

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, March 20, 2019 at 7:00 PM
Congregate, 51 Prospect Ave, Ridgefield, CT 06877-

Commissioners Present: Frank Coyle, Elaine Freistadt, John Kukulka and Jan Hebert

Commissioner Absent: Vinny Liscio

Konover Management Personnel Present: Philip Sfraga, Michelle Palmer and Janet

Agenda items and Voting in Bold Print

Meeting was called to order by Mr. Coyle at 7:05 PM

Approval of Minutes: A **Motion to Approve Minutes** from March 6, 2019 was made by Ms. Hebert and seconded by Mr. Kukulka, all present approved.

Motion to approve Management Report was made by Ms. Hebert and seconded by Mr. Kukulka, all present approved.

Motion to approve Financial Report was made by Ms. Hebert and seconded by Mr. Kukulka, all present approved.

Motion to approve Tenant Commissioner Report was made by Mr. Kukulka and seconded by Ms. Hebert, all present approved.

Motion to approve Reconstruction of Entrance Ramp at Congregate was made by Mr. Sfraga and seconded by Mr. Kukulka, all present approved. Signed Resolution will be attached to these minutes.

Management Report: by Mr. Sfraga. Overall Occupancy is at 90% thru 3/1. Ballard is 100% and Congregate is at 99% (1 apartment ready in 4 days for new tenant), General is 100% and Meadows is 100% as of 3/13 – YTD for Meadows is 90% with a 2 bedroom available for occupancy 4/30 (have potential tenants to fill vacancy. Spring projects beginning soon: Ballard - Window and Power Washing as well as weed removal and grounds cleaning. Congregate – grounds cleaning planned as well as new plantings.

Boilers – needing to be replaced over the next year (3-4) and all eventually needing replacement (20 in total) with 4-5 needed the following year. Discussion followed with suggestion made that Neighborhood Assistance Act Money might be available to help and would be investigated.

Rent Increases also mentioned and will be put on the next meeting's Agenda.

RSC portion of Management report was given by Ms. Palmer. Ballard: Assessments Completed – 31; Case Mgmt Services Provided – 60; Community Agency Contacts: 4; and Programs Coordinated – 5, which included Bingo 5-10 residents, RVNA Blood Pressure Screening 10-15 residents; Valentine's Day Party 25 residents and Pop Up food Pantry 15-20 residents. A meeting was scheduled with the Garden Club but postponed due to weather. Questions were posed about the garden club (Caudatowa) being asked to assist with the Spring cleanup and plantings.

Insurance and Leases: Discussion ensued about "tenants" housed on RHA property and whether updated leases needed to be drawn and which insurances should either be included in new leases (liability and property) or having tenants directly pay for insurance. Mr. Sfraga overseeing this.

Financial Report: Mr. Coyle had distributed the latest report via email prior to the meeting and a copy of which is attached to this document. He commented and explained the document.

Tenant Commissioner Report: Ms. Freistadt held a meeting at Ballard this month on 3/12. Several issues would brought forth:

Discussion about not seeing Doug on premise. Mr. Sfraga explained that he is in and working 40+ hours per week and is on property each day. He has also been refreshing/refurbishing apartments preparing for new tenants. Also an unusual number of work orders are pending (27) – usually only 4-6, however again working on prepping apartments for new tenants.

Noted that a car has been left in the same parking space for a very long period of time with outdated registration. Janet will survey all tenants to have them bring proper documents to the office to prove their vehicles are legally registered, insured and owner has license. If they do not comply, tenant will be given a period of time to remove car or it will be towed. Also, as soon as weather possible, parking space will be identified as tenant or visitor parking and violators will be dealt with; Electrical storage units are shabby – scheduled to be repaired/painted this year; Patio tables will be refurbished; Weather permitting, CVS pothole will be repaired as soon as possible.

Ms. Freistadt will schedule a meeting at Congregate soon.

Old Business: Signs for Ballard entries have been approved and will be ordered. Pavilion was discussed and meeting arranged between Mr. Coyle, Mr. Liscio and Mr. Sfraga to complete grant application forms for Thrift Shop and Fairfield County Bank. Mr. Kukulka will pursue grants for Meadows Operational Funding. The landscaping around the smoking shelters was brought up by Ms. Freistadt and discussed.

Old Business:

Signs on Ballard Property: Will review plans and discuss at next meeting.

Pavilion: Ridgefield Thrift Shop has given RHA a \$20K grant towards this effort, however, we haven't gone to bid as yet.

Congregate A/C: have received 3 bids and will review.

Congregate Entry: Received 3 bids all close in range. Chose lowest bid and Mr. Sfraga read proposal and Board approved.

New Business: None at this time.

PUBLIC SESSION:

Ms. Izette Brendza (B2)Ridgefield – lovely town; sensitivity about towing cars; maintenance issues not addressed; unidentified black car driving around property very early morning hours; Doug not on property. Told to address property issues with office; suggested police be called about car, but don't think anything can be done.

Ms. Susan Proctor (D4) asked to explain the cost of Pavilion (\$45K); CVS path being widened; parking thoughts at Ballard; Signs at Ballard.

Other Residents in attendance were: Ms. Higgins, Ms. Bacon

A Motion to adjourn the meeting was made by Mr. Coyle, 2nd by Ms. Hebert, and **VOTED** yes by all. The meeting was adjourned at 8:20 PM.

Minutes respectfully submitted by Secretary Patricia Harney