

COMMISSIONERS' REGULAR MEETING, JANUARY 15, 2020

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, January 15, 2020 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman James Kate at 1:33 p.m.

1. **ROLL CALL:** Commissioner Kathleen Stephens
Commissioner John Carella
Commissioner Hazelann Cook
Vice Chairman Prescille Yamamoto
Chairman James Kate

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Jason Van Allen, Asset Coordinator (for part of meeting); Attorney Ralph Alexander, Legal Counsel and Esther Clarke and Connor Martin, Town Council Liaisons.

2. **Approval of Regular Board Meeting Minutes, November 20, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of November 20, 2019 as distributed. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

Approval of Special Board Meeting Minutes, December 9, 2019

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of December 9, 2019 as distributed. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

Approval of Special Board Meeting Minutes, December 18, 2019

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of December 18, 2019 as distributed. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

3. **PUBLIC COMMENT**

There was no one from the public that wished to address the Board.

Ms. Clarke introduced Connor Martin, the new Town Council Liaison, who will be accompanying her at the Board meetings.

4. **Request for Additional Agenda Items**

Ms. Bouchard stated she would like to add one item to the agenda under Executive Session – Discussion of Personnel Matters regarding a Housing Authority employee.

Commissioner Stephens requested that Safety and Security Incidents at Hockanum Park be added under New Business Item b.

The motion was made by Vice Chairman Yamamoto to add the under Executive Session - Discussion of Personnel Matters regarding a Housing Authority employee and Safety and Security Incidents at

Hockanum Park under New Business Item b. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

5. FINANCE REPORTS

a. Payment Vouchers, November & December, 2019

Chairman Kate asked if there were any questions on the November, 2019 payment vouchers. In regards to the payment vouchers for November, 2019: #60012 ATC Group Services LLC – Mr. Pliszka said they do environmental testing and were doing asbestos testing at Hockanum Park. #60031 Home Depot Credit Services and #60032 Home Depot Supply – Chairman Kate asked what is the difference between the two. Mr. Pliszka said Home Depot Supply is where the Facilities Manager will order for the maintenance department certain supplies or larger things he may need and they bill us and Home Depot Credit Services is when the men go to the store and purchase something directly and it goes on the credit card. Chairman Kate asked if there were any questions in regards to the payment vouchers for December, 2019: #60217 Hoffman – Chairman Kate asked what was done at Hoffman that cost \$3,984.59. Mr. Pliszka said he will have to see what vehicle that was and get back to you.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – November & December, 2019. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

b. Aged Receivables, November & December, 2019

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables Report – November & December, 2019. Commissioner Stephens seconded the motion.

There was a brief discussion regarding the Veterans Terrace dwelling rental.

The motion made and seconded was carried by unanimous vote of the Commissioners.

c. Age Payables, December, 2019

The motion was made by Vice Chairman Yamamoto to accept the Aged Payables Report – December, 2019. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

d. Rent Collection Report –November & December, 2019

Vice Chairman Yamamoto asked with Veterans Terrace is any of that drop in income reflect the units we are holding for relocation. Ms. Bouchard said that this is the current rent roll. It was explained that the percentage is an accurate picture because we are not going by the 150 units only by the current rent roll. There was a question raised regarding the scattered sites percentage for the two months. Mr. Pliszka explained that the percentage is based off of the dollar value.

The motion was made by Vice Chairman Yamamoto to accept the Rent Collection Report – November & December, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

e. Quarterly Notice to Quit Count – October - December, 2019

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Notice to Quit Count – October - December, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners.

Commissioner Cook asked if there was an eviction going on at the scattered sites. Mr. Pliszka said they still have some time but are currently in summary process.

f. Quarterly Withdrawals Direct Deposits – October - December, 2019

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Withdrawals Direct Deposits – October - December, 2019. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

Commissioner Cook asked what is an Independent Person. Ms. Bouchard said that is the person who delivers the Notice to Quits. Attorney Alexander stated it should be Indifferent Person.

g. Monthly Actuals for Period Ending November 30, 2019 & December 31, 2019

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending November 30, 2019 and December 31, 2019. Commissioner Stephens seconded the motion.

There was a brief discussion regarding the PILOT payment

A discussion was had in regards to what the impact will be on the Housing Authority when we no longer have Veterans Terrace. Ms. Bouchard explained what the impact will be and the staffing issues involved.

The motion made and seconded was carried by unanimous vote of the Commissioners.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (November & December, 2019); b. Occupancy Report (November & December, 2019); c. Section 8 Voucher Report (November & December, 2019); d. Scattered Sites Properties Report (December, 2019); e. Attorney's Report (January, 2020); f. Unit Turnaround AMP 1, AMP 2, VT (December 31, 2019) and g. Quarterly Resident Services Coordinator Report (October - December, 2019). Commissioner Stephens seconded the motion.

Chairman Kate asked if there were any questions on the following:

- a. Capital Fund & Major Maintenance Report – Vice Chairman Yamamoto stated she had questions on the December, 2019 report. Under Hockanum Park on December 9, 2019 what was the status of the testing. Mr. Van Allen said they had three apartments to do and by December 9th they completed the last one. On December 11, 2019, they did some swipe testing and they had to go back out there in January so basically it is not done. Vice Chairman Yamamoto asked why

did they have to go back out. Mr. Van Allen said they reapplied the Leadisolv product to the bare metal but somehow the lead has leached into the metal of the door jamb over the years. When they went out there in January to test it again, the door still came out positive for lead. The baseboard radiators will be done in the spring and we are planning on doing the door at that time and the whole frame has to be replaced. Vice Chairman Yamamoto said at Shea Gardens we are still trying to get the Town to finish inspecting the maintenance building. Mr. Van Allen said that this is ongoing and Tim Gothers is still going out when inspections need to be done. Commissioner Stephens asked about the hot water situation at Shea Gardens. Mr. Van Allen said that the hot water system is on one circulator pump for the entire building.

- b. Occupancy Reports – Vice Chairman Yamamoto asked if there were any units off line at Meadow Hill. Ms. Bouchard said there are no units off line at that development.
- c. Section 8 Housing Voucher – There were no questions on the November & December, 2019 reports.
- d. Scattered Sites Properties Report – There were no questions on this report.
- e. Attorney's Report – Commissioner Stephens said there are so many individuals on the report from Veterans Terrace. Ms. Bouchard said it goes back to the annual recertification and non-payment of rent. Mr. Pliszka said that a lot of people did not recertify this year. Ms. Bouchard said that we have a hard time with family sites to get them to come in once a year to recertify themselves.
- f. Unit Turnaround AMP 1, AMP 2, VT – There was a brief discussion of vacant units.
- g. Quarterly Resident Services Coordinator Report – There were no questions on this report.

The motion previously made and seconded was carried by unanimous vote of the Commissioners.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Executive Director's Report

Veterans Terrace – Phase 1 – Ms. Bouchard stated since our special meeting we are working hard to close in escrow specifically for the Department of Housing and Connecticut Finance Authority to make sure we secure the housing trust fund and on January 3, 2020 we closed in escrow. She said that now we have a couple more months to get to final close. Between now and then, there is a lot of things that need to be done such as: ground leases, other legal paperwork, policies/plans need to be done or revamped, and trifurcation of the section 8 contract and she explained this to the Board. Ms. Bouchard understands the Board has been waiting for the Resident Relocation Plan and she explained where that plan stands and stated that there will be a joint meeting with us, Carabetta and Glendower tomorrow. Vice Chairman Yamamoto asked when do you anticipate that you may start relocating people. Ms. Bouchard does not believe it will be until at least April 1 or maybe later. There was a brief discussion of how phase 1 is going to be done and the relocation of the residents. Phase 2 – Ms. Bouchard said the application was submitted for 9% tax credits in November for Phase 2. She said there was just a clarification call with CHFA to go over questions they had and we have five working days to answer all the questions and most of it has to do with architectural. Phase 3 – Ms. Bouchard said as long as we

don't have two sources of funding not closed we will be able to apply in November for Phase 3. Chairman Kate asked if we could entertain a few questions from Ms. Clarke since she has been away for a little while. Ms. Clarke asked in Phase 1 how many units does that include. Ms. Bouchard said currently it is 42 units and when it is rebuilt there will be 45 units. Ms. Clarke asked about Phase 2 and Phase 3. Ms. Bouchard said 54 units in Phase 2 and 51 units in Phase 3. Ms. Bouchard updated Ms. Clarke in regards to the road. She informed her that the Housing Authority will be getting the road shortly and will be cutting the Town a check for \$5,000. PHAS (Public Housing Assessment System) FYE 2018 – Ms. Bouchard stated that once a year they do the physical, management, financial and capital components assessment for public housing and explained what they are looking at during this review. She said we finally received the score and we are a High Performer and she explained why it was late this year. Vice Chairman Yamamoto asked why we were deducted 5 points on the physical portion. Ms. Bouchard explained the reasons for deductions of points. Holiday Events – Ms. Bouchard said that we contributed to Cathy Flippen from Women of Destiny who held a Thanksgiving dinner at Hockanum Park as well as a Toy for Tots giveaway for the residents. Also, she said, we gave to New Life for Us Ministries who held a Christmas Dinner at Veterans Terrace. Ms. Bouchard said that a resident of Meadow Hill coordinated a Thanksgiving Dinner for that development, therefore, the Housing Authority contributed to that event.

The Board thanked Debra Bouchard, Brenda Pliszka and Christopher Pliszka for putting on a wonderful Holiday Party.

8. NEW BUSINESS

a. Approval of John Cook's Reappointment to the Non-Profit Board – East Hartford Affordable Homes/Now

Ms. Bouchard stated that we need to bring to the Housing Authority Board the reappointment of John Cook to the Non-Profit Board – East Hartford Affordable Homes/Now Board. His appointment was up in October of 2019 and it will be for three years ending October, 2022.

Vice Chairman Yamamoto made a motion to approve the reappointment of John Cook to the Non-Profit Board – East Hartford Affordable Homes/Now Board for another three years ending October, 2022. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners.

b. Safety and Security Incidents at Hockanum Park

Commissioner Stephens addressed the board with some safety and security incidents that have occurred at Hockanum Park.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

a. Discussion of Personnel Matters Regarding a Housing Authority Employee

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of discussing Personnel Matters Regarding a Housing Authority Employee. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners to go into Executive Session at 2:47 p.m. Also in attendance were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director and Attorney Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session and Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners to come out of Executive Session at 2:53 p.m.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Cook said motion being carried by the unanimous vote of the commissioners, and the meeting was adjourned at 2:54 p.m.

Respectfully submitted,


James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Executive Director