate income individuals and families and mixed-income populations in the Trumbull region. The Corporation may do all lawful acts necessary or proper to accomplish the foregoing purposes.

b. The Corporation is irrevocably dedicated to and operated exclusively for, nonprofit purposes; and no part of the income or assets of the Corporation shall be distributed to, nor inure to the benefit of, any individual.

c. This Corporation was organized exclusively for charitable and/or education purposes, including, for such purposes, the making of distributions to organizations which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future United States internal revenue law, or to the Secretary of Housing and Urban Development for the time being exclusively for a public purpose.

d. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its exempt purposes. No substantial part of the activities of the Corporation shall consist of the carrying on

of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future United States internal revenue law, or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended, or the corresponding Section of any future United States internal revenue law.

ARTICLE IV – ADMINISTRATION

Section 1 - Number, Election and Term of Office of Directors: A board of not less than **three (3)** or more than **seven (7)** Directors shall at all times serve on the Board. The initial term of the three-person Board of Directors shall be as follows: Director “A” – three (3) years; Director “B” – two (2) years; Director “C” – one (1) year. At all times, the majority of the Board members shall be Qualified Directors. “Qualified Director” means an individual that is also a Commissioner of the Authority. Directors shall be elected by a majority of the commissioners on the Board of Commissioners of the Authority. Upon expiration of these initial terms, all subsequent terms shall be for three (3) years. The number of positions on the Board of Directors for any year, as fixed in accordance with the foregoing (hereinafter referred to as the number of “directorships”) may be increased or decreased at any time as provided by law, or as provided by amendment hereof.

Section 2 - Removal of Directors: Any Director may be removed from office at any time, with or without cause, by a majority vote of the Board of Commissioners of the Authority.

Section 3 - Vacancies as to Directorships: Vacancies shall be filled for the unexpired term by the Board of Commissioners of the Authority.

Section 4 - Duties of Directors: The property, business and affairs of this Corporation shall be managed by the Directors who may exercise all power and do all the things which may be exercised or done by this Corporation subject to provisions of law, the statutes of the State of Connecticut, the Certificate of Incorporation and these By-Laws.

Section 5 - Additional Personnel: This Corporation may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions. The selection and any compensation of such personnel shall be determined by this Corporation subject to the laws of the State of Connecticut.

Section 6 - Executive Director: The Board of Directors, at its discretion, will be empowered to appoint an Executive Director, who, subject to the direction and supervision of the Board, will represent this Corporation and be charged with executing corporate policies and mandates, and transacting the day-to-day corporate business (unless otherwise conducted by

this Corporation's President or another officer so designated by the Board). The Executive Director will have such powers, duties and responsibilities as the Board may from time to time designate, and will perform the duties of that office in accordance with the authorization so voted by a quorum of members of the Board of Directors.

Section 7 - Committees: The Directors may elect, appoint, or dissolve one or more committees, including interim or executive committees, and may delegate to any such committee or committees any or all of their powers. Any person may be selected as a member of a committee but the chairperson must be a Director of this Corporation. Unless the Directors otherwise designate, committees will conduct their affairs in the same manner as is provided in these By-laws for the Directors. The members of any committee shall remain in office at the pleasure of the Directors. The Directors may delegate power to such committees to the President, Executive director or other officers. Committees may include an Executive Committee and such others as may be needed from time to time.

Section 8 - Exercise of Powers: Without in anyway limiting the duties and powers herein delivered, since it is the express purpose of the Corporation to qualify as a Section 501(c)(3) organization under the Internal Revenue Code of 1986, as amended, as such law may now or hereafter pertain to such entities as well as any governmental regulations adopted pursuant thereto, said act and regulations being hereby incorporated by reference as a part of these By-Laws, and the Directors of the Corporation shall be deemed to have the responsibility of taking all steps required for qualifying the Corporation under said law and shall be further deemed to have all powers reasonably necessary to fulfill that responsibility.

ARTICLE V – MEETINGS

Section 1 - Annual Meetings: An annual meeting of the Board of Directors shall be held the same month as the annual meeting is held for the Trumbull Housing Authority, at the place, on the date and at the hour designated in the call therefor. At such meeting, the Board of Directors shall choose and appoint the officers of the Corporation who shall hold their offices, subject to prior removal by the Board of Directors, until the next annual meeting or until their successors are chosen and qualify.

Section 2 - Regular Meetings: All other regular meetings of the Board of Directors may be held without notice at such date, time and place as the Board of Directors may determine and fixed by resolution.

Section 3 - Special Meetings: Special meetings of the Board of Directors may be held upon call of the President, with the approval of a majority of the Directors; or, upon call of any one or more Directors.

Section 4 - Notice: Written or oral notice of the date, time and place of all special meetings of the Board of Directors shall be given to each Director personally or mailed (which may include electronic mail) to her residence or usual place of business at least **two (2) days**

prior to the date of the meeting (or last known email address); provided that, any one or more Directors, as to herself or themselves, may waive such notice in writing or by attendance without protest at such meeting.

Section 5 - Quorum: Directors holding a majority of the number of directorships shall constitute a quorum. Except as otherwise provided by law or these By-Laws, all questions shall be decided by vote of a majority of the Directors present at any meeting of the Board at which a quorum is present.

Section 6 - Telephonic/Audio-Visual Meetings: Instead of being held in the physical presence of all Directors, a meeting may be held by telephone or by any other audio-visual means. All such meetings shall be conducted in accordance with these requirements:

- a. During any such meeting, each Director participating in the meeting must be able to hear every other Director participating in the meeting.
- b. During any such meeting, the public shall be permitted to be able to listen to the discussion of the Director participating in the meeting.
- c. The notice and agenda for any such meeting must satisfy the notice and agenda requirements for meetings of the Directors as described in these Bylaws.
- d. All aspects of any such meeting shall satisfy all other requirements for meetings of public agencies contained in C.G.S. Section 1-222 (a) through (d) and with all other application requirements of the State Freedom of Information Act.

Section 7 – Directors’ Action without Meeting: If all Directors severally or collectively consent in writing to any action to be taken by the Corporation, such action shall be as valid as though it had been authorized at a meeting of the Board of Directors. The Secretary of the Corporation shall file such consents with the minutes of the meetings of the Board.

ARTICLE VI – OFFICERS

Section 1 - Titles, Election and Duties: In addition to an Executive Director that the Directors may elect pursuant to Article IV, Section 6 above, the Directors shall elect a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Directors may from time to time deem appropriate including, but not limited to, if they so choose, an Assistant Secretary and/or an Assistant Treasurer (who shall each assist the Secretary and the Treasurer, respectively, in the fulfillment of her respective duties as described herein). Any two or more offices may be held by the same person. The duties of the officers of the Corporation shall be such as usually pertain to such officers, as well as such as may be prescribed from time to time by the Directors.

Section 2 - President. The President shall preside at all meetings of the Directors, shall have general charge and direction of the business of the Corporation and shall perform such other duties as are properly required of her by the Board of Directors.

Section 3 - Vice President. The Vice President shall have such duties and powers as shall be assigned to the Vice President by either the President or the Board of Directors, in the absence or disability of the President.

Section 4 - Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and shall give notice of all such meetings as required by these By- Laws. The Secretary shall have custody of such minutes.

Section 5 - Treasurer. The Treasurer shall have charge and custody of all funds of the Corporation; keep full and accurate account of receipts and disbursements and books belonging to the Corporation; oversee the deposit of all moneys and valuable effects in the name and to the credit of the Corporation in depositories designated by the Board of Directors; and, in general, perform such other duties as may from time to time be assigned to her by the President or the Board of Directors or as are incident to the office of Treasurer.

Section 6 - Removal of Officers. Any officer may be removed from office at any time, with or without cause, by action of the Board of Directors.

ARTICLE VII - AMENDMENTS TO BY-LAWS

The By-laws of this Corporation shall be amended only by resolution adopted by the two-thirds affirmative vote of the Directors at a regular or special meeting, held after three (3) days' notice in writing of the substance of the proposed amendment shall have been sent to each Director.

ARTICLE VIII – INDEMNIFICATION

Each person who is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise (including the heirs, executors, administrators or estate of such person) shall be indemnified by the Corporation to the full extent permitted or authorized by the Connecticut General Statutes. The Corporation may, but shall not be obligated to, maintain insurance, at its expense, for its benefit in respect of such indemnification and that any such person whether or not the Corporation would otherwise have the power to indemnify such person.

ARTICLE IX – VALIDITY

Should any section or provision of these bylaws be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of these bylaws as a whole, or any part thereof.

Said Bylaws adopted at the organizational meeting held on March 27, 2017.

Said Bylaws amended by a resolution adopted on March 29, 2022.