

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, November 20, 2019 at 7:00PM

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

Konover Management: Philip Sfraga, Michelle Palmer and Janet M

The meeting was called to order by Mr. Coyle at 7:00 PM

A Motion to Approve Minutes from November 6, 2019 was made by Ms. Hebert and 2nd by Mr. Kukulka
Approved by all.

A Motion to Financial Report was made by Ms. Hebert and 2nd by Mr. Kukulka – all approved.

A Motion to Accept new 2020 Calendar of Proposed RHA Board Meetings submitted to the Board was
made by Ms. Hebert and 2nd by Mr. Liscio – Approved by all.

Motion to Approve Management Report and Resident Commissioner's Report was made by Ms. Hebert
and 2nd by Mr. Liscio – Approved by all.

Financial Report – Mr. Coyle gave overview of distributed financials with the Board indicating that the
approved \$100K replacement Reserve will be added to the attached report.

Management Report - Occupancy Report is 99% through 10/19. Ballard Green 100% occupied. No
anticipated vacancies and no moves scheduled. Prospect Ridge Congregate 100% occupied. One move-in
anticipated for 11/2//29. General Apartments 100% occupied with one anticipated vacancy 11/30/19. One
scheduled move-in 11/29/19. Meadows 100% occupied. One eviction, 3BR Low Home Unit \$1291/month
with court date 12/2/19 however, tenant is keeping up with payments and new plan may be established. One 3-
bedroom High Home unit \$1721 on notice for 1/7/20 with anticipated move in of 1/15/20. No significant issues
for Maintenance Report. Same for Management/Resident Updates.

Overall, residents have been pleased; no overt issues. Plans to order (larger order than usual) Ballard boiler
parts (Italian and hard to find) to have on hand in the event of a breakdown during winter months.

Resident Coordinator Report – Ballard Green total # Case management Services provided is 57. Community
Agency contacts are 4 and Programs coordinated are 6 which include such events as BINGO, Ice Cream Social,
Gentle Chair Yoga and Meet the Candidates with one actual debate to highlight a few. Prospect Ridge had 66
Case Management Services with 4 coordinated Programs to include BINGO, Ice Cream Social and Coffee
Hours. Mr. Coyle reminded all that there are some substantial monies available for residents to engage in some
different types of recreational activities if they find something of interest to either speak with their Tenant
Commissioner or Resident Coordinator.

Tenant Commissioner Report – None at this time.

Old Business

Congregate Elevator – Elevator consultant has been retained to assist with determining what course of action
should be taken regarding the elevator. Should we “patch”, modernize or replace. The consultant will check all
aspects of each estimate and assist with final solution. The elevator has been estimated to have 5-6 years of life
left mechanically however one unwelcomed problem could have it out of commission for weeks. If the elevator
is determined to be “modernized” or replaced, it would be out of service for 3-4 weeks. Ms. Hebert suggested
that we put together an Emergency Plan for any future situations of this type or natural disasters. The
suggestion was well received and she is working with local officials in fire department to develop such a plan.

Cameras – Full campus camera coverage at Ballard Green would cost approximately \$15K and at Congregate would be \$30K. Discussion ensued concerning the options for the cameras and it was decided that Mr. Sfraga has the authority to move ahead with what he deems are the best options and he has \$15K for Ballard and \$20K for Congregate.

Pavilion – Planning and Zoning Board have visited property and approved. Building Department needs more information and Mr. Liscio will lead this working with the two contractors that will handle the excavation and, gravel, concrete work and footings. Leveling will take place shortly and stump will be removed as well as debris in well.

Congregate Entry – Moving along nicely. “New” wall will be painted; awning will be ordered and constructed within 3 weeks and some additional lighting will be installed. A new entrance rug will also be secured.

New Business

Stove at Congregate has served well, but should be replaced after approximately 30 years. New Garland would be \$6K. Board asked Mr. Sfraga to decide if it should be a Garland stove or one that will be cheaper since the usage at Congregate is not as intense. He will consult with Chef at Congregate to determine which direction is viable.

Public Session

Susan Procter (Ballard D4) Suggested chair lifts as backup for elevator in Congregate. Board had checked into this and it’s problematic. Residents would have to get out of chair on every floor and get into next one. Would be too difficult for most to handle.

Computer at Ballard Green? It is there just needs to be plugged in and ensure that it’s working properly.

People dumping their trash in our containers. The new camera system should discourage some of this but realistically some of it will happen and can’t be helped.

Margo Bacon (PR 208) suggested that a local elevator company (OTIS) be utilized. Board will consider this company along with others since OTIS requires you use its products only which are considerably more expensive, however, all companies with their service contracts will be considered.

Meeting Adjourned at 8:00PM – motion made by Ms. Hebert and 2nd by Mr. Kukulka

Minutes Respectfully Prepared by Secretary, Patricia Harney