

**Ridgefield Housing Authority Board Meeting  
RHA Approved Meeting Minutes of January 18, 2023 at 7:00PM  
Meeting held on New Conference Call Number  
805 706 5480**

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**Commissioners Present:** Vincent Liscio, Frank Coyle, Paul Janerico, Jan Hebert

**Commissioner Not Present:** John Burke

**REM Present:** Wade Rockwood, Angel Falero

**Attendees:** Nancy Higgins, Susan Proctor, Coco Barron, Krisann Benson, Barbara Bollier, Maureen McGraw, Donnie Gardner

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

**A Motion to Approve Minutes** from January 4, 2023, as written, was made by Ms. Hebert and seconded by Mr. Janerico; 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. Liscio

**A Vote to Approve Contract with CMSA to Replace Windows in Carriage Barn with RHA enacted by REM** was made by Mr. Liscio and seconded by Mr. Janerico, approved by 3 members and 1 member abstained.

**A Motion to Adjourn** was made by Mr. Coyle, seconded by Mr. Janerico, all present approved.

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**Management Report:** Mr. Rockwood began by announcing a new RSC, Monica Stormwell, will be starting on Monday, January 23, 2023. **Delinquencies** Note: Property Management has been sending out collection letters and working directly with residents to resolve rent payment issues.

Recertifications - Recertifications packages through April 1, 2023 have been sent to residents in Meadows and General units. Property Management has been receiving recertification paperwork and working with Residents to renew leases.

Unit Turns - Property Management has one vacant unit that needs to be completed. Doug stated the floors were completed last week.

Vacancies – Property Management has been aggressively showing vacant units and reaching out to the applicants on the waitlist. We have 5 vacant units; 2 in congregate, 1 in Ballard, and 2 in general. One unit in Congregate has a move in scheduled for 2/1. The 2nd unit for congregate was shown this week to potential resident, resulting in a move-in on February 1. The two units for General are being/have been shown on Wednesday. We have a transfer request for the 1 Ballard unit that will occur next month.

Legal – we have one resident in legal. The trial is setup for January 20, 2023. The 2nd person we had in legal paid current so the notice to quit was revoked.

Work Orders – 60 work orders in December and all have been completed.

Angel Falero, our Assistant Manager, and his special lady had a blessed event last Friday, January 13<sup>th</sup>. The wee gift is being called Arianna. Congratulations and Best Wishes to all. REM will be bringing in a full-time substitute for the time Angel is on Leave for the birth.

A couple questions from the Board: JH – Is there a “theme” for delinquencies? WR: No, different financial issues. PJ: Waitlist is very important and we must keep a close watch on how long the process takes. WR: We are aiming at 2 weeks turnaround. JH: Can applications be emailed? WR: Yes, and we are doing so if email is provided. VL: How many residents are involved in delinquencies? WR: 1 to 2 at each location; VL: What will happen with Recerts when Angel is out? WR: Renee Dobos will be hiring a full-time substitute for the office. VL: What is your turnaround for returning phone calls? WR: 24 hours.

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### **Financial Report**

Mr. Janerico stated that he hadn't received the November/December financials as yet so right now he's flying a little blind, however, with our cushion, does not feel we are exposed. Fairfield County Bank – invoicing with their systems presently. Spoke with Greg Konover and he is sending the 1099s to REM. Mr. Robert Weiss is working with Konover and PHWeb to get final numbers. Mr. Konover will have trial balance by 1/15 to REM.

### **Tenant Commissioner Report**

Mr. Burke travelling back to CT. No report this meeting.

## **Old Business**

**Ballard Walkways:** Pooling of water on walkways. . .showed area to Doug who dug a trench to alleviate problem. Mr. Liscio sent 3 bids to Mr. Rockwell concerning potential vendors for walkways. Suggest he also reach out to Town contact to discuss concrete for walkways to determine which product to use.

**Carriage Barn Windows:** Presented to contractor and it's been signed by them.

**Emergency Plan:** Deferred for a time while vacancies and delinquencies are being addressed.

**BG Cameras:** Deferred

**BG Maps and Signs:** Deferred

**Community Room:** Scheduled by Theatre Group for Wed/Sun from 5-8, however, has not yet been used. Mr. Rockwood will wait a week or so more and then question whether or not they really will use. If they won't, he'll return time to residents.

**Chromebook:** Planning a training session for residents at each location. Launch on February 1.

**Holiday Party:** Friday. January 20 from 5-8PM being done by Odeen Catering. Band "Over Easy" planned to play but a member came down with Covid and they had to cancel. Ms. Hebert was able to find a substitute but they have to leave at 7PM. As of this date, 20 residents have signed up with some additional requesting takeout food.

## **New Business**

Discussion concerning new chairs for residents at Congregate. Mr. Rockwood will ascertain proper number to purchase and Mr. Liscio will prepare grant for Ridgefield Thrift Shop's consideration.

**New Commissioner Opening:** After more than 10 years, Mr. Frank Coyle plans to resign from the Board when a replacement is identified. Many beautiful statements were made by Mr. Liscio and other Board members praising Mr. Coyle's leadership, guidance, integrity, knowledge, and friendship. He served with dignity to ensure our Mission Statement was primary. We will miss him and his qualities but wish him well.

## **Public Session**

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Barbara Bollier: Thanks to Frank for his dedication. Appreciate.

Coco Barron: Suggest Board Members identify themselves with their name and time for new residents. Executive Director is Wade Rockwell. Gutters around 51 Prospect Ridge are totally broken and beyond repair leaving water gushing onto objects below. Need to be replaced after more than 10 years. Need a Tenant Commissioner from Congregate (VL replied we have a Tenant Commissioner in John Burke who represents all residents. This is a State of CT rule.) Affordable Housing Project: wants updates. Mr. Liscio/Ms. Hebert replied that this project is not owned by RHA and if updates were wanted, she should go to notes of Board of Selectman listed on Town site. Maureen McGowan: Nothing at this time. Susan Proctor: Thanks to all. Nancy Higgins: Thanks to Frank for all his hard work and knowledge. Donnie Gardner: Nothing at this time. Kissane Benson: Thanks to Frank. Wishing him best of luck.

**Executive Session:**

Board moved to Executive Session at 8:10PM.

Board re-entered Public Session at 8:38PM.

A motion to adjourn was made by Ms. Hebert, seconded by Mr. Janerico, all present voted in favor

The meeting was adjourned at 8:41PM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING FEBRUARY 1, 2023 AT 8:00AM  
Via Conference Call**

**Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town site: <https://www.ridgefieldct.org/housing-authority>**

**AUDIO LINK:**