

Trumbull Housing Authority Virtual Meeting – November 30, 2021

Trumbull Housing Authority Virtual Meeting
November 30, 2021
4:30 pm

Commissioners Present: Chairman Kathleen McGannon (left meeting at 5:04 pm), Maureen Bova, Laurel Anderson, Suzanne Donofrio, Charlene Pederson

Also Present: Executive Director, Harriet Polansky and Accountant Jason Geel

The meeting was called to order by Mrs. McGannon at 4:31 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 and Ms. Polansky. Motion was made by Mrs. McGannon to exit Executive Session at 5:00 pm. Seconded by Mr. Anderson and approved unanimously. **Motion was made by Mrs. Anderson that the Trumbull Housing Authority will not pursue defense of the grievance filed by the union regarding the day after Christmas. Seconded by Mrs. Bova and approved by unanimous consent.**

Mrs. McGannon left the meeting at 5:04 pm. Vice-Chairman Mrs. Anderson chaired the remainder of the meeting.

Past Minutes

Motion was made by Ms. Pederson to approve the minutes of October 26, 2021 as presented. Seconded by Mrs. Bova and approved by unanimous consent.

Treasurer's Report and Discussion of Financials

Mrs. Bova presented the financials for July 1, 2021 to October 31, 2021. The overall gain of the Housing Authority was \$56,999. Further, the Operating Gain, before capital grants and depreciation, was \$37,547 of which, \$35,136 is attributable to the Village and \$2,411 to Congregate.

For Stern Village, the current month's Operating Gain was \$1,087 compared to the budgeted gain of \$7,501. The lower than expect gain is attributable to annual HVAC cleaning performed this month totaling \$19,100 which is a budgeted item. For the year, total expenses continue to be under budget with the primary exception being legal due to multiple tenant matters. The overall gain for the year is about \$5,000 over the budgeted amount.

For Congregate, the current month's Operating Loss was (\$2,411) compared to a budgeted gain of \$601. Current month loss is primarily attributable to wellness costs totaling \$3,950 for WIFI access for the residents. Wellness is over-budget for the year. However, the Authority expects \$2,500 in COVID funds from FEMA to help reduce overage and plans to submit another application for funds to cover the \$5,700 spent for COVID/wellness earlier in the year.

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The overall cash position of the Authority, including reserves is \$676,405. Construction payables total \$30,202.

A snapshot of program balances are as follows:

Stern Village	<u>6/30/2021</u>	<u>9/30/21</u>	<u>10/31/21</u>	<u>YTD Change</u>
Cash	\$ 104,160	\$ 63,966	\$ 20,834	\$ (83,326)
Accounts Payable	\$ 75,128	\$ 72,220	\$ 62,912	\$ 12,216
Interprogram Loan	\$ 378,049	\$ 386,804	\$ 397,144	\$ 19,095
Reserves	\$ 506,831	\$ 506,955	\$ 506,993	\$ 162
Excess Cash	\$ (46,759)	\$ (93,389)	\$(109,886)	

Congregate				
Cash	\$ 90,274	\$ 139,104	\$ 117,736	\$ 27,462
Accounts Payable	\$ 26,174	\$ 57,320	\$ 47,162	\$ (20,988)
Interprogram Loan	\$ 378,049	\$ 386,804	\$ 397,144	\$ (19,095)
Reserves	\$ 9,471	\$ 9,474	\$ 9,474	\$ 3

Congregate cash has increased due to UI Energy Incentive funds along with a month of retained funds due to Village. A payment was made to the Village of approximately \$42,000 in early November. 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.

Tenant Accounts Receivable balances as follows:

Stern Village	<u>6/30/20201</u>	<u># of Tenants</u>	<u>10/31/21</u>	<u># of Tenants</u>
One Month or Less	\$ (3,314)	50	\$ (4,111)	57
Over One Month Rent	\$ 3,051	4	\$ 2,283	3
Inactive AR	\$ <u>13,307</u>	<u>44</u>	\$ <u>1,388</u>	<u>7</u>
Total	\$ 13,044	98	\$ (440)	67

Congregate				
One Month or Less	\$ 606	5	\$ (292)	5
Over One Month Rent	\$ -	0	\$ -	0
Inactive AR	\$ <u>15,515</u>	<u>11</u>	\$ <u>2,184</u>	<u>2</u>
Total	\$ 16,121	16.	\$ 1,892	7

Tenant balances remain predominantly current and staff is working with residents to settle small credit balances at the Village.

Mrs. Anderson was concerned about the cash value of the Village as of October 31 and requested the current cash balance which was \$87,979. Mr. Geel noted the expenditures for radon and PILOT were large and the balances were closer than they ordinarily would be. Congregate cash value is up with the DOH check.

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Ms. Polansky noted

1. UniteCT is working with two residents asking for assistance with rent. One resident's request has been approved and she is waiting to hear on the second request.
2. SSHP closeout will be near the end of January. There will be reimbursements but the amount is unknown. There is a large vacancy loss which should be reimbursed.
3. If Congregate didn't have the funds, it would have been taken from the reserves.
4. Mr. Geel noted another large expense were insurances which just went through and were paid.
5. Mr. Geel noted all of the \$61,000 would be reimbursed. Anything above that amount is unknown such as soft costs.

Executive Director's Report

Ms. Polansky noted the following:

1. Happy Chanukah to those who celebrate.
2. She is working closely with the FEMA representative to try to get back some of the expenditures for COVID-19 in the fourth quarter of 2020 and this year. Total request is \$32,000. Unsure of how much will be reimbursed out of that amount but they will get back \$2,500 from a previous COVID-10 application.
3. The grant for the Housing Authority Small Improvement Program has been approved for approximately \$4,000. This is for the safety kits for the residents in the Village. Check should be received next week.
4. Working with Mr. Geel and Millennium on the closing documents for the SSHP project. Hoping to close out the project late January 2022.
5. In the Village, they have rehabbed fourteen units and five are under construction, totaling nineteen, from the 2020 funding. Three units are scheduled for next year and hopefully more to come. Stoves and refrigerators will hopefully be delivered in December or January.
6. Smoke detectors are obsolete and they are in the process of replacing every smoke detector in Stern Village with new ones. The cost will be split between HTCC rehabs and Village.
7. Maintenance Activities:
 - a. From November 1 to November 29, there were seventeen work orders for the Congregate and sixty-six for the Village.
 - b. Maintenance has been in the midst of inspections, three days a week. This is a time-consuming process and was not done last year due to COVID-19. Several apartments have an overabundance of items and they are addressing this with the tenants. The back door is considered an egress door and must not be blocked.
 - c. The alarms in three buildings needed to be rewired since they were not functioning properly.
 - d. Maintenance is clearing the fallen leaves from the 16.19 acres of land, which is time-consuming.
 - e. Maintenance is responding to several plumbing issues. Residents have been told not to flush sanitary wipes or food down the toilets.
 - f. Some work orders take a few minutes to resolve, others can take hours, depending on the issues.
 - g. Maintenance has painted the two laundry rooms in the Congregate and painted the two public restrooms in the Congregate.
 - h. Assisting residents with heat pumps settings, fixed pole lights, starting prepping for snow removal. Peppers Landscaping was called for extra assistance in the event of a big storm.
8. All residents are urged to get their booster shots through a local pharmacy or the Trumbull Health Department. You must call to schedule an appointment. Daisy is working to see how many residents still need a booster. DOH has been contacted to see if they are again going to bring booster clinics to the authorities for the residents.

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9. One of the residents, Lisa Kish, is having a Holiday Tree Decorating Event in the Community Room this Saturday from 1 pm – 4 pm. All residents are invited and asked to bring an ornament. Facemasks are a must.
10. Trumbull High School Choir will be at the Community Room on December 22 at 12:45 pm to sing holiday songs.
11. Coffee is available at the Community Room any time of day, Monday – Friday. Residents are urged to come in and relax, watch a movie, play a game or a round of pool.

Mrs. Anderson thanked Ms. Polansky for her Maintenance Department Report and requested more information on each request so that the Board can have a more useful tool moving forward.

Mrs. Anderson also requested proof of vaccination from the choir members to keep the residents safe.

An update on the status of the permit issue was requested. Mrs. Anderson questioned if the Town would be able to give COs on the work that was done. She felt that if the Town needs to break into walls, etc., the THA should not be held responsible. Ms. Polansky didn't think there would be any problems. No electrical work needs to be inspected and the plumbing can be accessed through a panel that is removed. Money should be held on the contract until the THA knows they will be held harmless for any repairs. Mrs. Anderson felt strongly that the issues are the contractor's responsibility and she didn't want to have problems with the town over permits, repairs, etc. that were overseen by them. The problem should not be on the Town. It was noted that the Town Building Inspector will be setting up dates next week for inspections.

Congregate Updates

Ms. Polansky noted the following:

1. The new floors and painted walls look amazing in the Congregate. Daisy has been instructed to get new furniture for the lobby area using the Bob's Gift Card for \$2,000.
2. By December 15, the Congregate will be at full capacity.
3. Investigative Consultants, the security company, is going to provide a special holiday dinner for the Congregants. Details to come.
4. Entertainment will start in December in the Congregate. The individual coming has been fully vaccinated. Paulette and Daisy are working on a calendar of events to include a pizza party, hot chocolate and cookies, lighting ceremony, door decorating contest and much more. They are trying to get residents more involved in activities. Mrs. Bova has spoken with Kim to put entertainment together for the Village residents. They are starting in January to plan for February and March.

Unfinished Business

Mrs. Anderson discussed the items found in the last audit that need to be clarified by the auditors such as the absence of the THC in the narrative for grants and items under the Management Notes such as exposure at the bank. Mr. Geel spoke briefly with the auditors and explained the items in question but will meet with them again for more specific information. One area he discussed was interest rate risk and concentration risk with accounts over \$200,000. There is no policy of what to do when the accounts exceed this amount. Mrs. Anderson requested he work on potential policies to be put into place or changes that might need to be made as a result of the audit report.

New Business

No New Business.

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Resident Comments

Debbie VanScoy and six Congregate residents commented on the food service currently being used. In general, they all expressed that the food was not good, cold at times, unable to chew meat, soups were not edible.

1. Maryanne noted the first week was fine but after that the food has gone down the tubes. Spoke on the problems of the food being served and noting they are getting ½ portions. Meals are \$11 and residents should be refunded.
2. Elaine noted the condition of the food being served was poor and that they should be able to send the meal back if it is unacceptable.
3. Kathy noted the food was terrible and they were tired of the selections.
4. Peggy noted the food, especially soups, was terrible.
5. Thelma noted the food was awful, including the soups, and that the food is often cold.
6. Carol noted she has her food held for her and she picks it up at 1pm. She noticed her portions are smaller than those served in the Dining Room.
7. Debbie asked for help from the Board to fix this problem. She noted there is a committee but the Board needs to back them up. Ms. Polansky has spoken with Jeff, who in turn, spoke with the Chef, but nothing has changed. Residents are eating cookies because they will not eat what is served.

Ms. Polansky noted she spoke with Jeff today and a meeting will be set up later in the week to discuss this problem. Ms. VanScoy again requested that a representative from the Board attend the meeting and Mrs. Anderson noted either she or Mrs. McGannon would be in attendance. Daisy is also aware of this situation.

Next Meeting

The next meeting will be held December 21 by ZOOM. Mrs. Anderson requested Ms. Polansky to review old minutes and any unfinished business should be placed on the agenda.

Adjournment

There being no further business, motion was made by Ms. Pederson to adjourn the meeting at 5:51 pm. Seconded by Mrs. Bova and approved by unanimous consent.

Respectfully submitted,

Barbara Crandall
Clerk