

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, October 17, 2018 at 7:00PM

Ballard Green Community Center, 25 Gilbert Street, Ridgefield, CT 06877-

Commissioners Present: Frank Coyle, Cathleen Savery, Vincent Liscio, Jan Hebert and John Kukulka

Konover Management Personnel Present: Philip Sfraga, Kimberly Henderson and Janet

The meeting was called to order by Mr. Coyle at 7:02 PM

A Motion to Approve Minutes from October 3, 2018 meeting was made by Mr. Kukulka and 2nd by Mr. Liscio – Ms. Hebert abstained due to her absence. Approved.

Financial Report – Made by Frank Coyle – not much different from last month. Meadows below budget due to write off debt; Truck was paid for by RHA funds but needs to be transferred to RHA LP.

A Motion to approve Financial Report made by John Kukulka, 2nd by Ms. Hebert – all approved.

RSC Report – Energy Assistance through Karen Gaudian at Town Hall has provided information for the residents to apply and is available to assist at any time. Ridgefield Library is offering free Medicare Counseling Workshops weekly, every Tuesday and Friday, from October 16th through December 7th, again via Karen Gaudian, Pop Up Pantry and Mobile Food Pantry available to assist residents until December and Town Hall Food Pantry available M-F 8:30-4:30 daily. K of C will also provide food baskets twice a year to residents' homes for Thanksgiving and Easter. Please submit forms for Thanksgiving before October 18th. They recently hosted a BBQ for residents as well.

Management Report – Occupancy Report thru September remains at 99%. No anticipated vacancies except for two evictions 1-3bd in General and 1-3bd in Meadows – renting for \$2000 and \$1738 respectively. Maintenance continues to prep for Fall with power washing and plantings. **Smoking shelters** were installed and ribbon cutting will take place on October 29 with reminder of smoke free policy. Will continue to do home inspections (currently working with 8 households with tenants that need assistance with household issues) and we will extend this program going forward with other residents as we learn are in need of assistance. **Pavilion** discussed with details concerning price to make ADA compliant within budget. Cost could be \$40 sq. ft., which would increase budgeted amount from \$15K to an increase of \$20K – amounting to \$35K or more. Phil will provide plans to Board and schedule meeting with contractor to review plans at 11/1 meeting to see if this is the way we should go. **Cameras** – We have 6 operating cameras now and suggestion to upgrade to 8, with position changes possible, at a cost of \$500 per camera and associated boxes of \$500. Placement of camera near CVS exit to prevent “illegal dumping”. **Congregate entry way** – discussed wall/steps and options since bids are so very high. Mr. Kukulka and Mr. Sfraga will go over plans and walk area in an effort to determine if an alternative is available at a lower cost. A/Cs- add 4 (\$8K) on first floor with subsequent floors following – cost of \$32K which is significantly over budget. Mr. Kukulka will investigate the possibility of a grant to assist with A/C funding. Floors still not installed with issues from contractor bringing incorrect colors of materials and wanting to charge more than agreed. Mr. Sfraga will work with contractor to bring this issue to conclusion. Computer will be installed on Friday. Mold lecture will be scheduled.

A Motion to approve Management Report made by Mr. Kukulka, 2nd by Ms. Savery – all approved.

Tenant Commissioner Report - meetings were held at both Ballard Green and Congregate on Monday, 15th October 2018. Residents were asked to suggest "wishes" for the Board's consideration.

The **BG** discussion included: assistance for Doug; risers for all laundry machines for ease of use, and a posted schedule of when machines were to be cleaned; a request for police to patrol the park area after dark to keep the peace and ensure safety; a less expensive landscaping company so that back door areas could be cleared in inclement weather; to have all pathways leveled to prevent water pooling and ice forming in the winter; to consider ways to insulate front and back doors to reduce costs of heating and AC use; and lastly, more opportunities for residents to get together and enjoy activities, such as movies or food gatherings.

Congregate residents requested a trash can be placed near back door in colder weather when it is unsafe to walk to dumpster; and a strong wish to have the floor replacement finished quickly, with all baseboards installed for a nice look.

Both sites would like to see "hang tags" for resident vehicles to assist in monitoring parking spaces, and for the computers to be available as promised.

A Motion to approve Tenant Commissioner Report made by Ms. Hebert, 2nd by Mr. Liscio, all approved.

Election for Tenant Commissioner – Nominations will take place on October 18th at both Ballard and Congregate. Nominations will be distributed to residents afterward and elections will take place at Ballard and Congregate on October 29th.

Old Business – CVS is looking into additional parking. If plan is developed, Board will examine and decide how to proceed. Mr. Liscio discussed the signage invoice and pattern from vendor he visited; additional vendors will be contacted. Mr. Hebert relayed her findings concerning the RHA property located near the fire station. She will secure a Real Estate License Agreement to have executed between RHA and adjacent owner. PILOT discussed and Mr. Kukulka will look into any possibility of a grant to assist with tax payment and additional funding needed to operate Meadows which still has a \$1.8M mortgage.

New Business – None at this time.

Resident Remarks –

Isette Bredza – Clarification of exact process for nominations and election; compliments to Cathleen.

Susan Proctor – Light is out by CVS dumpster and also can a light be put near Carriage House? Spiders? Spraying is done regularly – just contact office for appointment.

A Motion to Conclude Meeting was made by Mr. Kukulka, 2nd by Mr. Liscio – all approved.

Minutes Respectfully Prepared by Secretary, Patricia Harney