

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday September 16, 2020 at 7:00PM
Meeting held via Conference Call

Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert, Elaine Freistadt
Konover Management Personnel: Lola Robinson, Michelle Palmer

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

A Motion to Nominate Vincent Liscio as Vice Chairman of the RHA Board made by Ms. Hebert and seconded by Mr. Janerico – all approved.

A Motion to Nominate Paul Janerico as Treasurer of the RHA Board made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

A Motion to Approve Minutes from September 2, 2020 was made by Mr. Liscio and seconded by Ms. Freistadt – all approved.

A Motion to Approve Financial Report was 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 Approve Management and Resident Commissioner Report was made by Mr. Liscio and seconded by Ms. Hebert – all approved.

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

Board Announcement/Tenant Commissioner – Mr. Coyle announced that Elaine Freistadt, Tenant Commissioner, was resigning from the Board effective in November. A new election during the November timeframe will take place with Michelle Palmer and Patricia Harney assisting with the election of a new Tenant Commissioner for the Board with the residents. Mr. Coyle was very complimentary to Ms. Freistadt concerning her performance during her tenure and the Board's appreciation for her excellent contributions.

Nomination of Vincent Liscio as Vice Chair of the Board.

Nomination of Paul Janerico as Treasurer of the Board.

Financial Report: Mr. Janerico stated that he just received the report within the past 24 hours and needed some time to review and report. He plans to send out summary in writing to Board before the next scheduled Board Meeting.

Management Report – Ms. Robinson, Konover Manager, has reported the following: Vacancies with specifics, Delinquencies, work orders, etc., were discussed in detail by Ms. Robinson. The following narrative was also given:

Property Update

Office Staff – Robert resigned, last day was on 9/4/20 and Doug on vacation 9/14 – 9/18. Will have a temp hopefully starting next week until position is filled.

Recertifications – @ Meadows 2 are pending past due. Management is currently working with these two households to close out recertification, asap.

Vacant Units (7) – Management is currently/screening applicants off the waiting list and transfer list. on to the next person on the waiting list, so far 4 prospects were interviewed and did not qualify.

Resident Commissioner – Michelle Palmer reported that there were some problems with residents' participation in activities of late. Perhaps still residue from Covid. There are new and bigger activities being planned from now to end of year that should excite the residents being financed by Comcast monies. Mr. Coyle stated they need not have Board approval before they pursue. . just advising is enough. There is a new produce cooler at Ballard Green and residents are encouraged to stop by, browse and take what they might enjoy.

Tenant Commissioner – Nothing at this time.

Old Business

Litigation – Still on hold due to COVID and the CARES Act until December 31st.

Awning – The awning was installed on Friday, September 11th with no lettering. It

can be installed. Ms. Robinson will check on “plastic” shield that will be placed on outside “wall” of awning to protect from winter weather.

Camera’s – @Congregate, reaching out to Security Solutions to see if there was a prior quote

Plantings/Painting –

➤ @Congregate painting of the re-offs, tbd.

➤ @Congregate plantings, now that the awning has been installed, we are coordinating a definitive date with New England Landscaping to commence with the installation of the fountain and prep bed for planting and install 36 feet of Belgium block bed border.

Pavilion – The Pavilion project was started last week, and the water main line was hit, and piping needed to be replaced. Piping was replaced. Before work can continue on Pavilion, the town must inspect the recent work done to prep footings and give approval. Once that is done, work can commence to pour footings and allow to solidify. Will then be able to compact site, bring in gravel, lay pavers and then install pavilion itself. If all moves as anticipated, pavilion could be erected next week or early following week.

Walkaround - Will take place in October – date TBD.

Mobile lift chair – is enroute for delivery. Will check on exactly what date chair is expected.

MoW Expansion – Construction in progress and on-time, work completed seems to be on schedule. Relatively not many residents’ complaints regarding the construction with exception of starting work earlier than 8pm-which have been addressed. This week the fence surrounding the MoW construction fell and blocked the resident’s walkway, an email was sent out to Dean from MoW and issue resolved.

Bids – Currently seeking bids for power washing, @Ballard. Board wants it done this year.

Emergency Planning – Management and RSC have an upcoming meeting set on Tuesday, September 29th in the event of power outage. A team meeting slated for 9/29. Emergency generator was purchased in the event of a power outage.

Resident Remonstrance –

➤ **@General / Meadows – Trash/recycling**, have spoken with the vendor that services our properties and with regards to the trash overflow. According to Oak Ridge in the event they feel trash/recycle is a problem which prohibits them from completing their task, they take pictures and immediately contact Management to suggest additional pick up days, if needed, as of today no issues.

New Business

Signs for pavilion area – Frank Coyle, Vinny Liscio and Jan Hebert will have conference call to discuss.

Budget (Ms. Robinson) will go over budget for Capital and will do after Audit Meeting on Monday.

Public Session

Joanne Scanone – Asked status on elevator. On hold till next year but a mobile chair has been ordered for needs and emergencies to assist with resident removal. Michelle Palmer on Ballard Green premises Tuesday and Thursday.

Sandy London – Very nice meeting on line – likes format.

Mary Maczka – did not respond when called.

Coco Barrone – Thanks for posting Agenda so residents can see before meeting. Mr. Coyle announced new election for Tenant Commissioner and Ms. Barrone thought he was putting Patty from Congregate in charge of election. Patty does housekeeping at Congregate and also lives in RHA housing. Mr. Coyle corrected her impression and told all that Patricia Harney, Secretary for RHA Board, along with Michelle Palmer, Resident Commissioner would be assisting with election.

Marshall Ballou -Can Ridgefield Thrift Shop handle grants for specific projects we may have. Mr. Liscio explained that it was closed most of this year so probably no money for grants and not all projects fall into the “grant” category. Walkways at Ballard very important and will be done completely next Spring, however, any emergency situation should be brought to the attention of the office for “one off” repairs. When important information is passed around to residents from the office, there is a strong possibility that they can blow away when left in doorknob. Ms. Robinson had a couple ideas to check and possibly suggest off line. Will investigate and report back. Is there a team that does long term planning for projects such as MoW since it’s difficult to get in/out of driveway with construction at MoW and Pavilion and Alternate HS? Yes, Board makes every attempt to plan projects so they do not interfere with other things going on, however, the Pavilion has been delayed for some time due to COVID, permits and recently a broken

pipe. It was expected to be done earlier this summer which would not have interfered with either HS or MoW. Also signs at the entrance can block the view getting out of complex and there are older individuals that can't quickly move to get out of way as well as the skateboards and bicycles that are constantly riding through the area. There are plans to change the position of the front entrance sign, however, items slipped due to recent office changes and COVID.

Susan Proctor – Has it been decided when we can have access to TV/Community Room for debates later this month? Ms. Robinson and Ms. Palmer working on when common areas can reopen. . .possibly in November, but in discussion.

Nancy Higgins – Agree with Marshall that folks on skateboards/bicycles are dangerous.

Krisann Benson – Agree with Marshall to about getting out of driveway. Stone walls block view – could area be widened?

Donald Gartner – Sidewalk with water – haybales placed to remedy. Pavilion pipe that broke went to school. Curious about what will happen if you cement and pipe breaks again? Guys working MoW are fabulous. Maybe could assist with elevator project. Mr. Coyle said that there were elevator consultants paid to access situation. Don and the other resident involved near MoW project wouldn't mind if work needed to be done on Saturdays. Mr. Coyle stated that would not be necessary. Fire detectors are so loud in their building. Don had his moved and his neighbor should have hers moved. Ms. Robinson making note of this request and will handle.

Debra Franceschini & Ellen Belzer –Commission on Aging – self-education and learned quite a bit. Thanks.

Meeting Adjourned at 8:45 PM

Minutes Respectfully Submitted by Secretary Patricia Harney