

**Housing Authority of the Town of Plymouth**

**Gosinski Park  
43 Ronald Road, Unit 31, Community Room  
Terryville, CT 06786**

**Tel: 860-584-9355**

**Regular Meeting Minutes**

**September 20, 2022**

**Call to Order:** Housing Authority of the Town of Plymouth Chairperson Vincent Klimas called the scheduled 9/20/2022, Housing Authority of the Town of Plymouth Regular meeting to order at 5:30 p.m., in the Community Room, Gosinski Park.

**Roll Call:** Present were Voting Members Housing Authority Board Resident Michael Agey, Housing Authority Board Member Joe Carey, Housing Authority Member/Chairperson Vinnie Klimas, Housing Authority Member Joe Longo. and Housing Authority Member Kathy Mackiewicz.

Also present non-Voting were Matthew Fontaine, CPA, Controller, Consultant for DeMarco Management Corporation, Housing Authority Executive Director Janett Olivieri, and Part-time Maintenance Employee Hank Rasmussen, Jr.. Also there were non-voting four residents attending the Meeting.

**Pledge of Allegiance & Invocation.**

Housing Authority Board Chairperson Vinnie Klimas led the Housing Authority Board Members and the Public Audience in the Pledge of Allegiance and Invocation. He stated ‘God Bless the United States, Connecticut, The Town of Plymouth, and everyone in Gosinski Park.’

**Minutes: 8/16/2022 Regular Meeting.**

Housing Authority Board Member Vinnie Klimas made a motion, seconded by Housing Authority Board Member Joe Longo, to accept the 8/16/2022 Regular Minutes as presented. This motion was approved unanimously.

**Public Comment.**

1. Crystal Doyle stated: that the special Dumpster for the residents is overflowing and needed to be emptied and Mike Agey Resident Elected Board Member requested another Month for the Dumpster; and Unit 41 needs their carpet ripped up. The Executive Director and the Board Chairman stated there is no problem having the Dumpster another month and the carpet situation will be looked in to by the Executive Director – Property Manager.
2. Kate Rutkowski stated she can’t lock her ... door gets stuck and needs to be fixed, fuse box is open; wants other residents to closely monitor their cats from peeing on the lawn next to her unit and wants a letter to be sent out to other residents to monitor their cats from peeing on the property next to her unit.

3. A few residents mentioned that they had filed several Grievances with the HRA who has a Social Services contract with the Town of Plymouth, but the Board of Directors within the past 2 days just received the Grievances. Mr. Klimas, Chairperson responded by informing the citizens the Board just received the 20+ Grievances the day before and the Board had no knowledge except for the past day. He informed everyone the Board will review everything and because of the unusual high number process them over the next 1 - 2 months. Everyone who filed the Grievances will be interviewed by the Board.

### **Executive's Director Report**

The Executive Director discussed her 9/20/2022 Executive's Director's Report. Construction has started, residents have been moved appropriately, and she will be implementing a Resident Satisfaction Survey after they are moved into their Temporary Unit. 12 Units are empty per "Idle Capacity" which means the State is paying us for the emptied units on a monthly basis. There are 12 emptied units for a \$5,553 price tag which is being paid by SSHP per federal regulations of which we have received the first Idle Capacity check for close to \$16,000 for three months. J'Damelia has completed their updates for November and they are in the mail to The Housing Authority.. Cable reconnections have gone pretty smoothly with just a few very minor adjustments. The Care Act waivers for Admissions and Occupancy has been extended to December 31, 2022.

Janett recommended to the Board that we should purchase a laptop; after discussion of the pros and cons; Board member Joe Longo made the Motion "not to purchase any lap tops at this point in time" and Kathy Mackiewicz, Treasurer seconded the Motion; all members were poled and the vote was unanimously voted not to purchase lap tops at this point in time.

Janett Olivieri, ED-PM, informed everyone of our new Maintenance Super 'Hank' Rasmussen, Jr. he will be on board some 20+/-hours per weeks. Most Residents already knows "Hank" Rasmussen, Jr. because he had been the US Mail man to Gosinski Park and the surrounding neighborhood for many years and recently retired. "Hank" has a ton of mechanical training by serving in the Navy for many years. Welcome Aboard Hank!

Mr. Klimas, Chairperson made a Motion for the Board to go into Executive Session to discuss legal lease and personnel issues; Joe Longo seconded the Motion and all Board Members voted in favor to go into an Executive Session. Matt Fontaine, CPA, Controller and J.Olivieri, Ed were invited for their technical knowledge. After a discussion of some 25 minutes the Board came back into the regular meeting. Mr. Klimas made a Motion to direct the Executive Director to file a 'Notice to Quit' thru our Attorney regarding the non-payment of rent;" Kathy Mackiewicz, Treasurer seconded the Motion; and the Motion was unanimously accepted. Additionally, the Board stated it is processing the ED's Annual Evaluation and Resident Grievances.

### **Finance Committee.**

Matt Fontaine, CPA, Controller, DeMarco Co., and Kathy Mackiewicz, Treasurer presented the 7 page August, 2022 Financials. In Summary:

<b>FINANACIAL SUMMARY. (NON-DESIGNATED)</b>	<b>August, 2022</b>	<b>YTD, 2022</b>
<b>Revenue</b>	<b>\$23,372</b>	<b>\$201,123</b>
<b>Expenses</b>	<b>\$22,241</b>	<b>\$204,374</b>
<b>Net Ordinary Income</b>	<b>\$ 1,131</b>	<b>\$ ( 3,251)</b>

1. Year to date vacancy losses of \$28,613 exceeded that budget line by \$21,253 after the \$16,758 recovery in July (with the same expected in September) but it continues to be worth it in savings as vacant units are used to temporarily house displaced tenants during renovations instead of paying \$100+/night per household.
2. Administrative expenses for the month are \$2,705 below budget with various unused contingencies as well as reversals of July (over)estimates for Conventions & Meetings (#4153) and Office Supplies/expenses (#4151). Though it is worth noting estimates have again been used for August's credit card so adjustments will be needed in September which may increase expenses. Year to date is \$12,227 better than budget from savings in every line except office supplies and pension/retirement costs.
3. Utilities are \$849 better than budget for the month with savings in electricity reducing the year to date overage to \$4,511 for the line and \$5,218 for the category when including the water overage. Higher electric rates and responsibility for paying costs of vacant units are likely to result in continued overages, though not at the current trend. Additionally, timing of renovations will impact water (higher occupancy, higher expense) and electricity (higher occupancy, lower expense because tenants pay for electricity in occupied units) as the year progresses.
4. Maintenance is \$2,937 below budget for the month with lower maintenance payroll, supplies and repairs with unit renovations ongoing via the grants. Any missing or unbilled costs will reduce the year to date budget savings of \$3,492.
5. Other expenses are \$240 below budget for the month reducing the year to date overage to \$362 entirely as the result of the annual worker's compensation premium audit where the carrier reviews payroll reports and vendors who have provided service without their own worker's compensation coverage to compare actual exposure/risk and related premiums to their original estimates billed earlier in the year.
6. Net ordinary income for the month is positive \$1,131 which is \$1,786 better than budget. Year to date remains negative at \$(3,251) and still \$12,130 worse than budget. However, another \$16,758 of vacancy loss recouped in September will turn the negative Net Ordinary Income year to date positive and put results more in line with the budget.
7. The \$278,000 DOH Pre-Development Loan has been paid back to the State and we have received the Release from the State of Connecticut. That liability is resolved 100%.

Cathy Mackiewicz, Treasurer and made the Motion to accept the August, 2022 Financials as distributed and discussed; VKlimas, seconded the Motion and all voted yes to accept the August 2022 Financials.

**Physical Plant = ADA Renovations.**

Mr. Klimas, Chairperson the renovations have begun on as of August 31/Sept. 1 st. There are two Bump Outs in this initial phase #1 stage; units 1 to 10; and the Community Room. VKlimas, Chairperson presented the following financial status ADA Renovation data

HOUSING AUTHORITY OF THE TOWN OF PLYMOUTH - GOSINSKI PARK

ADA CAPITAL IMPROVEMENT FUNDS:

DOH SSHP State funds through CHFA to the Housing Authority of the Town of Plymouth	\$2,509,725
DOH CDBG funds through the Town of Plymouth to the Housing Authority of the Town of Plymouth	\$2,300,000
Town of Plymouth CDBG Program Income	\$100,000
Town of Plymouth ARPA funds	\$50,000
DOH Predevelopment Loan	\$278,000
Housing Authority Property Reserves	\$14,877
Housing Authority Equity	\$16,663
Energy Rebates	\$1,805
<b>GRAND TOTAL OF FUNDS AWARDED</b>	<b>\$5,271,070</b>
<b>#1 Advance/Drawdown (Includes \$278,000 Pre-development loan pay back to DOH)</b>	<b>(\$676,279)</b>
<b>#2 Advance/Drawdown (Submitted)</b>	<b>(\$47,259)</b>
<b>GRAND TOTAL REMAINING FUNDS</b>	<b>\$4,547,532</b>

**Resident and Human Relations Committee.** Mr. Mike Agey, Resident elected Board member mentioned that the Resident and Human Relations Committee held a ½ hour meeting. They discussed the blinds for the temporary relocation transfer apartments. The blinds have been installed for the first 10 temporary units for the residents whose apartments are being renovated.

**Personnel Committee.** Will convene to process the ED's -PM Annual Evaluation that will include the outcome of the 20+ Grievances. VKlimas made the Motion to Adjourn at 6:45pm Kathy MacKiewicz 2sd, all voted in favor to adjourn. Ground breaking to be scheduled. Respectfully Submitted;

Vinnie Klimas, Chairperson, Board of Directors.

