

Trumbull Housing Authority – July 27, 2021

Trumbull Housing Authority Virtual Meeting

July 27, 2021

4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova and Charlene Pederson

Also Present: Executive Director Harriet Polansky; Jason Geel, Accountant and Kent Lewis, Consultant (left the meeting at 5:12 pm)

Absent: Laurel Anderson and Suzanne Donofrio

The meeting was called to order by Mrs. McGannon at 4:30 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Past Minutes

Motion was made by Mrs. Bova to approve the minutes of June 22, 2021 as written. Seconded by Mrs. Pederson. Minutes were approved with an abstention from Mrs. Pederson.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2020 through June 30, 2021. The overall gain of the Housing Authority was \$980,974. Further, the Operating Gain, before capital grants and depreciation, was \$54,677 of which \$58,046 is attributable to the Village and (\$3,369) to Congregate.

For Stern Village, the current month's Operating Loss is (\$57,058) compared to the budgeted gain of \$4,578. The loss is attributable to planned spenddown of surplus funds for the year related to maintenance, expensing of prior year \$30,000 in architect fees for the CDBG Fire Alarm grant application that was never awarded and \$4,905 in current year bad debt write-offs for vacated tenants. Also, June was a five-week payroll month. In addition, the Village incurred \$49,900 in unit renovation costs in its effort to continue remodeling and updated units. Overall, annual base rents exceeded budgeted amounts due to tenant turnover and annual expenses were within planned or budgeted amounts with insurance expense representing the most significant cost overrun with Property and Liability insurance exceeding budgeted amounts by \$6,414 for the year.

For Congregate, the current month's Operating Loss is (\$7,075) compared to the budgeted gain of \$301. The loss primary relates to bad debt expenses recognized of \$12,459 for the year, which were primarily attributable to one former resident. Annual results include \$862,511 in CDBG Grant funds passed through the Town for the heating project but were otherwise close to budgeted results despite generating almost \$10,000 less in revenues due to tenant turnover and vacancies. This was accomplished through cost savings in most expense line items with Gas Utilities being the primary cost overbudget for the year.

Trumbull Housing Authority – July 27, 2021

The overall cash position of the Authority, including reserves, is \$710,736 which includes \$43,558 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2020</u>	<u>5/21/21</u>	<u>6/30/21</u>	YTD Change
Cash	\$ 87,630	\$118,129	\$104,160	\$ 16,530
Accounts Payable	\$ 57,117	\$ 51,456	\$ 75,128	\$(18,011)
Interprogram Loan	\$322,823	\$362,974	\$378,049	\$ 55,226
Reserves	\$506,321	\$506,819	\$506,831	\$ 510
Excess Cash	\$ (3,665)	\$ 27,709	\$ (46,759)	

Congregate

Cash	\$ 42,376	\$ 90,810	\$ 90,274	\$ 47,898
Accounts Payable	\$ 22,993	\$ 15,106	\$ 26,174	\$ (3,181)
Interprogram Loan	\$322,823	\$362,974	\$378,049	\$ (55,226)
Reserves	\$ 9,462	\$ 9,471	\$ 9,471	\$ 9

Congregate payable to Village increase represents March through June's cost share, to be paid down in July 2021. June financial results indicate no excess cash generated for the year, due to payment of \$49,900 towards unit renovations and additional equipment for maintenance staff.

Tenant Accounts Receivable balances are as follows:

Stern Village	<u>6/30/2020</u>	<u>Tenants</u>	<u>6/30/21</u>	<u>Tenants</u>
One Month or Less	\$ (674)	39	\$ (3,314)	50
Over One Month Rent	\$ 1,433	4	\$ 3,051	4
Inactive AR	\$ 7,220	34	\$ 13,307	44
Total	\$ 7,989	77	\$ 13,044	98
Congregate				
One Month or Less	\$ 425	4	\$ 606	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ 2,406	8	\$ 15,515	11
Total	\$ 2,831	12	\$ 16,121	16

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. June credit balances have increased due to residents paying July 2021 increased rent amounts early.

Mrs. McGannon questioned the insurance increase of over \$6,000. Mr. Geel discussed the State insurance noting it is a pooled insurance program. Therefore, all claims were shared and everyone split the costs. He thought Trumbull would have made out better because they didn't have any claims. Therefore, the increase was higher than projected. Any increase next year would be inflationary.

Trumbull Housing Authority – July 27, 2021

Mr. Geel noted one concern from the prior year generated discussions and oversight. This year there were lower than budgeted maintenance expenses that have helped offset some of the issues with the Congregate and associated vacancies. Expense control has been very good overall. On the Congregate side, it shows justification of the need for the annual rent increase since it fell a bit short and money was not able to be set aside.

Ms. Polansky noted they have improved the way they input rents, vacancies, pro-rated rents and security deposits to a proprietary software. Through some discussions, there are some areas where they need to be mindful when using the software and doing the financials which will help with reporting accuracy.

Residents are out socializing but still keeping their space. Mrs. Bova noted Bingo will start next Monday with a gradual increase in activities. Reservations are still required to use the Community Room with 15 residents allowed at a time.

Mr. Geel noted they generated what was hoped in the Village and it will, hopefully, work out to reinvest funds back into the units.

Executive Director's Report

Ms. Polansky reported the following:

1. Trumbull Eagle Scout, Michael Romano, will be building six picnic tables with benches for Stern Village. He is hoping to have them completed this fall.
2. Additional cameras are back ordered. They are hoping they will be delivered and installed the beginning of August. They will be placed in strategic areas in the Village. They are also looking at cameras to check license plates and/or makes of vehicles when they enter Stern Village.
3. Ms. Polansky is in the process of providing 39 residents an additional utility allowance for their radon mitigation fans. They have started distributing letters explaining their utility and rent adjustments and a lease addendum that must be signed. Of these 39 residents, 6 will receive an additional \$20 per month in utility allowance for larger fans and the remainder will receive \$15 per month for smaller fans. These 39 residents will get a utility allowance prorated for June and July.
4. Heather imported 85 applicants into the management system and is currently conducting background checks. Those who pass the screening will be reviewed by Heather and Paulette. This process should be completed by the middle of August. Every applicant will receive a letter. Those who make the wait list will be assigned a control number from the lottery. The numbers will be listed on the website in order of the lottery. Currently there are five vacancies in the Village.
5. Staff is working with residents to contact UniteCT if they are struggling to pay their rent and/or utilities. UniteCT is a rental assistant program supporting CT residents who are considered low income.
6. Bingo is starting in the Community Room the beginning of August, residents who are interested need to contact Paulette Mack.
7. Tree maintenance will begin soon with trimming and removal, if necessary.

Congregate Updates and Congregate Energy Enhancements 2019 Small Cities

Ms. Polansky noted the following:

1. There is one vacancy to be filled which will need to be rehabbed with special odor-reducing paint. This should be ready for occupancy in mid-August/early September.

Trumbull Housing Authority – July 27, 2021

2. Daisy had her monthly meeting with the congregants which went very well. The owners for ISC, the security company, also met with the residents to discuss what security does for the congregants and how they handle situations with residents. They are pleased with the outcomes of the meetings and the response of the company.
3. The boiler inspections are scheduled for July 28, 2021 at 2 pm. Bob Dunn is scheduled to come to the Congregate on August 4 to approve the boilers. They expect additional training will need to be conducted with maintenance staff.
4. Mr. Lewis discussed a no-charge extension to the contract with a completion date of August 31, 2021. **Motion was made by Mrs. Bova to approve an additional no-charge extension for PAC through August 31, 2021. Seconded by Mrs. Pederson.** Discussion was held. There is still painting to do. With the final inspection on the boiler, it gives them a TCO which solidifies a substantial completion. Since the inspection has been moved to August, to protect them, an extension would be advisable and the Change Order for painting can be finished with quotes. **Motion was approved by unanimous consent.**
5. Mr. Lewis updated the Commission on the additional documentation required by DOH on the replacement of the flooring in the Congregate. They have a contingency of about \$40,000 left in the budget. The \$20,000 previously approved for painting is outside of this amount. The DOH was requested to confirm that replacement of the flooring was within the scope of the project. They agreed, asked for cost information, a letter from the First Selectman as well as an architect cost review. The letter is currently with the First Selectman through Ms. Bakalar for signature.

Unfinished Business

1. Discussion of Security Deposit Policy for Incoming Residents to the Congregate and Consideration of Motion to Approve – Ms. Polansky noted they would only be collecting a deposit amount that is equal to one month of the tenant's portion of the dwelling rent (not services). For residents who cannot afford to pay the deposit up front in full, they would have to permit a payment plan. The base rent is \$440 for the Congregate. Core services is \$800. (Totaling \$1240). Currently 23 residents are subsidized and pay less than base rent. They would have a separate dedicated account for security deposits for the Congregate. Deductions can be made from the deposit at the time the tenant moves out to repair any damage caused by the tenant, but not for normal wear and tear. Tenants are required to fill out and sign a pre-occupancy inspection form at the time of occupancy. Photos of the sanitized apartment will be included in the tenant's file prior to occupancy. This would help avoid some of the issues they have dealt with in the past. Mr. Geel noted they are limited by the State as to what can be collected. This would only be for new incoming residents when approved. Mr. Geel questioned if the key fob deposit funds would be co-mingled with this deposit and be used in the same way. The residents currently pay a \$50 deposit which is returned when the fob is returned. Any lost key fob is \$50. Voting on this topic was deferred to the September meeting when more commissioners are available for discussion.
2. Discussion of a 3-year Contract Extension for Automatic Laundry Services Co., Inc. and Consideration of Motion to Approve – Ms. Polansky noted they are extremely happy with Automatic Laundry Services. They are reliable and respond to their needs promptly. There are three laundry rooms on site. One is located for residents living in units 50-100. One is located on the other side of the Community Room for resident living in units 101-186. Residents who live near the Community Room, units 1-49 or those in ADA units, would use the laundry room in the Community Room since it's closer to them. The added value machine in the Community Room would be beneficial for those residents. The original contract was for five years from 2017 through 2022. **Motion was made by Mrs. Bova to extend Automatic Laundry Services Co., Inc.**

Trumbull Housing Authority – July 27, 2021

for another three years in exchange for a machine being placed in the laundry in the Community Room. Seconded by Mrs. Pederson and approved by unanimous consent.

Mr. Lewis left the meeting at 5:12 pm.

3. Discussion of Write-offs for Stern Village and Consideration of Motion to Approve – Ms. Polansky noted this is an Aging Report from 2013 through 2020. These accounts are inactive due to many reasons. Mr. Geel noted there has never been a formal process to write-off these amounts. Village total write-off is \$15,165.15. **Motion was made by Mrs. Pederson to write-off the Stern Village accounts. Seconded by Mrs. Bova and approved by unanimous consent.**
4. Discussion of Write-offs for Congregate and Consideration of Motion to Approve – Congregate total write-off is \$15,515.31. **Motion was made by Mrs. Pederson to write-off the Congregate accounts. Seconded by Mrs. Bova and approved by unanimous consent.**

Mr. Geel noted both of these accounts should be addressed annually in the future. It was noted the collection of a security deposit may change the number of problems seen in the future.

New Business

No New Business.

Adjournment

There being no further business, motion was made by Mrs. Bova to adjourn the meeting at 5:18 pm. Seconded by Mrs. Pederson and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk