

Housing Authority of the Town of Windsor

156 Bloomfield Avenue
Windsor, CT 06095-4235
Phone (860) 285-8090
Windsorha.org

Commissioners: Chair – Elizabeth Kenneson
Vice Chair- Della Rondinone
Secretary-Alpha Nicholson III
Treasurer – Robert Mack
Assistant Treasurer – Vacant

Regular Meeting

Fitch Court Apartments Community Room,
156 Bloomfield Ave., Windsor, CT 06095
Monday, July 23, 2018 at 3:00PM

1. Call to order

At 3:08PM Elizabeth Kenneson, Chair, called to order the regular monthly meeting of the Housing Authority of the Town of Windsor. (HATW)

2. Roll call

Present: Commissioners Kenneson, Mack and Rondinone and Executive Director Williams. Absent: Commissioner Nicholson- (unexpected family business) One position still remains vacant.

3. Minute approval- June 25, 2018 regular meeting

The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to approve the minutes with one clarification. The motion passed 3-0-0.

4. Auditor's report for HATW 2017 audit

Jason Geel of Maletta & Company, presented the Independent Auditors Report for 2017 and reviewed the highlights of the report. The current assets and liabilities show a healthy position but there was a significant finding/deficiency in management of the Housing Assistance Payments , (HAP), as regulated by Housing and Urban Development, (HUD).

The motion was made by Commissioner Mack and seconded by Commissioner Rondinone to acknowledge receipt of the audit report prepared by Maletta & Company and presented by Jason Geel and to meet the stated recommendations in the findings section of the audit by :

- Approving the transfer of \$44,000 from the unrestricted local fund of which \$24,000 will go to the local revolving fund to pay Housing Choice Vendor Program, (HCVP), debt and \$20,000 will go to HAP.
- Review and modify agency expenditures to maintain sustainability of HCVP and other HATW programs.
- Increase lease-ups to generate revenue
- Implement controls to insure receipt of port-in , HAP and administrative fees prior to paying expenses from the fund.

The motion carried 3-0-0.

5. Public communications

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None

6. Financial Report- June 2018

The motion was made by Commissioner Rondinone and seconded by Commissioner Mack to acknowledge receipt of the Executive Director’s financial report for June 2018. The motion was then made by Commissioner Mack and seconded by Commissioner Rondinone to approve the Executive Director’s recommended withdrawal of \$4891 from the Short Term Investment Fund, (STIF), to cover capital improvements paid for in June from the Shad Run checking account. The motion carried 3-0-0

7. Bills and communications

Both Commissioner Kenneson and Executive Director Williams have received e-mail request for documents needed for the Bond Commission meeting later this week. Plans are underway for weekly updates once the Bond Commission approves the loans. Until a new Executive Director is hired, Commissioner Kenneson will be the contact person.

8. Executive Director’s report

1. Bedbug status

All properties remain clear

2. Eviction proceedings

KAPA notices have been filed, there is one active court case and one tenant owing two month’s rent moved out without notice.

3. Status of Millbrook rehab

The project is on the agenda for the Bond Commission meeting scheduled for July 25, 2018.

4. Resident vacancy status

<u>Fitch Court</u>	<u>Millbrook</u>	<u>Shad Run</u>	
2	4	3	vacant
0	0	0	leased
0	0	2	applications pending
1	0	0	notices to vacate

1br-40 2br-10 Eff-57 1br-15 Eff-36 Hcap-18 waiting list

Shad Run intakes were done July 9 and not one applicant was income eligible. The waiting list has gone from Eff-36 Hcap- 18 to Eff-10 and hcap-3. The waiting list will need to be reopened and marketing done to help add to the list those that can meet the \$350 base rent.

5. HCVP

140/146 and Project Based Vouchers (PBV) 12/12. 152 vouchers leased.

6. Roofing repairs and building concerns at Fitch Court

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Darlene, the Property Administrator, is obtaining quotes for the work that is needed. A number of leaks have been identified and during the week of July 11th plaster fell in the main corridor causing some of the drop ceiling tiles to crack and fall to the floor. An insurance claim has been filed and there is an investigation to determine if the loosening plaster is a result of the roof leaks.

7. **Shad Run Terrace picnic**

A sign up sheet was posted on July 20th. If at least 5 people sign-up, Evelyn, the Resident Services Coordinator will host a picnic at Shad Run.

-Gutter cleaning was done at Shad Run during the week of July 16th at a cost of \$2000.

- The resident services grant from the CT Department of Housing has been awarded for 2018-2019 effective July 1, 2018. The grant is \$22,240. Last year's grant was \$22,400.

-Bloomfield Housing- Darlene continues to work 15 hours per week updating the Bloomfield policies and procedures. The remaining 20 hours of her work is allocated to Fitch Court. Bloomfield has offered the option to work from home for 10 hours of her time doing their work.

9. **Report of Tenant Commissioner**

One of the light posts at Shad Run has fallen over

10. **Old business**

- **Resident items**
 - Staff calendar errors have been addressed
 - The smoke free policy has been posted and will be read out loud and discussed at the next resident meeting
- **New funds allocation change for the agency**
Will need to be reviewed and developed
- **Local fund in-kind contribution to Shad Run Terrace and HCVP**
Discussed earlier in the meeting
- **Application for Non-Elderly Disabled Housing Choice Vouchers**
Still waiting for approval notification.

11. **New Business**

- **Millbrook Village's 40 permanent stat rental assistance vouchers**
40 of the Rental Assistance Program (RAP) temporary subsidies at Millbrook will be replaced by permanent subsidies.
- **Bid summary for heating and cooling service agreements for all 3 properties**

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Sav-Mor of Southington,Ct was the only company to bid on the contract to maintain the heating and cooling systems. The motion was made by Commissioner Mack and seconded by Commissioner Rondinone to approve the recommendation of the Executive Director to approve the 1 year contract for cleaning the heating and cooling systems at all three locations submitted by Sav-Mor of Southington, CT. The price quoted includes deep cleaning and battery replacements when needed. The motion carried 3-0-0.

- As this will be the last regular meeting for Executive Director Williams, Commissioner Kenneson acknowledged her accomplishments and improvements over the past 4 years and thanked her for her service.

12.Executive Session

The motion was made by Commissioner Mack and seconded by Commissioner Rondinone to adjourn to executive session. At 5:23PM Commissioner Kenneson adjourned the meeting to executive session. The executive session ended at 6:45PM and the meeting was adjourned.

**Respectfully submitted,
Caren Barry**