

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH

43 Ronald Rd. – Gosinski Park Unit 31, Terryville, Ct. 06786

7.15.2019 Regular Meeting Minutes – Community Room

The meeting was called to order at 6:00pm by VKlimas. Everyone recited the Pledge of Allegiance and VKlimas gave the Invocation of “God Bless America, Plymouth, and everyone at Gosinski Park.” Roll Call = attending voting members: VKlimas, Chairperson; MAgey, Chairperson Resident and Human Relations Committee; and Kathy Mackiewicz, Treasurer = Quorum. HCaron, Vice Chairperson; could not attend. TKosikowski has resigned because of medical issues. Others attending non-voting: MFontaine, Comptroller, CPA, Demarco Co.; Janett Olivieri, Executive Director; HSturgeon, Maintenance Supervisor; and Jason Geel, CPA, Auditor, Maletta & Company; and 5 residents.

The 6.17.2019 Minutes were distributed, read, and MAgey made the “motion to accept the Minutes as distributed,” VKlimas seconded, and all voted in favor of the motion.

VKlimas, Chairperson requested to amend the Agenda to combine the Finance Committee regular report, together with the, 2017 & 2018 Audit; CMackiewicz, Treasurer seconded, and all voted in favor to combine the two financial Agenda items.

Finance Committee:

VKlimas, introduced Jason Geel, CPA, Maletta & Company whose company has completed the Audit for the past multiple years. Jason Geel, CPA distributed the June 22, 2019, 22 page plus entitled:

- “Housing Authority of the Town of Plymouth, Financial Statements and Reports of Independent Certified Public Accountants for the Years Ended December 31, 2018 and 2017.”

Highlights of the Audit, in part, were:

- The Auditor stated: “Overall, it was a “clean audit.” Also, it is the first year reporting Financials with generally accepted accounting principles (GAPP). Because of GAAP, this Audit has numerous restatements and recalculations from the past old state accounting system to GAAP. An example of the change: While in the past Audits repair renovation funds were identified as ‘Reserve, Maintenance, and Replacement’ funds; vs. the new GAAP system it is called ‘Depreciation.’
- Regarding the critical “COMPLIANCE WITH THE LAWS AND REGULATIONS, There are no current year audit findings,” page 25. No Audit Findings is an excellent outcome!
- “.... occupancy rates of 93.5% and 94.5%, respectively. These figures are an improvement from previous year results of 92% occupancy, but still suggests a continued challenge in keeping units leased. Industry standards and goals are for 95 occupancy. ...” page 1.

<u>AUDIT SUMMARY (pg</u>	2018	2017
OPERATING REVENUE	\$322,087	\$326,005
OPERATING EXPENSES	\$320,950	\$278,976
OPERATING Income{loss]	\$1,137	\$49,029

One should read the entire Audit for all the details.

- The Audit identified the new State grants/loans for \$222,700 new fire alarm and resident call bell system; \$278,000 Predevelopment Dept. Of Housing Loan; and Eversource LED lighting grant. They began late 2018; and will continue during 2019 = next Audit.
- PILOT is \$5000, page 11, for both years.
- The related Management Letter identified two opportunities for operational enhancements of: 1.] tenant files needed more up-to-date and complete information and 2.] monthly statement documentation needed to be done on a monthly basis not a multi-month batch basis; and it was noted that during the course of the audit appropriate monthly batch management controls had been put into place.

VKlimas moved the Motion and MAgey seconded the motion: “to allocate up to \$9,000 to acquire via a public bid RFQ/RFP process professional housing professionals to Implement the following three prong tenant file POC” and all voted in favor of the motion:

1 st prong	Consultant	Utilizing the new PHA software computer system; evaluate tenant files and identify missing or out-dated information that is needed to be updated.
2 ^{sd} prong	Our staff or Consultant	Collect needed information based upon the initial evaluation.
3 rd prong	Consultant	Verify new information and enter data into PHA software.

It is projected to take 3 to 6 months. VKlimas asked MFontaine if there were available funds for the project and MFontaine said “yes.” Mr. Geel, CPA, Auditor stated historically in contrast to four years ago years

that had serious fiscal problems; versus, the recent past three fiscal years have been a balanced budget, no audit findings, and today we are “right where we should be.” Progress has been made; and we need to maintain the positive momentum. At the end of the discussion of the Audit, KMackiewicz, Treasurer made the Motion: ...

“to accept receipt of the Audit and to transmit it to state and local authorities, and pay the Auditor’s \$5000 invoice;”

VKlimas, seconded the motion and all voted in favor of the motion.

MFontaine, CPA Controller with Kathy Mackiewicz, Treasurer presented the June, 2019 Financials. MFontaine gave his Report and stated “... we are on target ...”. Adjusting for capital grants, overall, the summary for standard operations for the June 2019 - Financials are:

	June, 2019	YTD, 2019
Revenue	\$27,181	\$164,863.99
Expenses	(\$21,648	(\$154,273.96)
Net Income	\$5,532.35	\$8,590.03

MFontaine discussed the designated funds for the Critical Needs; and Pre-Development Grants/Loans which we are also on target. After the discussion, KMackiewicz, Treasurer moved to “accept the June, 2019, 5 page Financials,” VKlimas, seconded; and all voted in favor to accept the June, 2019 Financials. Also, VKlimas a Motion to “approve submitting the up-to-date ERAP contract with the State and JDAmilia,” KMackiewicz seconded the motion and voted in favor of the Motion.

Public Comments.

1. Unit 31 resident at last month’s meeting, complained alleging her medical implant keeps shutting off and it may be due to the new fire alarm systems. VKlimas as Chairperson presented his 7.15.2019 Report entitled; “Response to your 6.18.2019 Medical

Device Allegation.” In addition to her written complaint, VKlimas had attached written signed statements from the licensed electrical contractor, licensed architect, licensed electrical engineer, and the manufacturer. While using their own language all stated the new fire and resident call bell systems do not utilize any wireless or Wi-Fi technologies but use in-ground low voltage fiber optic technologies. After discussion of the 12 page Report VKlimas motioned “to accept the Report,” “Unless the resident provides any further information from a medical professional regarding her medical device allegation within the next two weeks upon receipt of this Report it is concluded the allegation made by Unit 32 is Unsubstantiated,” MAgey seconded the Motion and all voted in favor of the Motion.

2. One resident stated one of the community water spicket located at unit 10 is a problem because it is being turned off by another resident. VKlimas mentioned they are aware of the problem and are working on a resolution. Preliminarily he sees there is no valid reason to keep the water spicket turned off but needs to review all resident statements on the matter. A final decision will be made by the next meeting.
3. Another resident complained that some residents front door area have messy garbage. VKlimas concurred and HSturgeon and JOlivieri mentioned that the Board has provided 20 yard dumpsters last year; and, right at this very moment, and residents are encouraged to place their own garbage into the dumpster. For safety reasons residents must not enter into the dumpster. JOlivieri, ED. stated she has distributed a flyer to all residents entitled “Beautification Program for the Housing Authority of the Town of Plymouth, Summer Clean Up” that is attached to her ED Report. If anyone needs assistance, please call the office.

MANAGEMENT REPORTS.

JOLivieri, Ex. Director, presented her June 24-July 15, 2019 Report. Everyone welcome her back from her medical leave. JOLivieri thahnk everyone and passed out Thank you cards. Presently we are 96%occupied, working on a new PHA-WEB waiting list,20 unit aoolications, dumpster in hand and she sent a Flyer out to all residents of its availability, one unit in the Court system, working files. VKlimas moved to accept her report, MAgey seconded the motion and all voted to accept her report.

HSturgeon passed out his June 3, 2019 to July 15 2019 Maintenance Work Order Reports. Completed 69 Work Orders and had 29 Open Work Orders. MAgey moved to accept his reports, CMackiewicz seconded the motion all voted in favor to accept his reports.

COMMIITTEE REPORTS:

1. Physical plant. Was presented by VKlimas.

- \$2,420,375 SSHP, State DOH application remains in the “delayed” status. At the recent Affordable Housing Alliance Annual meeting, Commissioner of DOH stated the Governor has placed \$120 million in the DOH budget that is subject to be voted upon. VKlimas distributed a draft “Meet and Greet Request” letter from the Authority to the Commissioner and VKlimas moved to approve the letter, MAgey seconded and all voted in favor of the letter and signed it. The letter stressed the “Housing Authority of the Town of Plymouth’ publicly proclaims we are ready, willing, and able and are shovel ready to implement our renovation project pending SSHP State capitalization funding. Related “Predevelopment Grant/Loan activities are in “park”

pending State SSHP funding. The AIA, Housing Consultant, Surveyor, Attorneys all have been paid.

- \$222,700 Life Safety Critical Needs CHFA Grant fire detection and resident call-for-aid alarm systems has been completed, inspected, approved, fully operational, and has received it's "CERTIFICATE OF COMPLETION" from the Town's Fire Marshal and Building Inspector. Final grant close-out activities are being completed and the 2 year Maintenance Contract with the electrical installation company has been signed and is in effect.
- The \$53,509.53 LED Eversource LED project is 100% completed. Eversource's \$21,869.53 grant (aprox. 41%) has been deposited and disbursed to PTE. PTE has signed the lien waiver. In a separate contract from the Eversource's award; the new exterior security LED Wall Packs is projected to be implemented within the next 30 days. Note: this is 100% facility funding from our RMR savings account.

2. Personnel and Management. Was presented by VKlimas. VKlimas moved "for the Board to go into Executive Session to discuss two Workman's Comp. lawsuits and other potential personnel/governance litigation issues with Mike Wrona, Esq., our Attorney who participated by phone;" MAgey seconded the motion and all voted in favor of the Motion. The Board exited the room and went into the business office at about 6:50pm and returned at about 7:30pm. VKlimas moved to come out of the Executive Session meeting; MAgey seconded, and all voted to come out of Executive session. Action taken: VKlimas moved for the Board "to accept the June 17th, \$5000 Settlement between James Campbell v. Housing Authority of the Town of Plymouth

which is paid by our Workman's Comp. Insurance Company;" KMackiewicz seconded the motion and all voted in favor of the Motion. No other actions were taken. VKimas mentioned that Heidi and himself within budget constraints are discussing various staffing pattern changes but have not developed any specific recommendations. HSturgeon raised the topic of "On-call" employee HR policy which he felt employees should receive some type of extra pay for the "On-call" policy. VKlimas stated the Committee will look into the matter and get back to the Board with their recommendations.

3. Resident and Human Relations Committee. Was presented by MAgey, Resident Elected Member and Chairperson. He stated the July 3rd Independence Day Annual Picnic was enjoyed by all! The weather was great. Everyone enjoyed: Thanking our veterans, listening to the Mayor, singing the National Anthem by Beth Reese, DJ music, tasty hamburgers, hot dogs, chips, deserts, and cold refreshments! The Regular July 3rd scheduled Resident and Human Relations Committee meeting was cancelled due to the Annual Independence Day Picnic. MAgey inquired about the new exterior signs and VKlimas stated the Surveyor is working on it. Next Resident Committee is scheduled for August 7, 2019 at 5:30 pm in the Community Room at Gosinski Park.

The next Regular Meeting is scheduled for August 19, 2019 at 6pm at Gosinski Park, Community Room. VKlimas moved to adjourn the meeting, MAgey seconded the motion and all voted in favor to adjourn the meeting at 7:40pm.

Respectfully Submitted:


Vinnie Klimas, Chairperson
7/21/2019