

# Trumbull Housing Authority – June 22, 2021

Trumbull Housing Authority Virtual Meeting  
June 22, 2021  
4:30 pm

Commissioners Present: Laurel Anderson, Maureen Bova, Suzanne Donofrio and Kathleen McGannon (entered at 4:36 pm)

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant and Kent Lewis, Consultant (left the meeting at 5:42 pm)

Absent: Charlene Pederson

The meeting was called to order by Mrs. Anderson at 4:30 pm followed by the Pledge of Allegiance.

## **Resident Comments**

Debbie Van Scoy, from the Congregate, relayed a situation where she was unable to find the security guard when a medical emergency arose with one of the residents. She also questioned if anyone is allowed to enter apartments without the resident's knowledge indicating she had found her apartment door ajar and was told they were checking on AC units. Ms. Polansky noted she will be having a meeting with the security company regarding the emergency situation. She also stated that no one can enter any resident's apartment without permission. Ms. Van Scoy also relayed a concern from other residents regarding a situation in the Congregate. This will be addressed off line.

## **Past Minutes**

Motion was made by Mrs. Anderson to approve the minutes of April 27, 2021 as written. Seconded by Mrs. Bova and approved by unanimous consent. Motion was made by Mrs. Anderson to approve the minutes of May 25, 2021 as written. Seconded by Mrs. Bova. Ms. Polansky noted one correction – Page 3, under Executive Director's Report, #3 should read – Ms. Polansky intends to hire summer help for up to 20 hours per week..." Approved by unanimous consent.

## **Treasurer's Report and Discussion of Financials**

Mrs. Bova presented the financials for July 1, 2020 through May 31, 2021 noting the overall gain of the Housing Authority was \$215,772. The Operating Gain, before capital grants and depreciation, was \$121,722 of which \$117,428 is attributable to the Village and \$4,294 to Congregate.

For Stern Village, the current month's Operating Gain was \$13,129 compared to the budgeted gain of \$4,578. The higher than projected gain is, like last month, due to lower than budgeted salary costs and no required repair contracts this month. Rent revenues continue to exceed expectations, now \$25,000 over budgeted amounts.

For Congregate, the current month's Operating Gain was \$4,221 compared to the budgeted gain of \$301. The gain represents allocation of additional subsidies awarded by DOH to reimburse the program for losses incurred due to extended vacancies earlier in the year. Otherwise, costs continue to fall within

# Trumbull Housing Authority – June 22, 2021

budgeted amounts with Gas utilities being the most significant over budget (\$3,689) due to delayed replacement of the heating system.

The overall cash position of the Authority, including reserves, was \$668,706 which includes \$43,558 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

<b>Stern Village</b>	<b><u>6/30/2020</u></b>	<b><u>4/30/21</u></b>	<b><u>5/31/21</u></b>	<b>YTD Change</b>
Cash	\$ 87,630	\$119,820	\$118,129	\$ 30,499
Accounts Payable	\$ 57,117	\$ 57,951	\$ 51,456	\$ 5,661
Interprogram Loan	\$322,823	\$351,089	\$362,974	\$ 40,151
Reserves	\$506,321	\$506,800	\$506,800	\$ 479
Excess Cash	\$ (3,665)	\$ 36,697	\$ 27,709	

## **Congregate**

Cash	\$ 42,376	\$ 7,484	\$ 90,810	\$ 48,434
Accounts Payable	\$ 22,993	\$ 5,914	\$ 15,106	\$ 7,887
Interprogram Loan	\$322,823	\$351,089	\$362,974	\$ (40,151)
Reserves	\$ 9,462	\$ 9,471	\$ 9,471	\$ 9

Congregate payable to Village increase represents March, April and May's cost share, to be paid in June, utilizing the funds on hand as of May 2021. Receipt of funds from Congregate would push the total Excess Cash in Village to \$67,860 which would slightly exceed projected funds available to be spent prior to yearend, due to positive operating results in the Village.

Tenant Accounts Receivable balances as follows:

<b>Stern Village</b>	<b><u>6/30/2020</u></b>	<b>Tenants</b>	<b><u>4/30/21</u></b>	<b>Tenants</b>
One Month or Less	\$ (674)	39	\$ (6,445)	46
Over One Month Rent	\$ 1,433	4	\$ 3,338	4
Inactive AR	\$ 7,220	34	\$ 16,561	45
Total	\$ 7,989	77	\$ 13,454	95
<b>Congregate</b>				
One Month or Less	\$ 425	8	\$ (2,958)	6
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 2,406	8	\$ 15,725	19
Total	\$ 2,831	16	\$ 9,645	25

The above balances show increases to tenant delinquent accounts from the beginning of the year, primarily by those that have since vacated the respective property. May 2021 balances include credits due to prepayment of June rents and other small overpayments. The average amount due upon vacating was \$381 for the Village and \$847 for Congregate as of May 31, 2021.

# Trumbull Housing Authority – June 22, 2021

Discussion was held regarding the inactive AR. Mr. Geel noted it was a cumulative amount covering approximately eleven residents who left for various reasons with money owed. These accounts are considered bad debt as they have been deemed inactive. Mrs. Anderson requested that the collection process be discussed at the monthly meeting with Mrs. McGannon and Ms. Polansky. Ms. Geel noted that with a security deposit required on admission to the facility, a large majority of the debt would be covered.

Discussion was held regarding the transfer of money from the Congregate to the Village each month. Mr. Geel noted they are now at a point where this can be evaluated and they could set aside a designated amount of funds each month. There should be a process to justify the decisions made. Part of this is cash flow dynamics. They are trying to evaluate this and put in a better system so that it does not hinder the current cash program.

## **Executive Director's Report**

Ms. Polansky noted the following:

1. When the weather is nice the maintenance crew is working outside. They ordered 20 yards of topsoil over the past month for filling gaps around the property and next to the sidewalks which occurred over the winter. Patrick, the new part-time employee hired, is great. The trees and bushes will be trimmed shortly.
2. Plants and bushes are being purchased for the side of the Community Room where everyone sits.
3. Additional picnic tables with seats have been purchased to be placed around the Village as well as benches.
4. Additional security cameras are being installed to be placed in strategic areas around the Village.
5. Rehab of apartments in section 1 continues. They typically rehab two units every four to six weeks. They have approximately eleven more units to rehab based on the HTCC funding.
6. All radon mitigation systems have been installed and test results should be back next week.
7. The electrician is in the process of determining the costs for running the new fans. Residents who have them will receive an additional utility allowance prorated from the time the fans were installed.
8. The deadline for taking applications for Stern Village was June 15. They received approximately 100. Heather is reviewing each application, prior to credit and criminal checks. After they get the results of the credit and criminal checks, Paulette and Heather will review each application and sign-off where it's accepted or rejected. Letters will be sent to every applicant. For those who are accepted, they will receive a number that coincides with their position on the wait list. They are hoping to fill vacancies by August 15. Even though someone is on the wait list, they still need to get landlord verifications, employer verifications and personal references prior to interviewing each applicant.
9. The Community Room is open 9 – 4 daily. Residents are welcome to come. Masks are required. Ms. Polansky noted the Community Room in Trumbull is one of the few that have reopened.
10. A new lock is being installed on the Laundry Room in the third section. Upon completion, it will be open again.

# Trumbull Housing Authority – June 22, 2021

Mrs. McGannon noted the residents are anxious to be able to attend the Board meetings again. She noted the Town Administration is watching the State guidelines for guidance as to when in-person meetings would be acceptable.

## **Congregate Updates and Congregate Energy Enhancements – 2019 Small Cities**

Ms. Polansky noted the following:

1. Daisy has one vacancy this month that she is hoping to fill around July 1.
2. Residents are enjoying having lunch in the dining room and being together.
3. Vaccinated residents from the Village are allowed into the Congregate according to DOH guidelines.
4. The boiler project is going well. All the boilers are hooked up to the generator. They are currently doing the electrical work for the new panel. We are anticipating the project to be completed the end of July, including painting. Mr. Lewis is contacting DOH regarding acceptable uses for the remaining funds. He has not heard back from them at this time.
5. Mr. Lewis noted the chimney sleeve is expected to be delivered this week with installation the next day.
6. The CO approved at the last meeting still requires dates from the contractor.

## **Unfinished Business**

1. Discussion of the Updated THA Smoking Policy and Consideration of Motion to Approve - Ms. Polansky reviewed the revised smoking policy noting it has not changed much from the original document already in use. She will revise the document to reflect the recent changes regarding the use of recreational and/or medical marijuana. The violation sequence was discussed. Ms. Polansky will include the position Property Manager in the second offense. This sequence allows for three meetings prior to an eviction notice being given. The document will be updated with the discussed changes. All residents will receive a copy and it will be attached to all new leases. The violation sequence can be initiated even if the resident is not actually seen smoking outside of designated areas. If smoking is detected in the residence, they can move forward. Motion was made by Mrs. Anderson to approve the updated document. Seconded by Mrs. Bova and approved by unanimous consent.
2. Discussion of Security Deposit Policy for Incoming Residents to the Congregate and Consideration of Motion to Approve – Ms. Polansky noted this would only be the rent portion of their monthly bill. If someone moves out during the month, the rent is prorated. Mrs. Bova noted individuals are asking about a security deposit and are happy there is not one, but they are not being asked about it by the staff. Question was asked if other authorities have a security deposit. Ms. Polansky is meeting with DOH and will ask about this. Discussion was held regarding the process when residents are admitted to a nursing home and leave their apartments as well as how to protect the Authority. It was agreed to defer this topic to next month until further clarification can be made.

## **New Business**

1. Discussion of Non-Payment Time Extension for Contractor for the Congregate Energy Efficiency Project and Consideration of Motion to Approve – Mr. Lewis noted that the project had a late start due to COVID restrictions and the boiler project being moved to spring. He expects the projects will be completed by the end of June and they may not need this extension. The contractor is asking for an extension until the end of July so that he does not have to make

# Trumbull Housing Authority – June 22, 2021

payments due to non-compliance. Nothing with regard to the grant would be in jeopardy and there is no risk to the Authority. Motion was made by Mrs. Anderson that the Board approve a non-payment time extension for PAC through July 31, 2021 for the Congregate Energy Efficiency Project. Seconded by Mrs. Bova. Discussion. Approved by unanimous consent.

2. Discussion of a Three Year Contract Extension of Automatic Laundry Services Co., Inc. and Consideration of Motion to Approve – Ms. Polansky noted they need another currency station to cover all the laundry rooms so that residents do not have to go to another area for a machine in order to add money to their laundry card. The company would like a three year extension and would install the additional machine. This would extend the contract for five years as the original end date of the current contract is 2023. Discussion was held regarding the number of currency stations in use at this time and the need for a third. It was agreed to defer this topic to next month until further clarification can be made.

Mr. Lewis left the meeting at 5:42 pm.

3. Discussion of Write-offs for Stern Village and Consideration of Motion to Approve – After discussion, it was agreed additional clarification was necessary. This topic was deferred to next month's meeting until further clarification can be made with regard to account balances.
4. Discussion of Write-offs for Congregate and Consideration of Motion to Approve – After discussion, it was agreed additional clarification was necessary. This topic was deferred to next month's meeting until further clarification can be made with regard to account balances.

## **Adjournment**

There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 5:48 pm. Seconded by Mrs. Anderson and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall  
Clerk