

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, October 26, 2022 at 7:00PM
Meeting held on New Conference Call Number
805 706 5480

Commissioners Present: Vincent Liscio, Frank Coyle, Paul Janerico, John Burke and Jan Hebert

Konover Present: Bob Williamson, Michelle Palmer

REM Present: Renee Dobos, Harriet Polansky

Attendees: Nancy Higgins, Susan Proctor, Phyllis Llorca, Lutz Hilbrich, Nancy Nuzzo, Isette Brenda, Coco Barron, Rosemary Gasper, Maureen McGraw, Louise Massie, Joann Lynch, Krisann Benson, Elizabeth Casti, Georgette. Colletto

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

A Motion to Approve Minutes from October 12, 2022, as written, was made by Mr. Burke and seconded by Ms. Hebert; all present approved.

A Motion to Approve Management Report was made by Mr. Janerico and seconded by Mr. Coyle; all present approved.

A Motion to Approve Financial Report was made by Mr. Coyle and seconded by Mr. Burke, all present approved.

A Motion to Approve Resident Commissioner Report was made by Mr. Janerico and seconded by Mr. Liscio – all present approved.

A Motion to Approve RFP by REM for Carriage Barn Windows was made by Mr. Burke and seconded by Mr. Janerico, all present approved.

A Motion to add Food Service to the Agenda was made by Mr. Janerico and seconded by Mr. Burke, all present approved.

A Motion to Approve Food Service Contract at Congregate was made by Mr. Liscio and seconded by Mr. Burke, all present approved.

A Motion to add REM Contract on Agenda was made by Mr. Liscio and seconded by Ms. Hebert, all present approved.

A Motion to accept Contract with updates for REM upon completion of two adjustments was made by Mr. Coyle and seconded by Mr. Janerico, all present approved.

A Motion to Adjourn was made by Mr. Burke, seconded by Mr. Janerico, and all present approved.

Mr. Liscio began the meeting by repeating the Mission Statement of RHA for the benefit of all attending.

A Motion to Approve Minutes from October 12, as written, was made by Mr. Burke and seconded by Ms. Hebert; all present approved.

Management Report: Mr. Williamson relayed the following information:

Property Update: Delinquencies down overall by 70%, however, this includes former/past tenant write-offs of over \$17K as reported last month. Discounting the write-offs, the overall delinquency was down by 8%. Delinquency notices continue to be sent out monthly and since our last meeting, one UniteCT case has been approved and funds received. **Annual Recertifications** – No recerts are due for the month. **Vacant Units** – There are currently four vacant – one vacant at Ballard, two at Congregate and one at General Affordable. There are applicants in process/pending for each. There are no vacancies in Meadows, however, one coming up in General Affordable. **Waiting List Numbers – September** Ballard 97; Congregate 23; General 78 and Meadows 31. **Congregate Meal Service** – Draft contract complete and pending Board approval. **Ballard Walkways** – Nothing new to report at this point, however, Cold Pak applied as temporary fix. **Carriage Barn Windows** – Nothing from Eversource and RFP complete and awaiting Board review. **Work Orders** – 91 incompletes at 09/30/22 are currently down to 8 outstanding with average response time 24 hours.”

Michelle Palmer. Residents met with Sarah (the Social Worker from another REM location) who is subbing for the REM RSC until a new individual is hired. Ms. Hebert assisting with the interviewing of candidates along

with Ms. Polansky. Having some logistic issues with Starbucks going to Ballard Green instead of Congregate, but think that's been resolved. NCL dropping off Food Pantry. The Insurance Safety Inspection deficiencies (August 2022) were shared with Mr. Janerico and 5 of 6 items were resolved but Mr. Janerico suggested that Emergency Plan should return to active in Old Business as this remains outstanding per the Audit.

Financial Report: Mr. Janerico prepared and sent detailed September results and sent to Board Members.

September 2022 RHA Financial Results

(Sent to RHA Commissioners on **10/26/22**)

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 (YTD including Ballard Green, Congregate & General Affordable)

Revenue:	\$ 925k	\$ 29k higher than budget
Expenses:	\$ 951k,	\$ 8k lower than budget (+ Net Congr. + Contract Serv./Security + Salaries + Utils + Maint. + RE Taxes – Cap Ex - Legal)
Cash flow:	\$ 26k,	\$ 37k higher than budget
Cash balance:	\$ 55k,	\$ 13k higher this month
Replacement reserve:	\$ 778k,	\$ 12k higher this month (\$668k + \$110k)
Operating reserve:	\$ 330k,	\$ 11k higher this month (22k + 27k + 269k + 12k)
Long term mortgages/loan	\$ 6.1m,	\$ 2k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.2m CHFA, and \$0.4m FHLB)

Meadows (YTD)

Revenue:	\$ 233k,	\$ 6k lower than budget
Expenses:	\$ 263k,	\$ 2k higher than budget
Cash Flow:	\$ (30k),	\$ 8k lower than budget
Cash balance:	\$ 79k,	\$ 6k lower this month
Replacement reserve:	\$ 267k,	\$ 4k higher this month
Long term mortgages:	\$ 1.4m,	\$ 5k lower this month
RHA funds infused to date	\$ 201k,	no change this month

RHA

Cash balance:	\$ 645k,	no change this month (also includes \$12k Comcast)
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Receivables (all) Were listed in specific detail in the report sent to the Board. Receivables \$18K on \$26K – 70% related to write-offs.

Capex in process – may be necessary to tap into reserves; RFPs in process; 91 Outstanding Work Orders only 8 outstanding;

Tenant Commissioner Report: Mr. Burke spoke on the rent checks and their process. Trumbull is not an option. Believes they should be left in the office and office should mail or bring to proper destination. Will discuss WiFi later in the meeting.

OLD BUSINESS

Ballard Walkways: Discussed earlier; Coldpak applied RFP rebranded.

Carriage Barn Windows: Motion to Approve REM branding and new RFP prepared. . . (John Burke and Paul Janerico)

Wi-Fi – Comcast totally unresponsive. Mr. Burke is pursuing another opportunity in a couple weeks – Cable Board. Is also looking into CT Mobile for home internet.

Food Rescue: All done. . .Ms. Hebert will reach out to Haley.

Robo Access: Mr. Williamson will get REN userid/password.

Solarizing: On hold till we hear from Eversource but will not entertain until next Spring. Will take off list and hold in abeyance till then.

RHA Facebook: Will work with REM.

ARPA: Have not had final vote on distribution of monies. . . expect soon.

Other: Emergency Plan should be pulled into current business to-dos. Ms. Hebert to send Plan to Ms. Polansky, and also Ms. Dobos who is working with Homeland Security to review their own current plan.

Snow Contract: Mr. Coyle requested a review of the Snow Removal Contract with a 10% increase. Decision needs to be made.

Motion to add Food Services Contract discussion onto the Agenda. (Mr. Liscio and Mr. Burke). Approved.

Contract approved. Awarded to Winfield. Contract written by Mr. Williamson and Mr. Konover. Reviewed by Ms. Polansky and Mr. Liscio.. REM has worked with this vendor in the past. Vendor can start on 12/1//22. Mr. Coyle asked if the terms/expenses as before and it was answered affirmatively, Mr. Liscio makes Motion to accept Food Contract at Congregate. Mr. Burke seconds and all Board agree.

A Motion to add into Agenda – REM Contract was made by Mr. Liscio– seconded by Ms. Hebert.

Approval from Boston Financial came with some exceptions/rewrites/additions. Contract included 152 units. On page 1 – RHA Limited Partnership should change from 152 units to 132 units and another contract for Meadows for 20 units. Discussion ensued on Management Fee, Notice to Cancel, and the Addendum stipulated by BF – Also spoken of was the Contract for Meadows (RHA) Language for expenses to be prorated under Staffing and PHA-Web expenses – are to be the same on both contracts. Mr. Burke asked about tax credits. Mr. Coyle gave a complete explanation of credits that have been in place for 20 years and should be nearing an end, perhaps even in 2023. Mr. Janerico asked if Ms. Dobos reviewed Contracts? Mr. Dobos has reviewed and said items in contract can be achieved as written. As an aside, Konover has done data dumps for REM and has promised the remaining information by 11/1/22.

Motion to accept Contract with updates with REM upon completion of 2 adjustments: Mr. Coyle first; Mr. Janerico second; and approved by all Board members.

Transition Update:

Konover has been very gracious and helpful during the transition. Asked all to give Konover a chance to close out and finish up and everyone cooperated.

Bob Williamson, been with RHA for a year and a half said he was sad to leave. He so enjoyed the residents with their smiling faces and would miss them all. Mr. Liscio added that Bob has been wonderful to work with, especially during this difficult situation, and offered thanks to Bob, Cindy and Kim. Michelle Palmer also sad to leave after 4 years which included COVID. She became especially close to the residents during that time. Hopefully, she can return some weekends with her puppy. Mr. Liscio added a firm “yes” to all Michelle did especially during COVID.

Harriet Polansky, who comes with a myriad of Housing Management years of experiences, expressed her pleasure at being at RHA and looking forward to meeting everyone and learning about the community from the residents. Ms. Polansky also comes with much experience in finding grants and funding. Mr. Liscio stated for all that he looked forward to working with her and REM.

There will be No Executive Session tonight.

Public Session:

Phyllis Llorca-Wising Good Luck to Bob, Michelle and Cindy.

Coco Barron – Coco identified herself and her address. She asked that no plans be made at this time for construction. There are things, such as a playground, that needs to be addressed. Administration, please bring in new employee to handle repairs. She heard things will be worse with new Management. Important for new employees – Many tenants don’t know who Board is. What are you doing for General Apartments? Thank you to Konover for work done; thank you for new Administration to help seniors especially disabled.

Isette Brendza – Thank you for allowing her to talk. Doesn’t understand how change in RHA Management happened. Cloak and dagger – feel Bob, Cindy and Michelle thrown under the bus. No respect for older community. Incorrect and offensive reference in letterhead from REM. Whole thing unconscionable. Why do

some residents have personal telephone numbers for Board and others do not? Not happy to mail rent to unknown entity in Trumbull; wants receipt.

Louise Massie- No comment at this time.

Rosemary Gasper - No comment at this time.

Maureen McGraw – Nothing tonight.

Joann Lynch – Board Meetings should be held in Community Area; Checks going out to Trumbull not acceptable – should be received in office and management would collect all and hand carry to Trumbull. Management security would be safer.

Susan Proctor- Informative Meeting and glad to thank Bob and Michelle and Harriett. Couple concerns: won't get Social Security Check till 3rd of the month and wonder about grace period? Will it still exist? Haven't had to mail rent check in 12 years.

Krisann Benson – thank you to Konover for all your help especially through COVID. Wish them Good Luck.

Georgette. Colletto -Daughter in Law to Mrs. Colletto. Not happy no notice given to residents concerning change. Thanks to Konover staff – they have been wonderful. Good Luck to new company.

Nancy Nuzzo – No comment tonight.

Nancy Higgins- Thanks to all for the hard work and wish everyone well.

Lutz Hilbrich and Elizabeth Casti did not respond when called.

Mr. Liscio closed stating his appreciation to all showing up and participating in the meeting tonight and he welcomed REM and gave Konover his thanks and good wishes.

New Business: None.

A motion to adjourn was made by Mr. Burke, second by Mr. Janerico, all present voted in favor.

The meeting was adjourned at 8:45 PM

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING NOVEMBER 2, 2022 AT 8:00AM
Via Conference Call

Minutes available in Hardcopy at Konover Office, Gilbert Street, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>

AUDIO LINK: