

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday May 6, 2020 at 8:00AM
Meeting held via Conference Call

Commissioners Present: Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt

Paul Janerico (potential Board Member)

Konover Management Personnel Present: Carmen (Ridgefield Manager) for a brief report

The meeting was called to order by Mr. Coyle at 8:00AM

A Motion to Approve Minutes from April 15, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

A Motion to Approve Financial Report made by Mr. Liscio and seconded by Ms. Hebert - all approved.

A Motion to Adjourn Meeting was made by Mr. Liscio and seconded by Ms. Hebert – all approved

Next Monthly Meeting will be held via Conference Call on Wednesday, May 20 at 7:00PM

Attendees, please note - Secretary will take attendance beginning at 6:45PM to 7:00PM

Conference Call 351 999 3184 (no code needed)

Financial Report: Mr. Coyle discussed new format on Financial Report and pointed out some changes that appeared on the report distributed to Board on April 21, 2020.

RHA LP (Ballard Green, Congregate & General Affordable)

The LP YTD revenue was \$294k, \$2k under budget.

Expenses \$272k, \$40k below budget (Cap Ex, Salaries, and Maintenance).

Cash Flow was \$22k, \$38k above budget

The cash balance is \$347k, down \$22k this month.

The replacement reserve is \$621k (\$37k + \$584k).

The operating reserve is \$369k.

Long term mortgages/loan \$6.2m (\$624k FCB).

Meadows

The Meadows YTD revenue \$76k, on budget

Expenses \$67k, \$8k below budget.

Cash Flow \$9k, \$8k above budget

The cash balance is \$83k, up \$6k this month.

The replacement reserve is \$175k.

Long term mortgages \$1.6m

\$201k RHA funds infused to date

RHA

The balance in FCB funds \$156k. The balance in Konover is \$277k ... including \$16.0k Comcast. Total is \$433k.

Old Business - Will *add* Power Wash assessment at both locations; Plantings at Congregate; and Pavillion signage for Thrift Shop & state (Jan), and camera locations at Ballard to Agenda going forward. Will *remove* stove at Congregate from Agenda.

Hopeful that Paul Janerico will be approved to the RHA Board of Directors tonight.

Survey of Congregate Residents – Per Kim P. of Konover, survey has been completed with residents and she will be submitting report this week. About 10-12 residents would need to be relocated temporarily during the elevator modernization construction. Kim plans to look into other Congregate properties which may be a resource. Also, if a platform lift works out, there will be may be no need to for temporary relocations.

Congregate Elevator – Bob Swenson of Total Access will meet at Congregate - 2PM on 5/13 to examine and determine feasibility of the locations where the lift platform system might be installed for residents.

Cameras at Ballard – need to learn the location of each camera location on property and ensure that CVS area, Pavilion area and main driveway area are being monitored and signs will be placed advising of surveillance. (FC)

Certifications are being done. Congregate recertification are not due until the end of July. Ballard Green still due June 1st, however, Janet handling (75 completed; 35 still due) when she is in office 3 days per week.

Pavilion – (VL) received email from Matt at Ferrandino. He submitted all necessary paperwork for building permit and waiting to hear if the permit has been approved. Ferrandino process will take about a month to complete and it will take about 6 weeks to build and deliver pavilion. Timing is important so the dates can be incorporated into Ferrandino contract.

Ferrandino To Do's – There are a few items that need closure with Ferrandino from the past. Mr. Liscio requested Carmen compile a list of what the needs might be and he will contact Ferrandino to secure a schedule to complete.

New Business

Marine Corp – Lawyer for Local Chapter trying to arrange an amicable split with National Organization.

Rent Increases – Two resident meetings were held recently to handle questions/comments. Spirited meetings but no residents contacted the office afterwards to lodge issues or request additional information.

With the Pandemic in mind, there are several alternatives being discussed to assist residents while maintaining RHA revenue.

Ballard Green Base Rents: 3% (\$14-15) per unit per month with subsidies; Prospect Ridge Congregate: 3% (\$47) per unit per month with subsidies; General: Maximum \$50 per unit per month not to exceed allowable limits; and The Meadows: Maximum \$50 per unit per month not to exceed allowable limits. This would bring in \$50K per year in additional revenue. \$4K per month with roughly half paid by state subsidies. Same Increase Policy for last 6-7 years. If a resident has lost a job they can contact the office to request deferral.

Other potential options were presented and discussed:

1. Do not do increases at all. This would essentially remove \$50K revenue annually. Much of this would be recurring annually thereafter as increasing future increase above the 3% and \$50 maximums would be impracticable. Additionally, almost 50% of the increase is paid by state subsidies. There would be resident impacts as spending would have to be reduced. This was discussed in detail.
2. Delay all increases for 2-3 months. While this would reduce the financial impact to RHA versus option one (roughly \$12k) & not be recurring, there would need to be approval from the state housing department. It also just delays the necessary increases to later date.
3. Go ahead with the increases but provide credits (2-3 mos) for the increases for those paying out of pocket. The state would probably object to such an approach in BG / Congregate and would it be fair to residents in Meadows & General who pay the allowable limit & get no credit. It would also be administratively difficult.
4. Go ahead with the increase for Ballard and Congregate and delay it for General and Meadows 2-3 months. Most of the unsubsidized pain is on Meadows and General. Administratively easier. Still costly but not recurring. Concerns about consistency may be an issue with the state.

Questions, modifications and discussion on each of the above scenarios. Nothing determined but a vote will be held on May 20th. Mr. Coyle suggested that the Board discuss among themselves and to contact him as well if they want to discuss further. Residents have been given notice, had the opportunity to attend two separate meetings and advised to contact office for further assistance if they had any questions or concerns.

Two residents sat in for meeting and Mr. Coyle asked their opinion on this even though there was no public session at this meeting. *Crissann Benson* had no comments. *Nancy Higgins* did have question about what her increase might be. Mr. Coyle advised her to contact office for guidance since her circumstances were slightly different and he didn't want to speculate.

Meeting Adjourned at 9:35AM

Minutes Respectfully Submitted by Secretary Patricia Harney