

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday May 20, 2020 at 7:00PM
Meeting held via Conference Call

Commissioners Present: Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt, Paul Janerico
Konover Management Personnel Present: Tina Smith, Carmen Zayas, Michelle Palmer, Janet Mollette

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

A Motion to Approve Minutes from May 6, 2020 was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

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

Financial Report is attached to the end of this document

A Motion to Approve Management Report and Resident Manager Report was made by Ms. Hebert and 2nd by Mr. Liscio – all approved.

A Motion to Approve Resident Commissioner Report was made by Mr. Janerico and 2nd by Ms. Hebert – all approved.

A Motion to Approve Rent Resolution was made by Ms. Hebert and 2nd by Ms. Freistadt – all approved.

Rent Resolution is attached to the end of this document

A Motion to Approve Meals on Wheels Request was made by Ms. Hebert and 2nd by Ms. Freistadt – all approved.

Meals on Wheels Resolution is attached to the end of this document

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

Next Monthly Meeting will be held via Conference Call on Wednesday, June 3, 2020 at 8:00AM

Conference Call 351 999 3184 (no code needed)

Financial Report: Mr. Coyle concurred with Ms. Hebert's comment about Report looking good right now but there are capital expenditures that are expected as year progresses and will go negative this year.

Management Report – Recertification moving along slowly but making progress. Deadlines at BG of 5/31 and Congregate on 6/30 will be met. Janet is assisting residents with their recertification and plans to go to their individual apartments to pick up papers that they may have to complete the process (make copies) and return to resident. Also, Christina Keune of the Department of Housing is willing to have residents "self certify" and staff could certify based upon last year's numbers. Janet Mollette is supplying support for the office when she can work within her schedule. There are concerns about calls to office not being returned either not promptly or not at all. Tina is addressing this issue and asks indulgence. Michelle Palmer is also providing support. Carmen, our Resident Manager, has not been in the office due to COVID19 and related family illness issues. Konover is working on plans to open the office in June, utilizing all COVID19 guidelines and Governor's position, however, patience is being requested. There are two vacancies presently within units. Problems with filling because this is also as a result of COVID19 and people not looking to move or afraid to violate "stay at home" or personal exposure to others.

Resident Manager – Michelle is keeping up with her delivery of packets to all residents concerning important info and updates needed during this time. Residents are gathering outside in open areas, along with children of other buildings, and most are not wearing masks. While we cannot address other than our residents, we ask that they wear masks at all times when out of their units. This is for the safety of all other residents. Also please remember to social distance. Laundry Room in Ballard had a practice of leaving items not wanted by a resident for anyone else to pick up if they were interested. That practice, due to COVID19, is being eliminated as of now. Please do not leave any items in Laundry Room. If that continues, door will be locked on weekends if camera in room is not operational. Compliments to Patty (Congregate) and Doug (BG) for all their efforts in keeping the common areas sanitized. Merry Maids came by to do some residents' apartments a couple weeks ago utilizing all guidelines to shield residents. Should we think about Patty resuming her role of cleaning residents units? Decision made to wait.

Resident Commissioner – Ms. Freistadt cannot do regular meetings due to COVID19 but wanted to extend big thanks to Michelle for delivering food and all necessary paperwork to keep residents informed. Patty also doing a

great job. Thanks to those wearing masks and gloves. Been trying to get in touch with office about people not getting return phone calls. She also got a call about someone smoking in their unit but Michelle said she will handle.

Rent Resolution - Significant discussion concerning this with Mr. Coyle verbally reiterating the conditions of the Resolution, and possible alternatives that were considered, and why it was impossible to make any concessions with the timing or provisions of the increases. However, he stated that if anyone's income was negatively affected by the virus, they should bring their situation to the office and the Board would also review. Relief would be based on virus situation only. Each Board Member said a couple words on this. Mr. Liscio – regular expenses are costly and major expenditures expected. We need to stay financially stable to support ALL residents. Ms. Hebert – understands how tough COVID issues are – also difficult for RHA and we have to make decisions based on future of RHA. Mr. Janerico – important for long term focus; fair rent for operations of the buildings- increases are needed and hardships will be handled individually.

Mr. Coyle reads complete Rent Resolution aloud

Elevator – the promising elevator platform that was hoped to answer our problems is will not work due to the stairwells being 6” short on space. Mr. Liscio is looking into 3 other viable options to see what might be worth considering.

Pavilion at Ballard Green – Has been completely paid for by the State and Ridgefield Thrift Shop. If not constructed, the money would need to be returned. All necessary paperwork is with the building department and looks good. The survey has been delivered. Jason Ferrandino is ready to start clearing the area. Can we do before building permit is approved? Also need to order pavilion, but need to decide on a roof color at a brief upcoming meeting.

New Business

Meals on Wheels – is interested in pursuing a 12’ extension on the right side of the Carriage House. They are seeking permission to submit paperwork to the building department. RHA would agree to approving the request at this point, but not for construction just now. Several meetings would need to be held to discuss this project completely and the residents would be included in some. Also any residents living in the Carriage House would most likely have to be relocated to another environment while construction is taking place.

RESOLUTION for Meals on Wheels Request – also attached to the end of this document

We approve the request for Meals on Wheels to go forward to Planning and Zoning to

Approve 12’ extension on right side of Carriage House. Final approval for construction

is contingent upon RHA approval to go forward.

Our primary focus is on our residents, second is Meals on Wheels.

Public Session

Susan Proctor – Sent note to RHA Board (Mr. Coyle) and Konover – did you receive? Affirmative. Closing Laundry Room – aren't there cameras there so you don't have to lock room on weekends. Yes. Sidewalks have gaps that probably will worsen and become safety issues. Meals on Wheels request – Donnie is completely blind now so leaving things around during building construction would be problematic for him. We will address going forward. Can restrictions be lifted to use Community Room at night? Will check what Governor's Office guidance tells us.

Coco Barone – Wants two separate Administrative companies. One to handle Prospect Ridge and one to handle Ballard Green. This has been discussed several times and it is cost prohibitive. Konover is paid a 7% fee by RHA for accounting, management, records, filings, etc. The 2020 budget is \$107k. In addition the salaries for the 5 Konover RHA employees onsite are paid by RHA. The 2020 budget is \$249k including salaries, social security, workers comp, etc.

Konover has some employees (Patty - does cleaning and someone from kitchen crew) and she doesn't believe they should be tenants. Board does not believe it is a conflict of interest. The recycle bins are overflowing. Noted. Need special machine for money in laundry room at Congregate. Reviewed before - the company supplying the machine won't install because there is not enough revenue to justify. Ridgefield Press had the wrong photo of Prospect Ridge – suggested she write letter to the paper indicating same.

Tom Capria – Not answering phones or returning calls not new at Konover – been going on for years. Will be addressed. What is the plan for temporary housing and food service if a resident has to move due to construction? That hasn't been decided at the moment. Too early. RHA Capital funds will pay for temporary move. Why don't we get more notice about rent increases? State must approve increases and typically residents are given 30 days' notice

which is a routine practice. Tom and his sister are legal conservators and they continue to be blindsighted by situations such as certifications, meal plans, etc. Mr. Coyle will take this forward for solution to establish communication to them.

Cara Christopher – COVID19 – what actions were being taken early on? Such high risk individuals like her mother are exposed. Driver walked into the building on his own with no interaction. Policies should be in writing about what needs to be done. Mr. Coyle shared her concern stating the average age of the residents is 88 years old. Did not have security guard during the day until recently. The guard during the day was added when State lockdown commenced. Process with guard is that he stops visitors and asks questions that are on a form done in an algorithm. Board Members were stopped last week and a Board Member was challenged. Maybe a better way to handle by limiting the number of people coming into the building. Adjustments to guard responsibilities will be reviewed. Notices that Konover sends out are not dated and should be.

Resident Attendees:

Susan Proctor	Joanne Schavone	Coco Barone
Nancy Higgins	Darlene Van Dam	Tessie De Turi
Barbara Beaulieu	Tom Capria (Son of Resident)	Cara Christopher (Daughter of Resident)
Crissann Benson	Wendy Boyco	Florence Colletto
		Georgette Colletto (Daughter of Resident)

Meeting Adjourned at 9:20 PM

Minutes Respectfully Submitted by Secretary Patricia Harney

RESOLUTION FOR MEALS ON WHEELS 12' EXTENSION

We approve the request for Meals on Wheels to go forward to Planning and Zoning to Approve 12' extension on right side of Carriage House. Final approval for construction Is contingent upon RHA approval to go forward.

APRIL FINANCIALS

This summary expenses with capital expenditures, debt repayment and additions to reserves.
The detailed chart of RHA units breaks out cap ex, debt repayment and payment into reserves.

RHA LP (Ballard Green, Congregate & General Affordable)

The LP YTD revenue was \$396k, \$1k under budget.
Expenses \$376k, \$44k below budget (Cap Ex, Salaries, Maintenance,+Snow).
Cash Flow was \$20k, \$43k above budget

The cash balance is \$394k, up \$49k this month.
The replacement reserve is \$632k (\$48k + \$584k).
The operating reserve is \$369k.
Long term mortgages/loan \$6.2m (\$622k FCB).

Meadows

The Meadows YTD revenue \$100k, on budget
Expenses \$86k, \$11 below budget.
Cash Flow \$14k, \$11k above budget

The cash balance is \$81k, down \$2k this month.
The replacement reserve is \$177k.
Long term mortgages \$1.6m
\$201k RHA funds infused to date

RHA

The balance in FCB funds \$156k. The balance in Konover is \$297k ... including \$16.0k Comcast.
Total is \$453k.

RENT RESOLUTION

COMBINED OMNIBUS RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF RIDGEFIELD (a/k/a THE RIDGEFIELD HOUSING AUTHORITY) AND THE RIDGEFIELD HOUSING AUTHORITY L.P. 2019-003

WHEREAS, both the Ridgefield Housing Authority and the Ridgefield Housing Authority, Inc., as general partner of RHA L.P., (collectively "RHA ") operate pursuant to annual budgets which are prepared with the advice and input of professionals retained by RHA to manage its properties and provide financial services; and

WHEREAS, RHA receives nearly all of its revenue from rental payments and is dependent on this revenue stream to maintain RHA properties in an appropriate manner to ensure the health, safety and well-being of the many residents who reside in RHA owned housing; and

WHEREAS, the Commissioners have worked with Konover Residential Corporation ("Konover"), managing agent for RHA properties, to plan for the long term upkeep, improvement and Necessary Maintenance of said Properties

WHEREAS, even with the cost cutting undertaken by the Commissioners, RHA operating costs and costs for repairs and maintenance continue to increase; and Necessary Site Improvements continue to increase

WHEREAS, any resident whose income has been reduced by the effect of the coronavirus is encouraged to apply to RHA administrative office to explore payment restructuring as well as other possible remedies.

WHEREAS, the RHA Commissioners believe it is necessary and in the best interest of RHA to increase rents on the properties in the RHA L.P. portfolio, that is Ballard Green, Congregate, General, and the singular Ridgefield Housing Authority Property, that is the Meadows, to ensure that RHA can continue to perform its Mission Statement of "providing each resident with superior housing that is affordable, sustainable, and attractive," it is therefore,

RESOLVED, that the RHA Commissioners authorize rent increases for the following properties in the following amount effective the first day of July in the year Two Thousand Twenty (2020):

- Ballard Green Base Rents: 3% (\$14-15) per unit per month;
- Prospect Ridge Congregate: 3% (\$47) per unit per month (\$21 for Rental Fees & \$26 for Non Optional Service Fees);
- General: a maximum of \$50 per unit per month not to exceed allowable limits; and
- The Meadows: a maximum of \$50 per unit per month not to exceed allowable limits;

And it is further

RESOLVED that all actions taken to date by the Commissioners of the Ridgefield Housing Authority, Ridgefield Housing Authority Inc. officers and directors, or their respective agents, including Konover Residential Corporation, to facilitate the approved rent increases is hereby ratified;

IN WITNESS WHEREOF, the undersigned have caused this Resolution to be executed on this 15th day of April, 2020.

Frank Coyle, RHA Commissioner and President of the
Board of Directors of the Ridgefield Housing Authority, Inc.

Vincent Liscio, RHA Commissioner and Member of the
Board of Directors of the Ridgefield Housing Authority, Inc.

Jan Hebert, RHA Commissioner and Member of the
Board of Directors of Ridgefield Housing Authority, Inc.

Paul Janerico, RHA Commissioner and Member of the
Board of Directors of Ridgefield Housing Authority, Inc.

Elaine Freistadt, Tenant Commissioner, Ridgefield Housing
Authority