

Trumbull Housing Authority – October 26, 2021

Trumbull Housing Authority Virtual Meeting
October 26, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon, Maureen Bova, Laurel Anderson, Suzanne Donofrio, Charlene Pederson

Also Present: Executive Director, Harriet Polansky and Attorney Chris Hodgson (only present for Executive Session)

The meeting was called to order by Mrs. McGannon at 4:32 pm followed by the Pledge of Allegiance and Roll Call.

Resident Comments

No resident comments.

Executive Session

Motion was made by Ms. Pederson to enter into Executive Session at 4:33 pm to discuss a union issue. Invited to the Executive Session were the THA Board members, Attorney Hodgson and Ms. Polansky. Motion was made by Mrs. Anderson to exit Executive Session at 5:20 pm. Seconded by Ms. Pederson and approved unanimously. **Motion was made by Mrs. Anderson to approve the vaccination incentive as discussed in Executive Session. Seconded by Mrs. Donofrio and approved unanimously.**

Past Minutes

Motion was made by Mrs. Anderson to approve the minutes of September 28, 2021 as presented. Seconded by Ms. Pederson and approved by unanimous consent.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2021 to September 30, 2021. The overall gain of the Housing Authority was \$61,327. Further, the Operating Gain, before capital grants and depreciation, was \$38,920, of which \$34,098 is attributable to the Village and \$4,822 to Congregate.

For Stern Village, the current month's Operating Gain was \$13,638 compared to the budgeted gain of \$7,501. The higher than expected gain is attributable to a five-week payroll month. For the year, rental revenues have met budgeted amounts while total expenses have been slightly under budget primarily due to lower administrative expenses.

For Congregate, the current month's Operating Gain was \$949 compared to a budgeted gain of \$601. Congregate has exceeded expectations so far this year due to limited maintenance work required to date.

The overall cash position of the Authority, including reserves, is \$713,074 which includes \$36,725 reserved for renovation costs at Stern Village. Construction payables total \$30,202.

A snapshot of program balances are as follows:

	<u>6/30/2021</u>	<u>8/31/21</u>	<u>9/30/21</u>	YTD Change
Stern Village				
Cash	\$ 104,160	\$ 101,819	\$ 63,966	\$ (40,194)
Accounts Payable	\$ 75,128	\$ 69,732	\$ 72,220	\$ 2,908
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ 8,755
Reserves	\$ 506,831	\$ 506,922	\$ 506,955	\$ 124
Excess Cash	\$ (46,759)	\$ (49,458)	\$ (93,389)	
Congregate				
Cash	\$ 90,274	\$ 100,887	\$ 139,104	\$ 48,830
Accounts Payable	\$ 26,174	\$ 34,286	\$ 57,320	\$ (31,146)
Interprogram Loan	\$ 378,049	\$ 402,164	\$ 386,804	\$ (8,755)
Reserves	\$ 9,471	\$ 9,473	\$ 9,473	\$ 3

Congregate cash has increased due to UI Energy Incentive funds along with a month of retained funds due to Village. It's anticipated that a majority of the incentive funds are to be expended on projects in the coming months. Village cash decreased due to payment of Radon abatement work related to the SSHP project totaling \$61,000. It's expected that these funds will be reimbursed upon project closeout later this year.

Trumbull Housing Authority – October 26, 2021

Ms. Polansky noted SSHP stands for State Sponsored Housing Portfolio.

Tenant Accounts Receivable balances as follows:

	<u>6/30/20201</u>	<u># of Tenants</u>	<u>8/31/21</u>	<u># of Tenants</u>
Stern Village				
One Month or Less	\$ (3,314)	50	\$ (2,109)	53
Over One Month Rent	\$ 3,051	4	\$ 1,846	3
Inactive AR	<u>\$ 13,307</u>	<u>44</u>	<u>\$ 1,180</u>	<u>6</u>
Total	\$ 13,044	98	\$ 836	62
Congregate				
One Month or Less	\$ 606	5	\$ 2,731	7
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	<u>\$ 15,515</u>	<u>11</u>	<u>\$ 2,184</u>	<u>4</u>
Total	\$ 16,121	16	\$ 4,915	11

Tenant balances remain predominantly current and staff is working with residents to settle small credit balances at the Village. Congregate balances due for active residents were paid in October 2021.

Mrs. Anderson questioned the \$40,000 drop in the Stern checking account. She asked Ms. Polansky if they had approved the expenditure of \$61,000 out of the operating budget and to clarify if they expect to receive that money back. Ms. Polansky noted a decision was made to take the funds from the operating account and discussed the possible receipt of substantial funding. Discussion was held regarding the radon mitigation. Mrs. Anderson was unaware the THA had to pay up front for the work with the expectation/possibility of getting the money returned. Ms. Polansky is relatively sure they will get the money back and also receive additional funds for vacancies and the last submittal. The Asset Manager hopes to close out by the end of the year or early January. Mrs. Bova discussed the problems with certain apartments that required additional equipment to mitigate the radon problems. This caused increased expenditures. Mrs. Anderson requested that any other time when doing work under a grant that requires expending their own money to this extent, the Board be told up front about this expenditure.

Mrs. Anderson would like Mr. Geel to discuss the audit fees. It is in the budget for \$9,000 and they have expended some money but it is unknown if it is for the current year. They have not talked about who is conducting the audit for June 30, 2021 but the auditors are taking close to a year to conduct their audit. She is not comfortable with that situation, is unsure of the last time they went out to bid and would like a status.

Mrs. Anderson also requested Mr. Geel to be prepared to discuss the following accounts at the next meeting:

Stern Village:

1. Account #4320 – below budget but would like to know why
2. Account #4420 – almost half of the money for the year has been spent in the first three months
3. Account #4430.5 - \$1,350 already spent; not budgeted

Congregate:

1. Account #8108 – over budget by \$2,233
2. Account #9002 – over budget by \$4,793
3. Account #4130 – over budget by \$4,600

Executive Director's Report

Ms. Polansky noted the following:

1. Thanked residents for wearing masks in the Community Room, the laundry room and the Congregate.
2. Both Pfizer and Moderna boosters are available and she encouraged residents to make appointments. Residents were reminded to bring their vaccination cards so they can document accordingly.
3. Anyone who requires a care giver to help them when their circumstances change should make an appointment with the Administration for the care giver forms that outline the requirements. This is to ensure the residents are getting the help they need and to prevent unauthorized individuals from living at Stern Village. Residents in the Congregate will be requesting a vaccination card from their care givers to be kept in a confidential file.
4. Residents are still smoking in their apartments. There are no exceptions to this rule. There are designated smoking areas. The contractor cleaning the heat pumps found a lot of nicotine in them or saw there were ashtrays full of

Trumbull Housing Authority – October 26, 2021

cigarettes. The nicotine build-up damages the heat pumps. Letters have been sent to resident with nicotine build-up in their heat pumps and Heather is setting up meetings with these residents to find a solution.

5. Inspections will start on November 2 and will take approximately two weeks. Everything in the interior of the apartments will be checked including mechanicals and plumbing. They will also be looking at sanitary conditions, smoking violations and over-abundance of items.
6. Mrs. Bova noted the Stern Village Resident Association will be hosting a Halloween party on Friday. Response has been slow but she expects to have more residents sign up at the last minute.
7. Mrs. Bova noted the Resident Association elections will be held November 16. Nomination forms are available with November 4 as the deadline for submissions. Current board members will not be placing their names in for re-election. Mrs. Bova will remain but, due to personal circumstances, cannot remain as president. She is hoping the residents will start to mingle and get more involved in some of the activities.
8. Residents have volunteered to teach a crocheting class, ZUMBA and chair exercises.
9. Thanked Bill Roman for donating two new computers which have been installed in the Community Room with internet.
10. Creative Culinary will be ending their contract providing food in the Congregate. Other options are being explored.

Congregate Updates

Ms. Polansky noted the following:

1. The new flooring is being installed in the Congregate. This should be completed in two weeks and will be a quiet installation done at night.
2. A&B Mechanical did a check on the heat and hot water. There are a few apartments where adjustments need to be made.
3. There was an issue with a guard not understanding what to do when the pull cord is activated. This has been taken addressed.
4. CNA is being completed.

Unfinished Business

No unfinished business.

New Business

Discussion of HASIP (Housing Authority Small Improvement Program) Grant for a Safety Program for Stern Village Residents – Ms. Polansky noted she is able to apply for a safety program to assist the residents of Stern Village through HASIP. The money comes from CHFA (Connecticut Housing Finance Authority). She requested the board to allow her to sign the application. The funds would be used to purchase safety kits which would include one lantern, one radio and additional batteries. This would help residents move about the Village during a power outage, at night or early in the morning. Fire Marshall Megan Murphy has agreed to discuss fire prevention and safety at the December residents meeting. Funding request is for \$5,000 and twenty to thirty additional kits will be purchased. **Motion was made by Mrs. Anderson to authorize Harriet Polansky, as Executive Director, to sign the HASIP grant for a safety program. Seconded by Mrs. Bova and approved by unanimous consent.**

Resident Comments

Michelle #166 was concerned about the cleaning of the heat pump in her unit. She does not smoke but her heat pump was filthy. The inspector thought it was nicotine build-up but then told her the unit pulls the dirt from the outside into the unit. Mrs. Bova noted not all the dirty pumps are from smoking but from outside allergens and dirt. Ms. Polansky will look into this with the contractor.

Adjournment

Motion was made by Mrs. Donofrio to adjourn the meeting at 6:07 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk