

Trumbull Housing Authority – February 22, 2022

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

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

Also Present: Executive Director Harriet Polansky, Accountant Jason Geel, Dawn Cantafio and Paulette Mack

The meeting was called to order by Mrs. McGannon at 6:01 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

Debbie VanScoy and other residents thanked the THA Board for listening to them and finding a new food service for the Congregate. It is working out great. She also asked the Board to consider not having an increase in rent this year in light of the troubles they have experienced in the last year and increases overall in various areas with inflation.

Elaine Horwick agreed with Ms. VanScoy and also noted some of the residents have experienced a decrease in the SNAP (food stamp) benefits of \$25.00. She would also appreciate the Board's consideration of no rent increase this year.

Reading and Approval of Minutes for January 25, 2022

Motion was made by Mrs. Anderson to approve the minutes of January 25, 2022 as written. Seconded by Ms. Pederson and approved by unanimous consent.

Staffing Changes at Stern Village

Mrs. McGannon noted that Ms. Polansky will be moving on from Stern Village. She thanked her for her efforts at Stern and for the amount of resources she found for Stern to make the environment a peaceful place. The Board wished Harriet the best.

Introduction of Development Director/Interim Executive Director

Dawn Cantafio was introduced as a part-time Development Director to take over the grant duties and coordinate future programs. Paulette Mack was introduced as the Interim Executive Director. The Board wished Paulette luck in this new position and pledged their help. She asked the residents to have patience during this transition as everyone is taking on new duties going forward. Paulette thanked the Board for giving her the opportunity as the Interim Executive Director and will try to do the job to the best of her ability.

Report of Development Director

Dawn thanked everyone for their support. She has been working with many individuals already in this transition and looks forward to working with everyone moving forward. She noted there was a very nice party for Ms. Polansky today with many of the residents in attendance.

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Treasurer’s Report and Discussion of Financials

Mrs. Bova provided the financials from July 1, 2021 to January 31, 2022. The overall gain of the Housing Authority was \$45,503. Further, the Operating Gain, before capital grants and depreciation, was \$29,961, of which \$33,058 is attributable to Stern Village and (\$3,097) loss to Congregate.

For Stern Village, the current month’s Operating Gain was \$10,210 compared to the budgeted gain of \$7,501. The slight gain is primarily due to revenues exceeding budgeted amounts for the month with expenses within budgeted amounts overall, despite a significant increase to Maintenance supplies due primarily to salt purchases. For the year, rental revenues have exceeded budgeted amounts while costs in certain areas such as legal, IT, and maintenance have likewise exceeded. The most significant maintenance overruns continue to be due to smoke detector replacement, tree trimming and maintenance equipment replacement in previous months.

For Congregate, the current month’s Operating Loss was (\$4,592) compared to a budgeted gain of \$601. The month’s loss is due to a three-invoice month for security guards which was also higher due to holiday coverage. Security guard expenses should still come close to budgeted amounts through year end. It’s anticipated that Congregate will continue to operate at breakeven for the remainder of the year with projected cost savings in maintenance offsetting food service costs increases going forwards.

The overall cash position of the Authority, including reserves is \$637,361. Payables include construction payables totaling \$30,202.

A snapshot of program balances are as follows:

	<u>6/30/2021</u>	<u>12/31/21</u>	<u>1/31/22</u>	<u>YTD Change</u>
Stern Village				
Cash	\$ 104,160	\$ 27,440	\$ 79,687	\$ (24,473)
Accounts Payable	\$ 75,128	\$ 71,329	\$ 71,730	\$ 3,398
Interprogram Loan	\$ 378,049	\$ 389,693	\$ 344,056	\$ (33,993)
Reserves	\$ 506,831	\$ 507,068	\$ 507,068	\$ 237
Excess Cash	\$ (46,759)	\$(117,119)	\$ (68,900)	
Congregate				
Cash	\$ 90,274	\$ 93,377	\$ 84,105	\$ (6,169)
Accounts Payable	\$ 26,174	\$ 16,163	\$ 25,883	\$ 291
Interprogram Loan	\$ 378,049	\$ 389,693	\$ 344,056	\$ 33,993
Reserves	\$ 9,471	\$ 9,476	\$ 9,476	\$ 5

Village cash decrease includes the \$61,000 Radon abatement work related to the SSHP project to be reimbursed with grant funds at project closeout, less repayment of funds due from Congregate. Cash and Interprogram balances have stabilized and are being managed in accordance with cash management policies.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/2021</u>	<u>Tenants</u>	<u>1/31/22</u>	<u>Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (3,640)	55
Over One Month Rent	\$ 3,051	4	\$ 1,017	2

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Inactive AR	\$ 13,307	44	\$ (496)	3
Total	\$ 13,044	98	\$ (3,119)	60

Congregate

One Month or Less	\$ 606	5	\$ (550)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 15,515	11	\$ 2,349	3
Total	\$ 16,121	16	\$ 1,799	8

Mrs. Anderson questioned the increase in the laundry income and why it jumped up so much in the last period. The account is now \$1,500 over budget. Mr. Geel noted the checks come in quarterly. Budgeting was based on the prior year and they were down machines due to the construction in the Community Room. The cost of doing laundry increased slightly but the reason cannot be determined for the increase at this time.

Mrs. Anderson questioned the following accounts:

1. Tenant Services Account #4200 – was not a budgeted item and what is this used for? Mr. Geel noted these are the HASIP grant expenditures and a donation. Ms. Polansky noted the HASIP grant was a little under \$4,000 which was used to purchase safety kits for the residents (to be distributed in March). To date, only \$1,400 has been spent but some of the bills have not come been received.
2. Appliances Account #4490 – does this include the appliances we are waiting for through the grants? Ms. Polansky noted some have broken down but appliances have been purchased over the last few months. Ms. Anderson noted this is already \$3,000 over budget. Mr. Geel noted the account includes the smoke detectors since there was no other place to document this. Ms. Polansky noted they are awaiting UI funding for the refrigerators and hopes they will be reimbursed \$100 per unit.
3. Congregate Outside Services Account #481.30 – Mr. Gell noted this is for legal and the CNA.
4. Inactive AR for the Congregate – that amount is \$2,300 – will the Board be writing this amount off at the end of the year? Mr. Geel noted this is one person who moved out several months ago and did not pay rent.

Executive Director's Report and Maintenance Activity Report

Ms. Polansky made the following statement: I want to thank the THA Board of Commissioners for the beautiful cakes to wish me well earlier in the day. I want to thank you for all you do to make Stern Village the "Jewel of Trumbull." For the past 9 years I have worked tirelessly on your behalf with the support of the THA Board of Commissioners, Town of Trumbull and of course, my amazing staff. Thanks to your help, support, patience and understanding, we have made significant upgrades to Stern Village and to the Congregate. More is needed and hopefully, there will be funding and grants available in the near future to continue these improvements. I will cherish the friendships I have made here. I have fond memories of the picnics, all the parties, knitting group, Men's Club, Garden Club, and all the fun events that I participated in prior to COVID-19. I wish Paulette and Dawn the very best."

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Ms. Polansky noted the following:

1. Thanked Stop and Shop for allowing them to participate in their recyclable bag program. As of last week, the THA will receive a check for \$117 from Stop and Shop that will be used to restock the Stern Village Food Pantry by purchasing items from Stop and Shop.
2. Thanked the Nichols Garden Club for the beautiful Valentine's Day floral arrangements for residents over 90 years old.
3. Rehab of units continues and they are waiting for appliances that they hope will be delivered sometime in March. Currently, they have enough HTCC funds to rehab approximately three units, not including any of the money that is remaining based on the reserves. Ms. Polansky met with the residents today and announced this and had no questions moving forward.
4. Maintenance: From January 25 – February 25 there were eight work orders for the Congregate and thirty-five for the Village. This indicates the improvements made in the Congregate to the mechanicals and infrastructure are working. The Village number also reflects the improvements made.

The Maintenance Staff performed the following work and Ms. Polansky thanked the staff for all they do for the residents. They truly go above and beyond.

- a. Sanded and cleared snow during the snow and ice storms in February
- b. Sanitized and turned over two apartments in the Congregate
- c. Worked on vacancies in the Village which entailed disposing of mattresses, furniture and other items, painting, sanitizing, waxing the floors and making any repairs in the unit.
- d. Fixed pole lights
- e. Handled several clogs

The rehab continues and Mrs. Cantafio has been advised of the HTCC funding status.

Congregate Updates

Ms. Polansky noted the new Chef Urata, from Dumana Catering Services, started on February 7. The majority of residents love her food and the variety. Everything is freshly prepared from her homemade biscuits to her cream puffs. She is working very hard to please the residents and getting to know them.

Heather is working on recertifications for the Village and Daisy for the Congregate. Daisy is collecting the information but they are waiting for the new spreadsheet from DOH since there is a possibility that some of the information for subsidies may change. It is possible there may be other things they can take into account such as food and transportation. Ms. Polansky has a meeting tomorrow with Daisy and DOH to get further information.

Mrs. McGannon questioned the status of the unit that had the fire. Ms. Polansky noted there needs to be asbestos abatement done which requires approval of the State and that approval takes approximately two weeks. In the meantime, they have taken everything out of the unit in prep for the abatement process. The resident adjacent to that unit will not be displaced during this process.

Mrs. McGannon requested Ms. Mack be included in the DOH meeting tomorrow.

Approval of Minutes of Special Meeting of February 9, 2022

Motion was made to approve the minutes of the Special Meeting of February 9 by Mrs. Bova and seconded by Ms. Pederson. Discussion. The vote was changed to reflect the decision made in Executive

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Session. **Motion was made by Mrs. Bova to approve the hiring of Dawn Cantafio, part-time, to work with the grants and the financials for Stern Village. Seconded by Ms. Pederson. Approved by unanimous consent.**

Update to Changes in Bylaws

Ms. Pederson noted she is still working on the changes. She has received additional information that will be reviewed. The Board requires a ten day notice to discuss any changes to the Bylaws. As long as the notice is given ten days before the March meeting, the Board will be able to discuss the proposed updates.

Unfinished Business

1. Review of CHFA Capital Needs Assessment (CNA) and CHFA Energy Audit with On-Site Insight – A meeting was set for March 9, 2022 at 6:00 pm to discuss these topics. Mrs. McGannon will speak with Daisy prior to the meeting to discuss any changes since completion of the documents.

New Business

After a meeting with the State, a rent increase for the Congregate needs to be discussed. Mr. Geel noted there are some components of what their rent will be that the Authority has zero control over. First, if nothing is done, a majority of the residents will have increases that will occur due to inflationary items. The Housing Authority cannot change what the resident's portion is, it can only determine the maximum amount of rent to be collected. Secondly, the resident's portion is determined by program requirements. He discussed some of the causes for an increase in rent. In the calculation of program requirements, or allowances, it should work in the tenants' favor. These have not been updated in years and are out-of-date. They are expecting they will be adjusted by DOH soon. If the Authority does nothing, those two components will affect resident rents. The total amount that is needed to make the program sustainable needs to be discussed. That increase would not affect a majority of residents because we cannot change the way the rent is calculated. Any resident who currently pays the maximum rent would be affected by this. Mr. Geel discussed the current rent structure for nearby facilities noting the rents in Trumbull are the lowest. Everyone is dealing with the same costs but the rents vary greatly.

The first step is to have the discussion and to follow the process to set a meeting date with the residents to give them information. Mrs. McGannon noted a meeting notice would need to be given to the residents on March 1. Mrs. Anderson noted the Board needs to address increasing the reserves which could affect future funding received from the State. Mr. Geel noted there needs to be an overall plan for sustainability that addresses reserves in the future. The reserves do not need to be funded by rent increases alone and can include alternate sourcing. Further discussion was held regarding reserves and cash flow.

Mrs. Anderson questioned if the Board could discuss the rent increases at the March 9 meeting because the CNA should be a part of the discussion. Ms. Polansky noted the residents need a one month notification for a meeting to discuss a rent increase but do not need to be told the details in this notice. Anything done at the meeting has to be documented and sent to the State along with the Board's decision for approval. Ms. Pederson asked Mr. Geel to put together some numbers to help them discuss sustainability and reserves. Minimum guideline for reserves is \$1,000 per unit.

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Mrs. Anderson was concerned about the loss of \$25.00 in SNAP benefits. Ms. Mack discussed reasons for the decrease but will contact DSS to confirm what happened.

Resident Comments

Michele noted she did not receive the results of the radon testing in her unit. Ms. Polansky noted it was negative.

Adjournment

There being no further business, motion was made by Ms. Pflueger to adjourn the meeting at 7:05 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk