

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday April 15, 2020 at 7:00PM

Meeting held via Conference Call

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

Paul Janerico (potential Board Member)

Konover Management Personnel Present: Michelle Palmer

Konover Management Absent: Carmen, Ridgefield Manager (in COVID19 Quarantine)

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

A Motion to Approve Minutes from April 1, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

A Motion to Approve Financial Report made by Ms. Hebert and seconded by Ms. Freistadt - all approved.

A Motion to Approve Tenant Commissioner Report was made by Mr. Liscio and seconded by Ms. Hebert all approved.

A Motion to Adjourn Meeting was made by Ms. Hebert and seconded by Ms. Freistadt – all approved

Next Monthly Meeting will be held via Conference Call on Wednesday, May 6 at 8:00AM

Attendees, please note - Secretary will take attendance beginning at 7:45AM to 8:00AM

Conference Call 351 999 3184 (no code needed)

Financial Report: March reports just came out today. We will talk about Rent Increases and Resolution but will not be sending out tonight. Residents will be notified on June 1 about increases and they will take effect on July 1.

Ballard Green Base Rents: 3% (\$14-15) per unit per month; increases for 7 years consistently keeping with cost increases according to state guidelines.

Prospect Ridge Congregate: 3% (\$47) per unit per month (\$21 for Rental Fees & \$26 for Non Optional Service Fees) most paid by the State except for 2 or 3 residents.

General: a maximum of \$50 per unit per month not to exceed allowable limits (28 will get \$50 increase with remainder paying little or nothing).

The Meadows: a maximum of \$50 per unit per month not to exceed allowable limits – rates closer to limit – 5 of 20 will see \$50 with remainder little no increase

Resident Manager During the last month, the RSC has been contacting residents weekly to check in and make sure everyone is well and has the things they need. On an as needed basis, Michelle has connected residents with CERTS through Bob Hebert. The RSCs from other Konover properties have all been contributing to building weekly packets that are distributed on properties every Friday to keep residents up to date on local and country wide protocols for Coronavirus. The packets also include entertainment pieces, hotlines, and ways to deal with mental health concerns during this time. This week we received donations from the Salvation Army of boxes of emergency food that RSC and volunteer Anita distributed to Ballard Green residents. We are hoping to get donations over the next weeks to be distributed to Prospect Ridge and our other properties in Ridgefield with help from town hall.

Tenant Commissioner Report – Security Guard has been hired for Front Desk during daytime hours/workweek and will start within a few days.

Bob and Jan Hebert have generously given masks to the housing authority for distribution as seen fit.

Old Business

Congregate Elevator Mr. Liscio has made many phone calls looking for alternate ways to move residents within the building for when elevator is out of service for upgrade or as a backup situation should it be needed. Most residents would prefer not to leave their own homes. Viable equipment has been located outside of the US, but there is also an option in NC and one more local. Mr. Liscio recommends when the COVID19 situation has been lifted that they see the local option in person. This is a vertical platform that can also transport wheel chairs. Eagle and Company, our preferred elevator modification vendor, is ready to go when start time is identified.

Stove has arrived and is installed and instruction given to staff about the housekeeping duties required for use and upkeep.

Certifications are being done. Congregate recerts are not due until the end of August. Ballard Green still due end of June, however, Tina Smith will check if State decides to relax requirements.

Pavilion Jason Ferrandino is ready to begin excavation as soon as he is permitted. Waiting for survey staking to be completed and Mr. Coyle should hear from surveyor soon. Mr. Liscio will check to see if building permits can be gotten now and Jason would acquire. Pavilion will be delivered 6 weeks from order date.

Ballard Walkways, along with other items in Old Business, have been put on hold for time being.

New Business

No new business at this time.

Public Session

Sandra Bearden – Asked Mr. Coyle to elaborate on rent increases, which he did but told her she could receive more information by calling the office. Also suggested that the buildings at Ballard be power washed. Power washing is done as necessary and the Board will make note.

Nancy Higgins – A thank you for RHA Board and Konover staffs for carrying on under difficult conditions.

Susan Proctor – Having a problem reaching office to understand mileage allowed for medical appointments. Carmen has been out. What about assistant manager. . Yes, interviewing was taking place and no one suitable located but now on hold. Will resume as soon as possible. Also people not wearing masks around the property. Governor just made executive order for masks to be worn outside and in stores.

Crissann Benson – Meals on Wheels always wear masks and some residents are also making them – Donnie made 60; and Michelle Palmer has 15 washable masks if anyone needs them.

Meeting Adjourned at 8:05 PM

Minutes Respectfully Submitted by Secretary Patricia Harney