

Ridgefield Housing Authority Special Board Meeting
Approved Minutes
Wednesday, February 2, 2022 at 8:00AM
Meeting held on Conference Call

Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert, John Burke
Attendees: Debra Franceschini-Gatje

The meeting was called to order by Mr. Coyle at 8:00AM

A Motion to Approve Minutes from January 19, 2022, was made by Mr. Liscio and seconded by Ms. Hebert – approved by vote 4-0-1 (Ms. Hebert abstained).

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

Election of New Chair (Vincent Liscio) and Vice Chair (Frank Coyle). All in attendance voted yes for the election of these Commissioners to their new offices.

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

Call to Order: Mr. Coyle called the Special Meeting of RHA to order at 8:00 AM

Approval of Minutes: from Jan 19 RHA Meeting was motioned by Mr. Liscio/ Second by Ms. Hebert. Approved 4-0-1 (Ms. Hebert abstained)

Financial Report: was presented by Mr. Janerico with 4 General Topics included:

- 1)** Tenant Commissioner concerns addressed. Positive Comment made by Tenant Commissioner Mr. Burke.
- 2)** Most Financials complete. Mr. Janerico commented that financials show RHA doing well overall for December.
- 3)** Recertifications: Konover management has requested a Temp for office during Recerts to assist and be able to streamline process for Residents. Mr. Coyle and Mr. Janerico gave go ahead and put a cap on the amount to be spent for this temp at \$10k.
- 4)** 2021 Audit Engagement letters have been approved and signed. The costs are \$9250 and \$8250.

December 2021 RHA Financial Results

(Sent to RHA Commissioners on 02/02/22)

RHA LP (YTD including Ballard Green, Congregate & General Affordable)

Revenue:	\$ 1,097k, \$ 85k under budget (- Vacancy)
Expenses:	\$ 1,383k, \$ 124k above budget (+ Congregate + Maint + Security - Cap Ex)
Cash flow:	\$(285k), \$ 209k under budget
Cash balance:	\$ 74k, \$ 8k lower this month
Replacement reserve:	\$ 705k, \$ 26k higher this month (\$521k + \$146k + 20k + 18k)
Operating reserve:	\$ 269k, no change this month
Long term mortgages/loan	\$ 6.1m, \$ 2k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.3m CHFA, and \$0.4m FHLB)

Meadows (YTD)

Revenue:	\$ 307k,	on budget
Expenses:	\$ 307k, \$	2k higher than budget
Cash Flow:	\$ 1k, \$	2k lower than budget
Cash balance:	\$ 105k, \$	5k lower this month
Replacement reserve:	\$ 231k, \$	5k higher this month
Long term mortgages:	\$ 1.5m, \$	5k lower this month
RHA funds infused to date	\$ 201k,	no change this month

RHA

Cash balance:	\$ 647k,	no change this month (also includes \$12.4k Comcast)
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Election of RHA Officers: Mr. Coyle stepped down as Chair of the RHA and Nominated Mr. Liscio as Chair of the RHA. The Nomination was Seconded by Ms. Hebert. Discussion and comments ensued. Mr. Liscio was approved as the new Chair of RHA by a Vote of 5-0-0. The new Chair will take over responsibilities as of end of day (today 02-02-2022).

Mr. Liscio Nominated Mr. Coyle as Vice Chair. Mr. Janerico seconded the Nomination. Discussion and Comments took place. Mr. Coyle was complimented on the amazing job he has done as Chair of RHA, especially over the last two very difficult years. The Board Voted 5-0-0 to elect Mr. Coyle to Vice Chair. Mr. Coyle's term as a Commissioner runs till November of 2022.

Old Business: Discussion ensued on the success of the snow removal this past weekend. Mr. Coyle will go deeper for more information on any extra work that was supplied by contractor. Thanks to the residents of Ballard for cooperating with movement of cars to facilitate better snow removal. F/U (follow up) on Capital items is ongoing and will be reported on.

New Business:

Mr. Janerico commented on two items:

- 1) The Marketing plan for building the waiting lists at all the properties.
- 2) The possibility of Solarizing the RHA properties.

Mr. Coyle commented on a recent safety issue with a Congregate Resident that has been addressed. Due to this situation the Fire Department will be conducting a walk-thru of all Congregate and A Wing apartments to be sure they are all in compliance with safety standards.

Ms. Hebert suggested that we reach out to the High School to see if any of the Seniors would be willing to do some work on the RHA web presence. It is the time of year that the Seniors are required to do Internships. Ms. Franceschini graciously offered her assistance in bringing this to the HS Seniors.

There was a Motion to Adjourn the meeting by Ms. Hebert and Seconded by Mr. Burke at 8:35 AM. Mr. Coyle closed the meeting at that time.

Minutes Respectfully Submitted by Mr. Liscio, Commissioner.