

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, February 3, 2021 at 8:00AM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert
Residents: Nancy Higgins, Chris Ann Benson, Susan Proctor

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

A Motion to Approve Minutes from January 20, 2021 was made by Ms. Hebert and seconded by Mr. Janerico - all approved.

A Motion to Approve Financial Report – Made by Mr. Liscio, seconded by Ms. Hebert – all approved.

A Motion to Adjourn Meeting was made by Mr. Liscio and seconded by Mr. Janerico – all approved. Meeting adjourned at 8:30 AM.

Financial Report: Mr. Janerico reported that the numbers for last month have not yet been received and that he plans to submit in new format. Since this is new to him, he will prepare and submit to Mr. Coyle prior to distribution. A discussion about RHA funds in two separate accounts in two different local banks - that perhaps should be further decreased in each by adding a third bank/account and make transfer to keep lower funds in each.

Management Report: Mr. Coyle relayed that there is still a vacancy for the Assistant Manager position at Ballard Green Office. Konover has advised difficulty in finding appropriate candidates to interview. The job is posted on INDEED, however, Ms. Hebert suggested that it also be posted on the Konover site with other available positions. Perhaps it would find more exposure there. This is being investigated.

Tenant Commissioner: Due to recent snowstorm, the mailing had to be slipped, resulting in additional changes to the documentation. The changes have been completed and mailing is imminent.

Old Business:

Elevator: operating 6 hours per week. Eagle will suggest adjustments as necessary. More time elevator is operational, the less time to work on modernization so a fine line. Also, residents now need to take out their own trash which increases usage. Chair stair is available.

Signage: Being addressed by Ms. Hebert and Mr. Liscio. Both verbiage (Ms. Hebert) and sign locations will be determined with a walk around to ensure placement is ideal. Weather permitting can be done in February, if not, March. Three signs should be included (1) RHA Private Property at property entrance, (2) Historic, (3) Benefactor Appreciation.

Furniture: Ms. Pietrorazio will locate suitable offerings for furniture in Pavilion and either present pictures or samples for residents to view/try. Must be comfortable and easy to get into and out of from residents' viewpoint. Vinnie will follow-up.

Affordable Housing Meeting: Mr. Liscio will try to attend part of the meeting this evening.

New Business:

Marine Corp: Ms. Hebert followed up on insurance question with Marine Corp. She will contact them.

Robo Calls for Residents: Mr. Liscio questioned the possibility of robo calls to keep residents informed of pertinent information. Ms. Hebert added that this is being looked at as part of the Emergency Plan that she is developing. More news to follow.

Porous Windows: We have advised of windows needing insulation in the Carriage House due to draft conditions. It is on the improvements list.

Fire Alarms: Alarms are too close to stove for residents in Carriage House and when they cook the alarm goes off very loudly. This should be brought to the office's attention and a work order needs to be completed.

St. Valentine's Day: St. Mary's has offered to prepare cards for the residents and Ms. Hebert will facilitate.

The meeting was adjourned by Mr. Coyle at 8:30AM

Minutes Respectfully Submitted by Secretary, Patricia Harney