Ridgefield Housing Authority Board Meeting
UnApproved Minutes
Wednesday June 3, 2020 at 8:00AM
Meeting held via Conference Call

Commissioners Present: Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt, Paul Janerico
Konover Management Personnel Present: Tina Smith

The meeting was called to order by Mr. Coyle at 8:00AM
A Motion to Approve Minutes from May 20, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.
A Motion to Adjourn Meeting was made by Ms. Hebert and seconded by Ms. Freistadt – all approved

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Next Monthly Meeting will be held via Conference Call on Wednesday, June 17, 2020 at 7:00PM

Conference Call 351 999 3184 (no code needed)

Financial Report: Mr. Coyle stated that there have been no updates to the Financial Report since discussed at last meeting.

Old Business

Elevator – Mr. Liscio is in process of checking options that still might be available as backup for Congregate elevator and when elevator is out of commission during renovation. One option is an electronic stair climber that operates on built in tracks and will house a normal wheelchair $3-6K. Another option is one that accepts full motorized wheelchair. A third option is motorized step-climbing wheelchair that is smooth and stable and is perfectly operable by resident themselves but would feel better having an operator $11-35K. Suggestions about who could assist with operation. . .guard, off-duty EMT, etc., but will discuss that going further since it hasn't been decided what device would be the right one for our residents. Kim Pietrorazio doing study on the 10-12 folks needing somewhere else to house during the elevator outage.

Konover Management Update – Tina Smith joined meeting by phone to give an update on the status of support for Konover Offices at Ballard. Carmen is going to be on Corona Virus Family Leave several times during the upcoming weeks and will not be consistently available to cover the needs of RHA. Tina advised that a new Assistant Manager, Robert Zelenski, will be coming on board on Monday, June 8. Janet Mollette is still able to come into the offices 3-4 days a week since her own job office is closed for the virus, but that could change very soon changing her availability. Tina is planning on spending several days a week at Ballard to help with phones and residents while trying to get the office organized and running smoothly.

Tina addressed the recertifications that are due for Ballard Green and they have all been completed and met the deadline of May 31. However, Congregate recertification are in need of attention before their due date of June 30. Tina did get the concurrence of Christina Coyne to use the information from last year to do upcoming certifications due mainly to the COVID19 restrictions.

They have been unable to serve notifications about rent increases giving one full month as required by law, since they missed the deadline, so no increases will be effective on July 1, 2020, but will slip to August 1, 2020. Also due to virus, two apartments have remained vacant for a couple months. Action is being taken now to remedy that situation.

Mr. Coyle will talk with Kim Pietrorazio about off-site housing. Likely unable to do upgrade on elevator this year.

Pavilion – Moving along with Building Department. Physical copy of survey and all paperwork has been supplied to department. A fee is needed to be paid and the Fire Marshall has to sign off on paperwork. Final order for pavilion needs to be done and the signing of the contract is imminent.

Should Patty, the cleaning lady at Congregate, resume her duties or should Merry Maids be hired to assist her since the Governor of CT hasn't totally opened up the State. Findings to follow.

Ms. Freistadt brought forward that the food at Congregate has again deteriorated. A questionnaire has gone out to all residents for input on the quality. Mr. Coyle will follow up with the management company.

New Business – Board disappointed about loss of income/collections during the last few months. Mr. Coyle will handled in a controlled environment as he has been involved with the office issues for some time.

Resident Attendees:

Crissann Benson

Nancy Higgins

Meeting Adjourned at 8:55AM

Minutes Respectfully Submitted by Secretary Patricia Harney