

Ridgefield Housing Authority Board Meeting
Approved Minutes (as submitted)
Wednesday, April 21, 2021 at 7:00PM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Paul Janerico, Jan Hebert

Commissioner Not Present: Vincent Liscio

Konover Management: Lola Robinson, Carol Holley, Bob Williamson

Residents: John Burke, Coco Baron, Nancy Higgins, Krisann Benson, Barbara Beaulieu, Isette Brenda

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

A Motion to Approve Minutes as submitted from April 7, 2021, as submitted, was made by Ms. Hebert and seconded by Mr. Janerico - all approved.

A Motion to Approve Financial Report was made by Ms. Hebert and seconded by Mr. Coyle – all approved.

A Motion to Approve Management Report was made by Mr. Janerico and seconded by Ms. Hebert – all approved.

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

A Special Welcome: Mr. Coyle began the meeting by introducing our new staff members: Mr. Bob Williamson, our new Resident Manager and Carol Holley, our new Assistant Resident Manager. He also thanked Ms. Lola Robinson for her support over the last year.

Financial Report: Mr. Janerico received recently and just gave an overview of what he observed. Management summary looks good.

Management Report: The following was relayed by Ms. Robinson and Mr. Williamson at the meeting:
Delinquency -Delinquencies have decreased however there are still some residents that are outstanding due to COVID, as the moratorium has been extended through August, 2021. Flyers from Sr. Joan's Honorary Fund have been distributed to residents who may need assistance with their past due rental payments due to COVID. The State of CT/DOH will also be helping residents with rental and utility expenses past due as it relates to COVID. Collection calls made, and residents advised of assistance available for financial hardship due to COVID. Flyers have been distributed to residents with outstanding balances over \$500 from Unite CT. Question about how folks on Social Security could need assistance, and it was explained that this mainly applied to Meadows and General by hours cut or jobs eliminated, etc. Concerning CT/DOH, there are problems with their website that are being worked.

Annual Recertifications: There are a total of 110 recertifications that are due. On March 1, 2021, a total of 85 packets were mailed out to residents at Ballard and Congregate instructing residents to contact the office to set up appointments. To date, 44 residents have been interviewed and are being processed via 3rd party verifications. Carol is handling this process and has 41 residents left to schedule at Ballard and Congregate. Lola is handling the annual recerts at General and Meadows. A total of 25 are due from January – June. As of this date, Lola has met with 20 households and have sent out or in the process of sending out 3rd party verifications and waiting for their return. The remaining 5 households have been contacted via phone and letters of non-compliance will be sent.

Rent Increases: A proposed rent increase of 2% for Ballard and Congregate on rent and 2% on services at Congregate have been suggested...the state is proposing 4% on services. For General and Meadows, the increases will be to the state allowable limit but not to exceed \$50. Board must approve rent increase after tenant meeting & feedback.

Vacancies: Mr. Williamson will handle vacancies while Ms. Holley and Ms. Robinson handle recerts. There are presently 15 vacancies with most being at Congregate. Now that the full staff is on board and with Ms. Robinson handling training and backlog management. The waiting list starts with some very old applications. Some have moved or passed, but as Mr. Williamson proceeds through list, more individuals are still interested in pursuing.

Old Business:

Tenant Commissioner Update: Meeting held last evening to meet the candidate. Ballots must be returned by Tuesday April 27.

Marine Veterans: Ms. Hebert is handling insurance payment.

Pavilion: Mr. Coyle reviewed the furniture items that have been ordered for the pavilion. They are 2 sliders, 2 dining sets with 4 chairs each. This is a basic order to begin with. As we see how the furniture is being used, additional items will be ordered. Hopeful we will have by July 4th, however, due to COVID and the backlog at factories, that may not be the case. The cameras will be directed towards the Pavilion to determine misuse and/or abuse of location or furnishings. Signage will be posted that area is being monitored by cameras to hopefully deter problems. Ms. Hebert has researched the signage history for Pavilion and should have some drafts for review shortly.

Walkaround is planned to be scheduled in May, after Tenant Commission is installed and our new office staff can be out of the office for a few hours to walk all the properties with the Board.

Phones in Office: Ms. Hebert stated that she tried to call the office a couple times recently and the phone just routed back to the main menu as opposed to being answered. Mr. Williamson explained that the phone usage of late has been almost constant and when all phones are being used, the phone system automatically returns caller to the beginning.

New Business: None

Public Session:

Nancy Higgins: Thanks to the Democratic Committee for their volunteers (about 40) for cleaning up property recently.

Coco Barone: Would like more candidates for the Tennant Commissioner post since there is only one person nominated. Mr. Coyle responded that there has been plenty of time for additional people to be nominated. Therefore, the nomination process is closed. There is provision for write in candidates.

Barbara Beaulieu: What is budget for Pavilion furniture - \$6K. Is it being ordered from Pool and Patio – No. Can a picture of furniture be posted outside offices – Yes. Do you have any way to secure furniture? Mr. Coyle said he was hoping that the cameras would be helpful, however, he expected that there may be some issues. Is Emergency Plan completed? Ms. Hebert responded that there are still 2 maps missing, but as soon as they are added the plans will go to the proper authorities in town to review/revise/approve for distribution. Do we know when Community Room will reopen? Kim P and Michelle Palmer are addressing this and we hope to have an answer by next month's meeting.

Krisann Benson: Any thought to adding another entrance to the Pavilion. Mr. Coyle explained that due to area, grading, 50' requirement and to make ADA compliant, the present entrance is the only one that worked.

Isette Brendza: Would like to compete for Tenant Commissioner position. She can run as a write-in candidate. She may prepare a bio and deliver to units but no direct contact due to COVID.

The meeting was adjourned by Mr. Coyle at 8:00PM

Minutes Respectfully Submitted by Secretary Patricia Harney