

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, April 18th, 2018; 7pm
Congregate, 51 Prospect Ave, Ridgefield, CT 06877

Attendees: **Commissioners:** Frank Coyle, Jan Hebert, Cathleen Savery, Vincent Liscio and John Kukulka (Mr. Kukulka arrived at 7:49)

Konover Residential Management: Phil Sfraga, Kimberly Henderson

Residents: Sign-in sheet on File with Konover Management, 25 Gilbert St, Ridgefield.

The meeting was called to order by Mr. Coyle at 7:05 P.M. (**Agenda items in BOLD**)

Motion to **Approve the Minutes** from meetings of March 15, 2018, made by Mr. Liscio, 2nd by Ms. Savery and Approved 4-0.

Motion to **Approve the Minutes** from April 4, 2018, by Ms. Hebert, 2nd by Mr. Liscio, approved 3-0-1. (Ms. Savery abstained)

The **Management Report** was made by Mr. Sfraga and Ms. Henderson.

Mr. Sfraga Reported:

- Occupancy thru the 1st Quarter was at 99%
- Maintenance completed 57 work orders in March, snow removal was “efficient and thorough”, some walkways were repaired and some tree removal done.
- Re-certifications continue and completion is anticipated by April 25th.
- Installation has begun on the pads for Smoking Shelters, the interior of the Carriage Barn will be painted. Driveway repairs, re-mulching and gutter install will begin this month, a herb garden will be planted and cared for by a resident.
- New Security upgrades continue at Ballard Green and Congregate.
- Mr. Coyle stated that Estimates for the front entry at Congregate are in process.

Ms. Henderson Reported:

- Resident Assessment’s at Ballard Green have begun. Discussion took place.
- There will be a Coffee Hour at Prospect Ridge, 4/23 and one at Ballard 4/26.
- The Lounsbury House Senior Luncheon will be 4/30. Sign up by 4/20.
- Energy Assistance personnel will be at Congregate 4/19 for sign-ups.
- Renters Rebate letters will be coming soon from the Tax Assessor.
- A Big Thank you to the Commission on Aging for funding the Coffee Hour’s.
- A Big Thank you to Ms. Savery for presenting “The Quality of Life Initiative Program” to The Commission on Aging (CoA).
- The CoA will be awarding a scholarship for a course at Founders Hall.
- CoA holds meetings on 3rd Monday of month in Town Hall. Please attend.

Motion to Accept by Ms. Savery, 2nd by Ms. Hebert, Approved 4-0.

The **Financial Report** was made by Mr. Coyle. He pointed out there was a \$8,500 Bad Debt Right Off Reversal (\$17k) for The Meadows that will impact the Replacement Reserve. The PILOT program is on the Town Board Agenda for May 9th.

Motion to Accept by Mr. Liscio, 2nd by Ms. Savery, Approved 4-0.

The **Tenant Commissioner Report** was made by Ms. Savery: Upcoming meetings will be: Congregate, 1PM, Wed, 4/25 and Ballard 3PM, Wed, 4/25. Ms. Savery also questioned Mr. Sfraga on floor installation at Congregate, New Carpeting at Ballard in the Community Room, the replacement Maintenance Truck, the Smoking Pavilion placement and also Professionalism within the Management office. A survey for the placement of a social Pavilion was also brought up in discussion.

A Motion was made by Mr. Liscio, "That the RHA Treasurer, Mr. Coyle, has the authority to approve the spending of up to \$40,000.00 (Forty Thousand Dollars) for a replacement truck for maintenance." 2nd by Ms. Hebert and approved 5-0 by the Board.

Motion to Accept report by Mr. Liscio, 2nd by Ms. Hebert, Approved 5-0.

Old Business: the following items were presented and/or discussed:

Mr. Coyle presented the Rent Increase Resolution for approval. It was read aloud, approved and signed into effect by all five RHA Commissioners.

The upcoming reduction in State funded Utility Allowance was discussed.

The Arm for the TV in the BG community room will be installed next week.

The Mold Discussion meeting will be announced. Mold Inspections available.

Installation of a gate for the CVS rear parking lot entrance was discussed, along with the closing of the gate between Ballard Park and RHA Housing

A Bike Rack installation possibility at Ballard Green.

The Congregate entrance proposal should have bids in for July 15th.

New Business: None

Public Session:

Ms. Issette Brendza questioned the accessibility of entrance to CVS if a gate was installed, the Rent and Utility Allowance, and concerns over safety at Ballard Green.

Ms. Nancy Higgins spoke up in support of a resident in question as a safety threat.

Ms. Coco Barrow spoke to some Maintenance concerns, Management Company issues of inspection, Tenants as employees as a possible conflict of interest, Gossip Issues, Fragility of seniors and concern for their security.

Ms. Barbara Beurlen reinforced the need of submitting Hard Copy forms to help Residents overall and to drive assistance for any particular resident in need.

Motion to Adjourn by Mr. Liscio, 2nd by Ms. Hebert, Approved by all commissioners.

Minutes Respectfully Submitted by Secretary Commissioner Vincent Liscio.