

Trumbull Housing Authority Virtual Meeting – June 23, 2020

Trumbull Housing Authority Virtual Meeting
June 23, 2020
4:30 pm

Commissioner's 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

The meeting was called to order by Mr. Niebuhr at 4:34 pm followed by Roll Call and the Pledge of Allegiance.

Past Minutes

Motion was made by Mrs. Rabinow to approve the minutes of May 26, 2020 as written. Seconded by Mrs. Donofrio and approved unanimously.

Treasurer's Report

Mrs. Bova reported for the Trumbull Housing Authority noting that for the past eleven months, the overall gain of the Housing Authority was \$2,889,021, including all rental and services income and Capital Grant Funds for the revitalization and rehabilitation of Stern Village.

The Capital Grant Funding is \$2,981,069. The Housing Authority had an operating loss, before depreciation, of \$92,048. \$54,320 applies to the Village and \$37,728 applies to Stern Center.

For the month of May, Stern Village's operating income was \$10,803, excluding the capital grant. This is primarily due to lower costs related to furloughed employees and alternating work schedules. For the month of May, Stern Center's operating income was \$931, due to lower than average maintenance expenses, primarily due to furloughed employees.

The overall cash position of the Housing Authority, including reserves, is \$1,222,599. This includes \$572,930 reserved for renovation costs at Stern Village. Accounts Payable totaled \$44,365.

The following depicts cash and payable balances as of May 31, 2020. The total current Assets were \$182,287 for the Village, compared to \$91,362 in current payables or \$90,925 in assets. The Village has sufficient operating funds to pay all its current bills. The total current Assets were \$44,080 for Stern Center compared to \$63,137 in current payables, resulting in a deficit of (\$19,057). This deficit increased by (\$15,138) from the prior month due to additional pay down of the Village balance. The Congregate owes \$305,091 to Village. This is a decrease of \$16,042 from April, due to pay down of the balance in May. In total, the overall program deficit decreased by \$904 due to operating income.

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.

Executive Director's Report

Ms. Polansky noted the following:

1. COVID-19 updates –
 - a. Signs have been placed near all the outdoor furniture to wear a mask and practice social distancing.

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- b. They have limited the amount of chairs on the porch of the Congregate to encourage social distancing and they are also cleaning the seating areas. It is mandatory to wear masks and practice social distancing when outside.
 - c. Optimus Healthcare conducted COVID-19 testing in the Village. Additional testing will be conducted on July 2 and July 6.
 - d. Additional PPE and cleaning supplies have been requested from DOH and should be received within the next few weeks.
 - e. The Department of Mental Health and Addiction Services is providing counseling for those who need it during the pandemic.
2. All staff is back on site. They are waiting for the Fire Marshall's office to approve moving back to their new offices.
3. Protocols and procedures are in place for residents entering the Community Room to meet with staff.
4. A \$5,000 grant has been applied for to be used for food and miscellaneous pantry items in the Community Room.
5. After July 4, meetings will be held with the Town to review the bids for the work to be done in the Congregate under the 2019 Small Cities Grant. The upgrades in mechanicals per the scope should provide savings in the 2021 budget.
6. Millennium will continue to rehab units in Stern Village in July. There are currently eleven vacancies to rehab.
7. They are working with new contractors and vendors to save money.
8. There are currently 49 applications to be considered and additional applications are expected by the June 30 deadline.

Mrs. Rabinow asked how many apartments are vacant in the Congregate. They currently have three vacancies. Mrs. Anderson asked about the vacancies in the Village. Ms. Polansky noted there are three residents moving in during the month of July. Mrs. Anderson requested this report be given in her Director's Report each month.

Unfinished Business

No unfinished business.

New Business

1. Severance Package Agreement for Robert Donnelly – Motion was made by Mrs. Rabinow to provide a severance package to Robert Donnelly as agreed upon by the Union and Robert Donnelly. Seconded by Mrs. Donofrio. Attorney Cody noted they consulted with Attorney Christopher Hodgson and it was determined it was in the best interest of the Housing Authority to approve this agreement. Vote – Mrs. Bova – Yes; Mrs. Donofrio – Yes; Mrs. Anderson – Yes; Mrs. Rabinow – Yes; Mr. Niebuhr – Yes. Motion carried unanimously.
2. Modification to Harriet Polansky's contract – Motion was made by Mrs. Donofrio to approve the revision to Harriet Polansky's employment agreement. Seconded by Mrs. Bova. Attorney Cody explained the contract to be modified is a copy of the same contract Ms. Polansky has worked under for the last five years. There is a statement relating to a probationary period in the first contract that needs to be removed in the second contract as it is no longer applicable. Vote – Mrs. Bova – Yes; Mrs. Donofrio – Yes; Mrs. Anderson – felt the actual wording being removed should be in the motion. Mr. Niebuhr read the original sentence – "In the event that the employee is terminated by the THA pursuant to 11.1a, she shall be entitled to severance pay of 12 weeks salary." Proposing removal of the phrase "if terminated after the first twelve months of this agreement." Mr. Niebuhr reread the motion to include the wording

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to be removed from Harriet’s renewal agreement from Section 10.1 - “if terminated after the first twelve months of this agreement”. Vote – Mrs. Bova – Yes; Mrs. Donofrio – Yes; Mrs. Anderson – Yes; Mrs. Rabinow – Yes; Mr. Niebuhr – Yes. Motion carried unanimously.

3. The 2020-2021 Management Plan for Stern Village, the 2020-2021 Management Plan and the 2020-2021 Services Plan for Stern Center – Mr. Niebuhr noted that the new fiscal year begins July 1. Each year, CHFA and DOH require Management Plans for the next fiscal year. Motion was made by Mrs. Bova to approve the Management Plan for Stern Village and the Management Plan and Services Plan for Stern Center for 2020-2021. Seconded by Mrs. Donofrio.
 - a. Mr. Geel reviewed the Services Plan for Stern Center commenting specifically on service contracts for security and food and allocation of salaries for the Executive Director and the Resident Services Coordinator. Discussion was held regarding security and it was agreed that this should be discussed further to determine the best option in the future.
 - b. Mr. Geel reviewed the Management Plan for Stern Center commenting specifically on COVID-19 reimbursements, vacancy loss, administrative costs, maintenance costs and contracts, health insurance and repayment of the debt to the Village. Mrs. Anderson requested that Mr. Geel report each month the status of the cash flow. She also requested that at the next Commission meeting a report from the Congregate Committee be included on the agenda.
 - c. Mr. Geel reviewed the Management Plan for Stern Village commenting specifically on income from increased rents for new residents, administrative costs and vacancies. Lengthy discussion was held regarding the addition of an administrative part-time position and the increase in salary for Ms. LeMoult due to new responsibilities being assigned. Mrs. Anderson was not in favor of the part-time position or the proposed 14% increase in salary in one year. Discussion was held regarding the increased job responsibilities and the potential for a salary increase of 7% this year and 7% next year based on performance. Mrs. Bova noted the State has noted the Housing Authority should have a Property Manager because of the size of the facility and that Ms. LeMoult has been performing these job responsibilities in her position which is currently underfunded. Mrs. Bova is in favor of a 14% increase, Mrs. Anderson – 7%, Mrs. Rabinow – 14% but feels it is a large increase. She also has a problem with the part-time position. Suggested to find an intern on an interim basis. Mrs. Donofrio – in favor of a 14% increase with the new job responsibilities. After further discussion, Mr. Niebuhr noted the majority of the Commission is in favor of the 14% increase in salary. As far as the part-time position, he would like to see some money in the budget in the event it is needed. Line item 46 will be reduced by approximately \$10,000 and line item 95 would be reduced approximately \$950 for taxes.

Mr. Niebuhr restated the motion on the table with the amendment to reduce line item 46 by approximately \$10,000 and line item 95 by approximately \$950. Vote – Mrs. Bova – Yes; Mrs. Donofrio – Yes; Mrs. Anderson – Yes; Mrs. Rabinow – Yes; Mr. Niebuhr – Yes. Motion carried unanimously.

Resident Comments

No resident comments.

Adjournment

There being no further business, motion was made by Mrs. Rabinow to adjourn the meeting at 6:11 pm. Seconded by Mrs. Bova and approved unanimously.

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Respectfully submitted,

Barbara Crandall
Clerk