

Housing Authority of the Town of Plymouth

43 Ronald Road, Gosinski Park

Tel: 860-584-9355

Unit 31, Community Room

Terryville, CT 06786

Minutes

November 17, 2020

Call to Order: Housing Authority of the Town of Plymouth Chairman Vincent Klimas called the scheduled November 17, 2020, Housing Authority of the Town of Plymouth Regular Virtual Zoom meeting to order at 5:30 p.m.

Roll Call: Present were Voting Members Housing Authority Member Michael Agey, Housing Authority Member/Chairman Vincent Klimas, Housing Authority Treasurer/Member Kathleen Mackiewicz; and Joe Longo attended by virtual attendance.

Also present Non-Voting were Consultant for DeMarco Management Corporation Matthew Fontaine CPA, Controller, Housing Authority Executive Director Janett Olivieri, and Harold Sturgeon Maintenance Supervisor.

Pledge of Allegiance

Housing Authority Chairman Vincent Klimas led the Housing Authority Board Members and the Audience in the Pledge of Allegiance.

Housing Authority Chairman Vincent Klimas stated he would like to have a Moment of Silence for the recent Terryville Bell family shooting/death.

Acceptance of Minutes: October 20, 2020 Regular Minutes

Housing Authority Member Michel Agey made a motion, seconded by Housing Authority Member Kathy Mackiewicz, to accept the October 20, 2020, Regular Minutes as presented. This motion was approved unanimously.

Public Comments

No report.

Management 1 Month Executive Director's Report; Harold Sturgeon Supervisor, Maintenance Work Log (October 17, 2020-November 13, 2020) Harold Sturgeon stated 73 Work Orders were completed last month with 13 Work Orders currently open. Harold Sturgeon stated leaf removal is an ongoing project and that he and Willie Gonzalez had done 20 Brush Dump trips so far. Harold Sturgeon stated the Cyclone Rake is attached to the sit-down mower and is truly a lifesaver, noting Willie Gonzalez is basically doing all the leaf removal by himself almost.

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Harold Sturgeon stated the leaf collecting Cyclone machine does a great job picking up the leaves. He had purchased a \$50.00 attachment for the bed of the truck, which is basically a glorified window shade that stretches out with the leaves and debris on top of it. He further stated that Willie Gonzalez just dumps it verses shoveling/raking the leaves and debris out of the truck and briefly elaborated. Harold Sturgeon stated a lot of time was spent by Willie Gonzalez raking leaves and when he's finished at one end of the facility it's time to start again at the beginning.

Harold Sturgeon stated Sunday's storm dropped a tree that put three holes in a resident's Unit #24 roof with damage to some of the roofing shingles. While there was property damage no one was hurt other than being shook up from the fallen tree. He also noted it was patched and repaired today. Also the debris was also cleared away. Housing Authority Chairman Vincent Klimas stated the roof repair looked great, noting the moss and mold were gone. Housing Authority Chairman Vincent Klimas stated an Emergency Repair expense was utilized in the amount of \$1,850.00 to repair the roof so that rain wouldn't go into the ceiling and damage walls. He further stated that because it was an emergency the repair did not go out for a bid. Housing Authority Chairman Vincent Klima stated there was money in the Repair Maintenance Replacement budget for the repair. Housing Authority Chairman Vincent Klimas made a motion, seconded by Housing Authority Member Cathy Mackiewicz, to approve the emergency repair to the damage to resident's roof from the fallen tree that punctured it and ripped off some of the shingles in the amount of \$1,850.00, which did not go out for a bid because it was an emergency. This motion was approved unanimously as an emergency repair and expense. Mr. Klimas also stated there are there 3 to 5 trees that are dead and dangerous from falling and they also need to be taken down as an emergency safety issue.

Housing Authority Member Mike Agey made a motion, seconded by Housing Authority Chairman Vincent Klimas, to accept the Maintenance Supervisor's Report for October 17, 2020 through November 13, 2020. This motion was approved unanimously.

Janett Olivieri, Executive Director stated the Gosinski Park was in the second phase of COVID and everyone continues working under government restrictions, and always making the resident's safety a main priority. Janett Olivieri stated the Thanksgiving Boston Market luncheon would be served in individual packages this year and delivered to the resident's doors on Tuesday, November 24th starting at noontime. Janett Olivieri stated everyone must continue to wear their face masks when entering any common areas and also whenever maintenance is entering a resident's unit. Janett Olivieri stated Terryville was on the COVID Red list and asked everyone to follow the restrictions according to government guidelines. Janett Olivieri stated she was still accepting Rental Applications to put through the upcoming lottery waitlist, noting there was a total of 35 applicants and a total of 7 vacancies. Janett Olivieri stated she and Housing Authority Chairman Vincent Klimas were working on an advertisement for the Plymouth Connection letting the Gosinski Park residents know about the relocation plan and briefly elaborated. Janett Olivieri stated on the weekend of November 15th a hurricane watch occurred which produced severe thunderstorms and high winds.

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Janett Olivieri further stated a tree fell on building #24+ and that Maintenance was getting the emergency repairs done, contractors were also working on it and thanked Maintenance for responding immediately and reaching out to her on Sunday about the incident. We are checking with the insurance company to see if it is covered from insurance. Janett Olivieri stated she liked the new leaf collecting Cyclone machine, noting it was doing a great job, and that she did not receive any complaints regarding the fall cleanup. Janett Olivieri stated Maintenance was proactively working on winter snow removal equipment. Janett Olivieri stated the trash barrels were being put back mid-afternoon and the residents are aware of the schedule. Janett Olivieri stated her training for Public Housing Management was still on for December. Janett Olivieri stated Town of Plymouth Human Services Director Carrie Tedd was still coordinating visits with her to Gosinski Park, noting when Carrie Tedd missed a visit, she was able to take the residents applications herself for fuel assistance and gave them to Carrie Tedd. Janett Olivieri stated Carrie Tedd was at Gosinski Park today conducting her off-site visit, noting the sign-in sheet for Heating Assistance in the main lobby spots were full but emergencies will be accommodated. Janett Olivieri stated Management and the Governance Board continue to review a resident's file under the legal review and advice of the Housing Authority's Attorney and a second file is also under legal review, as well.

Vincent Klimas stated this is November and by the December Housing Authority meeting we will need a new budget noting that he, Janett Olivieri, and Harold Sturgeon will be looking at the budget and doing adjustments with Matt Fontaine. He further stated that overall, the budget was on target but some tweaking would take place.

Matt Fontaine noted the State would prefer the budget is received by December 1st, however he could get a 30-day extension if needed.

When questioned by Housing Authority Member Mike Agey, it was noted Unit #5 is not considered legally vacant yet because the family is cleaning the unit and keys have not been turned in and Gosinski has not taken possession of the unit.

Housing Authority Chairman Vincent Klimas stated for the record that the vacancies are part of the "Planned Vacancy Loss" approved by the Board. He further noted the State of Connecticut calls it checker-boarding and that Gosinski Park will be reimbursed for it as soon as the State approves the renovation budgets. This is part of the Relocation line item in the renovation budget.

Housing Authority Member Kathy Mackiewicz made a motion, seconded by Housing Authority Member Mike Agey, to accept the Executive Director's November 17th Report, as presented. This motion was approved unanimously.

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Committee Reports:

Finance Committee – Matt Fontaine, CPA, Controller DeMarco Management Corporation and Kathy Mackiewicz, Treasurer presented the October 2020 Financials.

Matthew Fontaine, CPA, Controller DeMarco Management Corporation, presented and discussed the October 2020 financials as follows: Matt Fontaine stated his distributed report shows the same six vacancies, noting this was intentional, as well as Unit #56 vacant because of a tenant's passing.

Matthew Fontaine stated the overall administration costs and contractual services were low, including year-to-date results through October. He further stated discussion had taken place regarding the pending cost roof repair and tree removal, and that along with presumed snowfall and other things that will happen between now until the end of the year, this will keep results from improving any notable amount and may even decrease a little. Matthew Fontaine stated lower administration costs and the absence of contractual services costs further improved year-to-date results in October. He further stated although costs to heat the office and community room, along with potential HVAC calls and additional maintenance time for snow removal will add to costs as winter starts, results are expected to remain positive through year end excluding non-cash depreciation even if the final two months are negative. Matthew Fontaine stated that relative to budget, results benefit from \$2,500 of the DeMarco file audit contract work being done in 2019, partially offsetting unanticipated mold remediation of \$3,500 from August, numerous hot water replacements, etc. Matt Fontaine stated there have been the grant proceeds to-date in 2020 are not noted in the Financial Statements; so although he included the same table he has in recent months, there was no difference between that summary and the financial statement's bottom line. He further stated comparisons of Net Ordinary income, relative to budget, is the best method of analyzing HAP's operations as they take into account seasonal variations.

FINANACIAL SUMMARY	October, 2020	YTD, 2020
(NON- DESIGNATED)		
Revenue	\$ 24,890	\$271,874
Expenses	\$ 21,059	\$263,022
Net Income	\$ 3,831	\$ 8,852

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1. Rent excess of base and other income are slightly below budget for the month but vacancy loss caused revenue to be \$2,950 below budget adding to the year-to-date revenue shortfall now at \$6,516 despite higher laundry and redemption of credit card rewards points. As noted above, keeping units vacant is strategically appropriate, which the State in theory has approved, to avoid the need for higher cost hotel rooms during potential unit renovations. reward points.
2. Administrative expenses for the month are \$2,512 below budget in October from the absence of advertising costs and lower administrative payroll and related fringe costs. Year-to-date is now \$2,512 below budget in October from the absence of advertising costs and lower administrative payroll and related fringe costs. Year-to-date is now \$2,217 below budget for the category and should be relatively stable through year end.
3. Utilities are \$217 below budget for the month from electricity. The category is now \$2,424 worse than budget for the year and although water is unlikely to improve, electricity may worsen in coming months with heating costs for building 31.
4. Maintenance is \$3,188 below budget without any exterminating, HVAC or other contractual services increasing year-to-date savings to \$9,829 from lower wages, supplies and HVAC. However, maintenance wages may exceed budget in the final quarter of the year depending on snow fall.
5. Other expenses are \$83 below budget for the month from insurance savings. Year-to-date savings in trash and insurance are more than offset by higher worker's compensation premiums which increased with maintenance wages and contractors without their own coverage, leaving an overage of \$622. While provisions for bad debt related to a balance owned by a tenant who passed away flipped the savings in provisions to an overage of \$146.
6. Net ordinary income for the month is \$3,831 which is \$802 better than budget while year-to-date is \$8,852 and \$6,515 respectively. Results may decrease absolute dollars or relative to budget but should stay positive through year end, excluding non-cash depreciation charges.

The Budget for October and YTD is Balance. Housing Authority Member Kathleen Mackiewicz Treasurer made a motion, seconded by Chairman Vincent Klimas, to accept the October Finance Report as submitted. This motion was approved unanimously.

Physical Plant—Vincent Klimas Chairman—Housing Authority Chairman Vincent Klimas stated \$1.5 Million from HUD CDBG Small Cities renovation funds and \$2.5+ million from CHFA SSHP renovation funds = \$4.0 million for aggregate money allocation.

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Being one project with two funding streams the state requires a joint a joint 'ConApp.' or "Consolidated Application" must be presented from the Housing Authority. The Board unanimously voted to "authorize the Chairperson to sign and submit the 'ConApp.' to DOH/CHFA." Housing Authority Chairman Vincent Klimas briefly discussed the renovation projects regarding increasing the initial \$1.38 million to \$1.5 million CDBG grant and decreasing the SSHP funds. Housing Authority Chairman Vincent Klimas stated residents would be getting two certified "General Information Notices" = GIN letters. One GIN is Board is formation and one GIN is HUD based information, which is a requirement to get the money. Copies of both GIN Letters were distributed.

Housing Authority Chairman Vincent Klimas made a motion, seconded by Housing Authority Member Kathy Mackiewicz, to authorize the Chairperson (Vincent Klimas) to sign the "Consolidated Application" (DOH-CHFA) as required and submit it to the State of Connecticut. This motion was approved unanimously.

Housing Authority Member Kathy Mackiewicz made a motion, seconded by Chairman Vincent Klimas, to accept the Physical Plant Report as presented. Vote: This motion was approved unanimously.

Resident and Human Relations--Housing Authority Member Michael Agey stated a notice had gone around Gosinski Park stating the Congregational Church would be bringing meals to residents on November 21st. Housing Authority Member Michael Agey stated the response to the tree falling on the roof was very quick and no one was hurt.

Housing Authority Chairman Vincent Klimas thanked Housing Authority Member Michael Agey for being so compassionate to the resident. Housing Authority Chairman Vincent Klimas stated the resident had decided to take a different unit, noting it was closer to her car and she was very happy.

Old/New Business—Next Virtual Meeting is December 15, 2020, Tuesday at 5:30 p.m.

After polling the Housing Authority Members, Housing Authority Member Vincent Klimas stated he would draft up a 12-month meeting schedule for the third Tuesday of each month at 5:30 p.m., and bring it to the December 15, 2020, Housing Authority meeting for approval.

Adjournment

There being no further business of the Plymouth Housing Authority, Housing Authority Chairman Vincent Klimas made a motion, seconded by Housing Authority Member Mike Agey, to adjourn at 6:05 p.m. This motion was approved unanimously.

Respectfully Submitted, Patricia A. Hale, Acting Recording Secretary

