

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday July 17, 2019 at 7:00PM
Congregate at 51 Prospect Ridge, Ridgefield, CT 06877

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

Commissioners Absent: Frank Coyle and John Kukulka

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

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

A Motion to Approve Minutes from June 19, 2019 by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Approve Tenant Commission Report was made by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Adjourn Meeting was made by Ms. Hebert, 2nd by Ms. Freistadt - all remaining members approved

Financial Report: Mr. Coyle did not attend meeting so updates to Financial Report will be provided at next meeting.

Management Report:

Occupancy is at 99% through 7/19. - Ballard Green 100% occupied with anticipated vacancies. Prospect Ridge 100% occupied with no anticipated vacancies. General Apartments 94% occupied one vacancy anticipated on 6/8 with move-in on 8/1 or before if feasible. Meadows 100% occupied with 1 possible evictions. 3BR HH on hold \$1738 – resident is making adjusted payments.

Maintenance Report – Work Orders are all current and maintenance working on insurance inspection work orders.

Management/Resident Updates – Residents are more satisfied about parking at Ballard Green this summer both for summer concerts and daily. They are please with parking policy.

Resident Service Coordinator Report: Ballard had 57 Case Mgmt Services undertaken and 4 Agency contacts. There were 5 Programs conducted including Bingo, RVNA Blood Pressure Screening, Ice Cream Social, Coffee Hour and Men's Movie Club throughout the month of June. Between 45-50 residents participated. Room cleaned out and being prepared for computer.

Congregate had 66 Case Mgmt Services undertaken with 0 Agency contacts. There were 3 programs conducted including Bingo, RVNA Blood Pressure Check, Ice Cream Social and Coffee Hour. Approximately 45-50 residents participated. Books had been donated by a resident and they were put out and made available to other residents to take/read.

Tenant Commission Report: Information will be distributed to Congregate residents concerning the registration of their cars. They will have 2-3 weeks to ensure they contact office to submit proof and be given their IDs.

Old Business

Congregate A/C should be completed shortly. Mr. Sfraga following up.

Congregate Entry – Front steps scheduled to begin on August 4 and be completed by August 26, 2019. Mr. Sfraga will advised residents of changes in entry/egress during this period.

Pavilion – Mr. Liscio has invited the Men's Ministry at his church to assist with some of the work needed to prepare the area for the pavilion – perhaps not charge as much for some projects. Waiting to hear. Is Parks and Rec willing to help us level the area? Perhaps saving some money on bid would be not to flatten area but make a pathway with slight upgrade (ADA Compliant). That would save some monies. Can we pursue \$25K grant? Mr. Sfraga has two additional people in to offer proposals.

Capital Expenditures:

Ballard walkways discussion and other small projects at Ballard.

Congregate needs: fix stucco exterior and trim. Redo roof over generator around side where gutters are located – rotting.

Congregate elevator – when rainy, water collects in shaft; also a jerking motion at times – elevator is 28 years old and calls for service include little more than adding oil to gears. Mr. Straga will research the cost of a new elevator with mechanics.

Gate at Ballard constantly falling down or being knocked down. Ms. Hebert will see if CVS has that on camera and it can be ascertained exactly what is happening or we might try to install camera there to find out issues. At a minimum, sign that says “Tenants Only”, should be placed.

Ms. Hebert following on leases and checks for Garden Club and Marine Corp.

New Business - None**Public Session:**

Barbara Baleau E8 – Ballard – Police activity recently. On Monday due to fireworks; on Tuesday, Gate down after concert; and Wednesday a non-tenant is using a Smoking Shelter each night after dark. Also, will Meals on Wheels be extending their facility – Ms. Hebert answered that they are possibly pursuing this. .they have an interest, but need many approvals and fund raising efforts before anything can be done.

Wendy Boyko 204 – Congregate – Entrance outside Congregate dangerous and breaking. Addressed during meeting – will be replaced/repared 8/4-8/26. Also replace awful bench/pad. Pad will be replaced, not sure what the future of the bench is until the updates have been done. What are the plans for A/C on 2nd floor? Due to costs, we have not been able to approve this upgrade to be done at this time. Can we get Guards that do something more than play with their phones. .like help with groceries, open doors? A: The guards have only certain requirements on their contract and helping with groceries isn’t included, however, Mr. Liscio suggested that a grocery cart be made available in the lobby for residents to use to bring items from their car to their apartments and reverse and then bring back the cart for another user. Mr. Sfraga suggested that any tenants seeing a guard not doing what they think he should, please report to the office and they will contact their management to address or take other actions.

Ellen Be;zer – 211 – Congregate – Some of the guards are lovely and greet the tenants cheerfully, however, others are disinterested and almost negative in their demeanor. A: Mr. Sfraga offered the same advice to contact the office to either say something nice or something negative and it will be address appropriately.

Meeting Adjourned at 8:15 PM

Minutes Respectfully Submitted by Secretary Patricia Harney