

Ridgefield Housing Authority Board Meeting
RHA Approved Meeting Minutes of March 15, 2023 at 7:00PM
Meeting held on Conference Call Number
805 706 5480

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

REM Present: Wade Rockwood

Attendees: Nancy Higgins, Coco Barron, Krisann Benson, Isette Brenda, Nancy Nuzzo

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

A Motion to Approve Minutes from February 15, 2023, (with corrected name spelling changes) 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. Burke; all present approved.

A Motion to Approve Tenant Commissioner Report was made by Mr. Janerico and seconded by Ms. Hebert; all present approved.

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

Management Report : Mr. Rockwood covered his report and that of his RSC, Monica Stromwall. The following was read as the Monthly Management Summary Report as of March 14.

Delinquencies: Phone outreach and scheduling of meetings concerning to discuss outstanding balances continues.

DELINQUENCIES	2/14/2023	3/13/2023	% Chan	>30 Days
Ballard Green	\$ 1,233	\$ 768	37.7% ↓	\$ 872
General	\$ 11,556	\$ 5,766	50.1% ↓	\$ 1,280
Congregate	\$ 4,802	790	83.5% ↓	\$ 2,105

Meadows	\$ 12,666	\$ 19,199	-51.6% ↑	\$ 5,733
Total	\$ 30,257	\$ 26,523	12.3% ↓	\$ 9,990

LEGAL: NTQ 0; Revoked NTQ 0; Summary Process of Eviction 0; Court Ordered Stipulation Agreement 1

WORK ORDERS - January 2023

Incomplete Work Orders [Prior Month] 0

Work Orders Current Month 62

Completed Work Orders 60

WAITLIST : Ballard Green 140; Congregate 34; General 114; Meadows 67.

Congregate Meals January:

Meals Served in Dining Room 387; Meals Delivered / Picked up 630; Meals Saved 120;

Meals Discarded 41; Total Meals prepared 1178.

Re-cert packages have been sent to residents with only pages needing to be filled out included. Setting up appointments and have been meeting with all those needing assistance with document preparation including eligible medical benefits. Recert papers DUE IN APRIL 7, 2023. Ms. Hebert asked if there were any delinquencies between 30 and 90 days. One resident for BG. Mr. Janerico asked about legal NTQ / DELINQUENCY issues. One in General for \$6500. Resident in Yale New Haven Hospital. Will reach out to work out a payment plan with resident. Mr. Janerico also asked Mr. Rockwood to break out "credits" on report if possible and do you have help with recertifications? Yes, someone from another office working 5 days a week. Good flow on work production.

RSC: Ms. Stromwall has reached out to almost every agency, business and entertainment venue to schedule activities for the residents at each location. They are very interested and signing up as opportunities present. There have been 37 Programs for residents of Prospect Ridge and 29 Programs for Residents of Ballard Green. Assessments continue for Ballard Green and Prospect Ridge Residents and the 1st RHA Newsletter to all residents went out with Monthly calendar. Prospect Ridge underwent Fire Inspections. Also, the tenant portal on computer stations was launched. Mr. Liscio complemented both Mr. Rockwood and Ms. Stromwall on their accomplishments and follow through.

Financial Report Mr. Janerico plans a meeting with Robert Weiss of REM and Mr. Rockwood to discuss the setting up of reports in a more beneficial way. Would like to build out from Konover reports but still a work in process. We are tracking on budget just now. Focus on issues with banks today and let's prepare for monies that would not be insured should anything happen. No account should be in excess of \$250K. ARPA monies should go into more than one account. This was not considered an actual

report. Tenant Commissioner Report Met with Mr. Rockwood concerning recertifications; rent comes up in next month or so as well as utility deductions.

Old Business

BG Walkways/Windows: Mr. Rockwood reached out to Jake Mueller at Town Hall about a recommendation for a contractor for walkways. While he had nothing today to share, he believes next month may be more fruitful. Also, Mr. Rockwood mentioned a way that asphalt can be recycled and reused. He will check into this and report.

Carriage Barn Windows: CMSA installed all windows. A great job!

Food Rescue: No updates at this time.

Emergency Plan: Took existing plan and began having periodic meetings with Ms. Stromwall, Doug and Mr. Rockwood. Fire Marshall requested map and resident contacts in the event of emergency situations. Ms. Hebert requested that she be a part of upcoming meetings and Mr. Burke requested copy of maps.

BG Cameras: Progressing with sorting through options, i.e., having cameras hooked up to cell phones, and video and storage capabilities.

BG Signs/Maps: While secondary to vacancies, can you blow up Emergency Plan Map and put outside office for visitors. Please schedule meeting with Mr. Burke and Mr. Rockwood.

Chairs for Congregate: Waiting for "Test Chair" to arrive.

New Commissioner Opening: Still in process.

Electronic Funds Transfer/upon signing of lease: CGS states that Landlord is prohibited from making this exclusive – can put offer incentive in lease, but not mandate. Further discussion ensued on what other options might be available. Additional discussion warranted.

Capital Improvement Needs: One bid submitted for the cost of \$33K. Mr. Liscio approved Mr. Rockwood ending out RFPs to gather additional bids. Also asked. . .can Doug do this for us? Last audit was done gratis by the State. Can we check to see if anything like that exists for us? Can Renee offer options?

Drop-Box: and other programs similarly named. Mr. Janerico offered some insight into why it's important to have this available to REM and Board. Mr. Rockwood also offered a suggestion about tagging onto REM access with special folder for RHA. Need additional time to discuss and decide.

Solarizing: Change in State of CT charge rates for housing authorities. Not feasible before but maybe now. Program offers tax credits and while we can't use the tax credits, we may be able to sell them.

New Business

Board Attendance at Meetings: Mr. Burke will set up necessary equipment and test so that we can try having both on-line and in-person meetings beginning on 3/29/23.

Public Session

Coco Barron: -Building needs attention. . .steps rotting, ceilings cracking, rafters and windows need repair. Thermostats not working for 3 years. Rugs are not vacuumed. What is in closet? Mr. Liscio mentioned that each item documented can be covered by putting in a work order. Work orders must be addressed and documented and followed thru on. Please use this option available to all for issues needing attention. Further, the closets in buildings are there for use by management discretion Ms. Barron asked to add an additional comment and was allowed: She wanted to thank Monica for her efforts in getting new and exciting opportunities for residents. Ms. Barron attended a tour and said it was a wonderful experience.

Nancy Higgins: Excellent meeting. Kindness, knowledge and good will – very encouraging.

Krisann Benson: Excellent meeting, great input from Vinny, Wade and Paul – Congratulations!

Nancy Nuzzo – Nothing to input at this time.

Isette Brendza – Agree. Excellent meeting – very interesting. Special shout out to Doug who came out to fix heat 3 times in the middle of the night and let a resident into their apartment when key was forgotten - Compliments to Wade and Monica – they totally have their hearts into it.

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

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING March 29, 2023 AT 8:00AM

Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town

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

AUDIO LINK: <https://fccdl.in/tLgErBpsZv>