

## **Ridgefield Housing Authority Board Meeting**

### **Approved Minutes**

**Wednesday April 17, 2019 at 7:00PM**

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

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

**Commissioner Absent:** John Kukulka

**Konover Management Personnel Present:** Philip Sfraga, Michelle Palmer and Janet (arriving about 7:30PM)

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

**A Motion to Approve Minutes** from April 3, 2019 was made by Ms. Hebert and seconded by Mr. Liscio, approved by all Commissioners. Vote 4-0

**A Motion to Accept Revised Proposal for Celco** – to begin install of new A/C for floors 3 and 4 at Congregate with recent updates by Celco was initiated by Ms. Hebert; seconded by Mr. Liscio and was approved by all Commissioners. Vote 4-0.

**Resolution to Approve Rent Increases for all properties** – made by Ms. Hebert; seconded by Mr. Liscio and approved by all Commissioners. Vote 4-0.

**Motion to Approve Financials** – made by Ms. Hebert; seconded by Mr. Liscio and approved by all Commissioners. 4-0

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**Management Report:** 15 Turnovers – 5 Congregate; 3 Ballard; 2 Meadows; 5 General. Occupancy is 98% through 4/17. Ballard 100% - No vacancies anticipated. Prospect Ridge 100% with 1 anticipated vacancy 4/30; General is 100% occupied. Meadows 100% occupied with one possible eviction on 3BR High Home Unit. Maintenance Report – General Maintenance issues have resulted in higher than budgeted HVAC expenses.

**Rent Increases: Resolution III which is read by Mr. Sfraga and signed by all Board Members present** - Ballard Green and Congregate – Subsidized apartments – no increases. General and Meadows – only those not at allowable limits. Similar increases have been made over the last 5-7 years.

**Resident Services Coordinator:** Extremely busy month with 60 Ballard Case Management Services handled and 45 handled at Congregate. There were 10 Community Agency Contacts between both locales and 5 Programs at Ballard and 3 at Congregate.

**Tenant Commissioner:** Out of area; no action this period.

**Financial Report:** RHA LP YTD of \$285k – 3k below budget; expenses 276k – 19k above budget; Net income 9k - 22k below budget; cash balance 417k increase of 54k. **Meadows** YTD 77k – 1k above; Expenses 50k – 7k below; Net operating +27k – 8k above with cash balance of 50k down 2k from last month. **RHA** balance in FCB RHA funds is 156k (truck advance paid). Balance in Konover RHA is 257k which includes 16.4k Comcast totals 413k.

15k under budget for snow removal; Ballard SS support for assistance with hoarding issues is 14k over budget. Congregate services over budget – 4 months of invoices just received but should end year balanced.

Lay out Capital Needs at next morning meeting.

### **Old Business**

#### **Capital Projects: AC and Entry at Congregate; Pavilion at Ballard**

**Celco** bid increased by \$5,300 due to contractor miscalculation. Believe reason for miss to be valid. Celco will write contract but Konover will also write contract using the 40-50-10 method of payment. Units will be located on roof with 12" to 18" stands; tentative start date of 4/29 with anticipated completion about two weeks later. Last payment after a period of time 30-60 days to allow for testing.

Service contracts \$1,200 per year.

Congregate Entry – Scheduled to start in June.

### **Old Business**

**Congregate** – Replace old A/Cs (2) - \$7k or replace with heat pump \$5k. Mr. Sfraga will make decision.

**Pavilion Bids** –taking a bit longer than planned; will not have any input until after April 19.

**Tenant Properties** – Leases proceeding.

**Signage for Ballard** – Delivered and are very attractive. Will be placed soon.

### **New Business**

**Meals on Wheels** –Dean Miller advised that new stove will be gas as opposed to electric. A new gas line will be installed and paid for by tenant to accomplish this.

### **Residents**

Susan Proctor – asked about plans for parking stickers, registration and insurance proof for residents. This is in process and will be method practiced going forward. Also asked about Ballard computer which had some damage due to resident mis-handling. Changes have been made to software and it will be installed next month.

**Executive Session** was moved in to by concession of all the Commissioners at 7:55 P.M. Mr. Sfraga was invited to stay and did so. Discussion ensued on a Management issue effecting one Tenant. No vote was taken.

Meeting Adjourned at 8:35 pm

Minutes Respectfully Submitted by Secretary Patricia Harney