

Trumbull Housing Authority Virtual Meeting – May 26, 2020

Trumbull Housing Authority Virtual Meeting
May 26, 2020
4:30 pm

Commissioners Present: Chairman Paul Niebuhr, Maureen Bova, Suzanne Donofrio, Jean Rabinow and Laurel Anderson

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant; Attorney Christopher Cody, Kathleen McGannon, Chief Administrative Officer; Daisy Torres, Congregate Manager and Christopher Hodgson, Labor Attorney for the Trumbull Housing Authority

The meeting was called to order by Mr. Niebuhr at 4:31 pm followed by Roll Call and the Pledge of Allegiance.

Executive Session

Motion was made by Mrs. Donofrio to enter into Executive Session for consideration and review of the Executive Director's draft renewal contract at 4:34 pm. Seconded by Mrs. Anderson and approved unanimously. Participants in the Executive Session included Mr. Niebuhr, Mrs. Bova, Mrs. Donofrio, Mrs. Rabinow, Mrs. Anderson, Mr. Geel, Attorney Cody and Attorney Hodgson. Motion was made by Mrs. Rabinow to exit Executive Session at 5:59 pm. Seconded by Mrs. Anderson and approved unanimously.

Mr. Niebuhr stated there are three different contract terms to be voted on but each of the contracts have the same modifications.

1. 2.1g – remove the word reasonable
2. 2.2 – remove the added sentence that deals with additional compensation for additional hours
3. 10.1 – change 24 to 12

Mrs. Rabinow moved to approve the contract for a one year term as modified. Seconded by Mrs. Anderson. Vote – Mrs. Rabinow – yes; Mrs. Anderson – yes; Mrs. Bova – no; Mrs. Donofrio – No; Mr. Niebuhr – no. Motion did not carry.

Mrs. Donofrio moved to approve the contract for a five year term as modified. Seconded by Mrs. Bova. Vote – Mrs. Rabinow – no; Mrs. Anderson – no; Mrs. Bova – yes; Mrs. Donofrio – yes; Mr. Niebuhr – yes. Motion carried for a five year term.

Past Minutes

Motion was made by Mrs. Donofrio to approve the minutes of the regular Trumbull Housing Authority meeting of April 28, 2020 as written. Seconded by Mrs. Bova and approved unanimously.

Treasurer's Report

Mrs. Bova reported for the Trumbull Housing Authority for the period July 1, 2019 through April 30, 2020. The overall gain of the Housing Authority is \$2,863,027. This includes all rental income, services income and Capital Grant Funding provided for the redevelopment – rehabilitation - remodeling efforts.

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If the Capital Grant Revenue of \$2,981,069 is removed, the Housing Authority has an operating loss, before depreciation, of \$118,042 of which \$76,213 is attributable to the Village and \$41,829 is attributable to Stern Center.

Looking at Stern Village, the current month's operating income, excluding capital grant revenue, is \$7,808. This is primarily due to lower costs across both maintenance and administrative due to furloughed employees and alternating work schedules.

Looking at Stern Center, the current month's operating loss, excluding capital grant revenue, is \$1,919. Items of note include a security invoice related to January but lost in transit totaling \$4,061 which was subsequently recorded in April and a quarterly payment of \$2,250 made towards the heating contract. Overall, despite higher than budgeted vacancies, the program results are around breakeven without heating repairs. Further, DOH released guidance for additional funding to cover COVID-19 costs of which \$1,213 was covered in service costs this month.

The overall cash position of the Housing Authority, including reserves, is \$1,250,958 which includes \$622,484 reserved for renovations costs at Stern Village. Accounts payable totaled \$67,796.

Total expendable assets to current payables for each program is a good measure of current financial health as it illustrates the ability to pay current payables as they become due without the need to borrow or use reserves. Village total expendable assets were \$221,220 compared to \$112,245 in current liabilities, resulting in an excess of \$108,975. Congregate total expendable assets were \$36,841 compared to \$40,000 in current liabilities, resulting in a deficit of (\$3,919). This deficit is an improvement compared to (\$13,761) for the prior month. The Congregate owes \$321,139 to the Village which is an increase from \$311,417 in the prior month. The net balance has changed very little this past month.

Overall, the Housing Authority remains in a good financial position with Congregate sustainability being the primary focus, along with completion of current and future improvement projects.

Mrs. Anderson questioned why the debt to the Village went up by \$10,000. Mr. Geel noted there was no payment made to the Village this month but two payments were made in the prior month which did not allow enough funding to make a payment this month. She also questioned why the large invoice was missed in January. Mr. Geel noted this was a third invoice because January had five weeks and these invoices are bi-weekly. Somehow they were not sent the third invoice but they were aware something was happening but didn't know the amount or why.

Ms. Polansky noted the Village pays for payroll and the Congregate pays back. This was also a part of the increase. Mr. Geel noted the Congregate has approximately \$20,000 in costs per month, including payroll. The goal is to have a check cut each month as repayment for the operating expenses.

Executive Director's Report

Ms. Polansky noted the following:

1. Everyone is anxious to return to their offices. The project manager is working with the Town of Trumbull Building Inspector to complete the final approvals.
2. Suppliers have been alerted that they are starting the rehabilitation work the first week of June.
3. They are taking applications for Stern Village.
4. DOH provided masks, a case of antibacterial hand sanitizer and a case of all-purpose cleanser. CBAA provided an infrared thermometer for the Congregate. Ms. Torres and Ms. Polansky have virtual conferences with DOH and CHFA each week

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5. Meals are still being delivered to each resident of the Congregate according to guidelines.
6. Calls are still being made to residents to check in and see if they require assistance.
7. Lawn furniture is being placed outside strategically to encourage continued social distancing.
8. 2020 Small Cities Grant has been delivered to DOH with the required documents. Thank you to First Selectman Tesoro and Economic Development Director Rina Bakalar for their assistance. They are setting up ZOOM meetings for on-site visits for contractors who chose to submit a bid on the revitalization project for the Congregate.
9. They are working diligently to cut all the grass on the property.
10. Each year Team Home Depot donates garden supplies and plants for the residents to plant gardens. They are working on this project again this year. Produce grown is used by the Chef in the meals prepared in the Congregate.
11. Ms. Polansky is committed to the residents and to continue to provide safe and sanitary affordable housing.

Henry Stern Center/Congregate Sustainability

Mrs. Anderson noted the committee has several findings. She suggested they update what was discussed from all meetings and add this topic to the agenda for next month. Motion was made by Mrs. Anderson to table this topic until the next Commission meeting. Seconded by Mrs. Rabinow and approved unanimously.

Unfinished Business

Mrs. Anderson noted the Commission approved Mr. Wiles' contract last month for the 2020 Small Cities Grant submitted recently. She questioned how much of the work done was actual design work as opposed to concept work. Ms. Polansky noted she would need to look at the contract but noted most could be design because they needed to submit designs with the application. Mrs. Anderson noted there should be little work up front for the actual grant application because anything done prior to the grant being approved will not be covered under the grant. At this time there should be no work being done with regard to this project. Mrs. Anderson requested Mr. Wiles amend his timeline to reflect the actual timeline of the submission of the grant. It currently reflects a timeline for submission of the grant in March. Ms. Polansky will also confirm there is no work being done on the project at this time that would not be covered under the grant.

New Business

No New Business.

Resident Comments

No Resident Comments.

Adjournment

There being no further business, motion was made by Mrs. Rabinow to adjourn the meeting at 6:26 pm. Seconded by Mrs. Donofrio and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk