

Trumbull Housing Authority - January 27, 2026

Trumbull Housing Authority Meeting
Stern Village Community Room
200 Hedgehog Circle
Tuesday, January 27, 2026
5:00 pm

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

Also Present: Paulette Mack, Executive Director; Jacqueline Vega, Property Manager; Anne McGee, Congregate Manager and Jason Geel, Accountant

Meeting was called to order at 5:04 pm by Mrs. McGannon followed by the Pledge of Allegiance and Roll Call.

Past Minutes

Motion was made by Ms. Peterson to approve the meeting minutes of December 9, 2025; seconded by Mrs. Bova. Approved by unanimous consent.

Motion was made by Ms. Pflueger to approve the Special Meeting minutes of January 8, 2026; seconded by Mrs. Bova. Approved by unanimous consent.

Motion was made by Mrs. Anderson to approve the meeting minutes of January 13, 2026; seconded by Ms. Pflueger. Approved by unanimous consent.

Report of Director of Finance

Mrs. Cantafio was unable to attend; no report given. Mrs. McGannon noted the Internal Controls Policy will be discussed at the February meeting. Mr. Geel noted he has reviewed the document with staff and will review the final draft.

Report of the Congregate Manager

Mrs. McGee reported the following:

1. New tenants arrived on December 15, 2025 and January 15, 2026. Thirty-four units are occupied with two units unoccupied.
2. Activities in December included holiday decorating, Christmas concerts, holiday lunch and Christmas dinner events.
3. Activities in February will include the celebration of Lincoln's birthday and National Bird Feeding Month where they will make pinecone bird feeders for the winter birds.
4. Tenants meeting is scheduled for January 30 where they will review Congregate rules, winter storm parking and winter storm lunch protocols. Activities will include any presentations set by the Resident Service Coordinator.

Report of the Resident Service Coordinator

Ms. Alhabal was unable to attend; no report given.

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Report of Property Manager

Ms. Vega reported the following:

1. Occupied units are 175; unoccupied are 11. Four units are ready and interviews are being conducted. Two of the four units have been completed by the contractor with two additional being completed. A total of six units should be ready by the end of February. Staff is working on painting and installing appliances in three units since the floors were completed. These units will be available as well. Currently, staff is working on the Congregate vacancies to get them on line. Five units remain in the Village to be completed with the contractor already working in two.
2. Applications stand at 25. All documentation is on hand; only needs to be updated with current statements.
3. Work Orders – from July 1, 2025 through January 26, 2026 – incomplete are 94 in the Village and 12 in the Congregate. From January 1 to January 26, 2026 – there are 33 for the Village and 4 for the Congregate. Most of the Work Orders are project oriented with work to be done outside, painting, etc. From July 1 through January 20 – 420 Work Orders were completed.
4. Identification of manholes is on-going. Flags are ordered and they are aware of their locations. Project will continue when there is no snow on the ground.
5. Working with Jean Rabinow on the tenant selection process. Letters have been sent to all tenants regarding nominations. Everyone has a nomination slip and they have until February 9 to make any nominations. From February 10 through March 2, nominees may campaign with rules set by the League. March 2 is voting day with the winner announced in the evening.
6. Notifying residents to gather documentation for the recertification process that will start the second week in March. This will allow sufficient time for rent discussions with the Board.
7. Snow removal went well. Areas to work on deal with what to do with cars so spaces can be cleared faster. Relatives of residents and residents themselves were helping others to shovel out cars. A poll was conducted that indicated positive feedback from residents. Both contractor and staff worked well together. Residents were happy with Staff and they should be commended for their dedication and long hours. There is a concern about what to do with the snow. Staff is working on clearing areas to assist residents in navigating the snow banks. A robo call was sent to residents indicating they could use the Community Room, if necessary, because of the generator. A tote was also prepared with food items in the event a resident needed assistance. Extra blankets were also made available. Both options will be available for the upcoming weekend storm.
8. Salt is on site from a local vendor and they are expecting a delivery of additional pallets.
9. The new snow removal contractor provided three individuals who worked in coordination with the Staff and concentrated on specific areas - walkways, garbage bin areas and porches. With the potential for a new storm in a few days, they could be contacted, if directed, to assist again. The contractor has a cap of ten hours per day. Invoices are being prepared. Only used snow blowers and shovels. **Motion was made by Ms. Peterson to authorize Ms. Mack to hire the contractor back for the coming weekend storm, if necessary. Seconded by Ms. Bova.** Mrs. Anderson requested to see the contract before voting.

Mrs. Anderson questioned whether additional/different equipment purchases are being considered to clear snow. Ms. Vega will meet with Staff and Ms. Mack to get their comments on what would be beneficial. The Board agreed Staff did a fantastic job and requested Ms. Vega to convey the message to them.

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Treasurer's Report and Discussion of Financials

Mrs. Bova reported for the six-month period ending December 31, 2025. The Authority had an Operating Gain, before capital activity and depreciation, of \$172,885 of which \$140,015 is attributable to Stern Village and \$32,870 to Congregate.

For Stern Village, operating results exceeded budgeted gain by approximately \$55,000 due to on-going maintenance savings. Current month's maintenance costs have begun to increase as expected due to heating calls/servicing and the \$5,700 truck repair which was noted in prior Board discussions. Other expense increases included budgeted annual PHA-Web housing software this month and health insurance increases due to employee composition changes since budget. Health insurance is expected to be overbudget for the year; however employment costs overall will likely continue to run under budget for the remainder of the year.

For Congregate, the Operating Gain exceeded budget by \$25,000 due to similar expense savings as Stern Village. There were no significant changes to operating results from the prior period nor significant operating expenses in the current period. Services expenses are slightly under budgeted amounts with some excess wellness funds of about \$5,000 for the remainder of the year.

Tenant Accounts Receivable balances as follows:

	6/30/25	# of Tenants	12/31/25	# of Tenants
Stern Village				
One Month or Less	(\$225)	41	(\$1,293)	55
Over One Month Rent	\$664	1	\$897	2
Inactive AR	\$4,290	37	\$922	6
Total	\$4,729	79	\$526	63
Congregate				
One Month or Less	\$319	17	\$116	18
Over One Month Rent	\$5,002	2	\$3,500	1
Inactive AR	\$5,450	6	\$1,368	3
Total	\$10,771	25	\$4,984	22

The overall cash position of the Authority, including reserves and security deposits, is \$971,768.

A snapshot of program balances are as follows:

	6/30/25	11/30/25	12/31/25	YTD Change
Stern Village				
Cash	\$156,029	\$198,866	\$179,143	\$23,105
Accounts Payable	\$89,529	\$29,254	\$32,893	(\$56,636)
Interprogram Loan	\$325,814	\$351,165	\$353,282	\$468
Reserves	\$583,617	\$594,312	\$596,267	\$12,650

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Excess Cash	(\$28,802)	\$75,115	\$51,949	
Congregate				
Cash	\$86,631	\$164,102	\$133,404	\$73,773
Accounts Payable	\$17,172	\$7,237	\$18,539	\$1,367
Interprogram Loan	\$352,814	\$351,165	\$353,282	\$468
Reserves	\$10,925	\$11,121	\$11,158	\$233

A schedule of operating cash activity for the period:

Cash Flow	Village	Congregate
Beginning		
11/30/2025	\$198,866	\$164,102
Plus		
Rents and Other	\$101,374	\$31,610
DOH Subsidy	-	-
Interentity Transfers	\$15,923	(\$15,923)
Less		
Vendor Payables	(\$93,019)	(\$46,385)
Payroll	(\$44,010)	-
Ending		
12/31/2025	\$179,134	\$133,404

Village cash is committed to unit turnovers, \$266,880 still unexpended of the Board approved amounts. Approximately \$90,000 of this balance was paid out in January. Congregate remains a healthy \$50,000 over cash requirements for the year with a reserve contribution likely.

Mrs. Anderson questioned whether the \$90,000 paid out was from Reserves. Mr. Geel indicated it was taken from the Operating Cash account. Discussion was held regarding the expenditure of funds as required by the State. Mr. Geel noted there will be an expense for four additional units of approximately \$150,000. Snow removal is an added expense. There may be available funds for another project in the future.

Mr. Geel and Ms. Mack were requested to provide details on the upcoming insurance increase.

Executive Director's Report

Ms. Mack reported the following:

1. Sexual Harassment Training was held for Staff. Two hour class with the attorney.
2. Workers Comp and insurance quotes – spoke with Brown & Brown and was advised to stay with the current plan. The seven insurance companies in the pool are more expensive.
3. Union contract discussions are coming up. Paperwork has been received for discussion preparation. Board members have been a part of the process in the past.
4. On-Site Insight sent notification that a Critical Needs Assessment is due this year for the Congregate. The last survey completed was 2021. A discounted fee is due February 28, 2026. Paperwork will be sent to the Board for review. Mr. Geel indicated this assessment is linked to

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requests for grant funding. The State would require updated information to be considered. He felt that, if the Board is not planning on anything major, this assessment could be put off at this time although updated information would be beneficial as many updates were done in the 2021 assessment. Discussion for February meeting.

5. Additional discussion was held regarding the union structure.

New Business

1. Snow Plowing Contract – previously discussed. Contract information shared with the Board. Motion on the table is to allow Ms. Mack to hire the contractor for the weekend storm, if necessary. **Mrs. Anderson amended the motion to include “not to exceed the last estimate of 20 hours”. Unanimously approved as amended.**

Old Business

1. Update on Tenant Election Process – Mrs. McGannon attended the meeting held with tenants and Mrs. Rabinow. Everyone should be all set. With regard to campaigning, they are not permitted to put signs outside on the property but bulletin board flyers and door-to-door is allowed. Discussion was held regarding holding a meeting with nominees so they could introduce themselves. Bios would be posted and sent to residents. Ms. Vega spoke with the RSC for the Fairfield Housing Authority and obtained information, forms, etc. Mrs. Anderson noted that she has recused herself from the election because she is a member of the League of Women Voters and a THA Board member.
2. Gutter quotes – Ms. Vega noted she has some quotes but would like input from the Board before a decision is made. The request has been for cleaning but some gutters do not have guards and she would like to include those also. Will need to wait until the snow recedes to make a detailed list of where they are needed. Ms. Pederson requested Ms. Vega send the quotes to the Board for review and comments. Funding has not been determined; not a part of the prior approved funding.

Public Comments

1. AnneMarie Williams, Unit 48 – wanted to commend the staff on the work they did during the storm, including Ms. Vega. It was also nice to see some of the residents helping others. Cudos to staff.
2. Les Miller, Unit 80 – commented on snow removal, asking if there is a priority as to where they clean first to last. He noted he returned on Monday afternoon and the circle by his unit was not cleared enough/too narrow for emergency vehicles. Ms. Vega thanked him for his comments, she will alert Staff. He commented on the ice from the prior storm. Ms. Vega noted that had been rectified with salt. Mrs. McGannon noted the Town made several passes along the streets to widen them curb to curb. It was noted the Staff uses the same routine of clearing the roads by making an initial pass and then coming back to clean up the area. Ms. Vega noted she does drive/walk around and helps where she can with shoveling or salt. Mr. Miller suggested pre-treating for the storms. Staff does pre-treat and will do so again for the upcoming weekend storm.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 5:58 pm. Seconded by Ms. Pflueger and approved by unanimous consent.

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Respectfully submitted,

Barbara Crandall
Clerk