

COMMISSIONERS' REGULAR MEETING, APRIL 17, 2019

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, April 17, 2019 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 1:42 p.m.

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

Also present were: Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director and Attorney Ralph Alexander, Legal Counsel.

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

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of March 20, 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.

4. **Request for Additional Agenda Items**

There were no items to add to the agenda.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, March, 2019**

Chairman Kate asked if there were any questions on the payment vouchers. In regards to the payment vouchers, the following question was asked: Chairman Kate asked who is Odyssey Advisors Inc. Mr. Pliszka said every three years the Housing Authority needs to do an evaluation on our Pensions and our Benefit Plans relating to GASB 75 and they perform the valuation. Commissioner Cook asked how much have the pensions gone up. Mr. Pliszka said it has gone up this year and it is over 14% and within the next couple of years it will be about 22%.

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

- b. **Aged Receivables, March, 2019**

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

- c. **Aged Payables Report, March, 2019**

Commissioner Carella said we have invoices that have not been paid for over 90 days. Mr. Pliszka said under the more than 90 days past due there is a credit of \$919.33 which was for scattered sites. These are balances that are offsetting that credit for scattered sites. This week the credit is finally gone. He

stated we did not really owe any money because the total payable was an \$118.00 credit and we needed to get more invoices to offset that credit balance.

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

d. Rent Collection Report – March, 2019

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

e. Quarterly Notice to Quit Count – January – March, 2019

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

f. Quarterly Withdrawals Direct Deposits – January – March, 2019

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

g. Monthly Actuals for Period Ending March 31, 2019

Commissioner Carella said the federal subsidy keeps going up. Mr. Pliszka said we did our preliminary subsidy for HUD to review this month and it went up slightly but will probably be the same as it was this year. The capital fund money came out and it is slightly higher this year. We will be receiving approximately \$1.3 million.

Vice Chairman Yamamoto asked what is under legal expenses. Mr. Pliszka said Veterans Terrace and union negotiations. Commissioner Carella said isn't Veterans Terrace covered under development costs. Mr. Pliszka said it is but still falls under that expense line item and is charged to Veterans Terrace. He stated we are tracking how much we are spending on the development alone.

Commissioner Cook said the water went way up. Mr. Pliszka said sometimes it is a matter of timing. He said it happens occasionally when the next month's invoices happen to get paid at the end of the month.

Commissioner Carella asked about the interest expense. Mr. Pliszka said that is mainly driven by the new EPC Change Order 2 that started after year end. He explained this is for the solar and windows at Hockanum Park and the interest on the loan is beginning to be paid. He stated that will be higher this year based off that new amount which wasn't really established until after the budget came out. Mr. Pliszka said in regards to the EPC at Hockanum Park they are putting in all new windows so we needed to take a loan to pay for the windows, solar panels and the installation. Commissioner Carella said isn't there subsidy involved with that. Mr. Pliszka said it affects your subsidy because it freezes your electric rates which helps our subsidy but we still have the expense because we pay the interest every month on

the principle. Commissioner Stephens said the installation should be ending. Mr. Pliszka said it is close to being completed. He said he believes they just need to go back and replace the screens, put in brackets for the screens and work on boiler installation for Shea Gardens. Commissioner Stephens said they did a magnificent job with the installation of the windows at Hockanum Park.

There was a discussion of the heating system. Chairman Kate said heating systems are very difficult especially in a development such as ours. He said there are two options: residents have control of the thermostats or the Housing Authority takes over. Currently, the residents have a 10-degree window between 65 -75 degrees.

Commissioner Cook asked if this is interest you are paying the bank on the loan that you took out to do all this work. Mr. Pliszka said if you look at the consolidated report that is built in between the scattered site loan, EPC 1 loan and EPC 2 loan. Commissioner Cook said that is all interest that you are paying on the loans. Mr. Pliszka said yes on the consolidated that is total interest on all the projects.

Commissioner Carella asked where is the line item for the loan for the principle part. Mr. Pliszka said it is not built into here. He said most of the loan on the EPC unfortunately is mostly interest and you pay most of the principle at the end. Commissioner Cook said this is what you are paying monthly now. Mr. Pliszka said that is correct. Commissioner Carella said what happened with the estimate in our budget of \$70,000. Mr. Pliszka said with the EPC 2 we didn't have that loan and didn't know what the rates were going to be at that point when we did the budget because we found out in September and by then the budgets were already completed. Mr. Pliszka said next year we will have much more accurate figures. Commissioner Cook said the loans are all from one bank. Mr. Pliszka said yes.

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending March 31,2019. Commissioner Stephens seconded the motion and it 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 (March, 2019); b. Occupancy Report (March, 2019); c. Section 8 Voucher Report (March, 2019); d. Scattered Sites Properties Report (April, 2019); e. Attorney's Report (April, 2019); f. Unit Turnaround AMP 1, AMP 2, VT (March, 2019) and g. Quarterly Resident Services Coordinator Report (January – March, 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 said under Hockanum Park she was disappointed that it was indicated that the site walk thru was held to procure safety system upgrade on the 27th. She stated that on the 20th was in fact when the Board ruled to go with the project she thought that would be important to have in the report. Mr. Pliszka said he would have Mr. Van Allen add that.
- b. Occupancy Report – There was no questions on this report.

- c. Section 8 Housing Voucher – There was no questions on this report.
- d. Scattered Sites Properties Report – Mr. Pliszka gave the Board an update on the two vacant units. He said the third floor at June Street only needs the inspection to be completed and at 107 Olmstead Street we have an applicant for June 1.
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – Vice Chairman Yamamoto asked Mr. Pliszka if the unit at Heritage Gardens which took 158 days was the one which the vehicle drove into the building. Mr. Pliszka said yes.
- g. Quarterly Resident Services Coordinator Report – Vice Chairman Yamamoto was impressed with the report done by the intern especially the speakers she had.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Veterans Terrace Redevelopment –Mr. Pliszka said we had a resident meeting on March 21, 2019 with Glendower LLC, Carabetta, Quisenberry Arcari & Malik to answer any of the residents' questions. We had higher attendance than usual and it was received pretty well. On April 22, 2019, Glendower is going to begin meeting with all the residents in Phase 1 and there will be two sessions one at 10:30 a.m. and one at 6:00 p.m. to accommodate people who work and from there they will do one-on-one assessment appointments with the residents. On April 2, 2019, Ms. Muniz and Mr. Pliszka appeared in front of the Town Council and the resolution for PILOT was unanimously adopted by the Council. Commissioner Stephens said Mr. Pliszka did a fine job. Mr. Pliszka said Gregg Burton, our Attorney from Carmody & Torrence, did a title search on the road and the Town owns the cul-de-sac surrounding Michael Avenue. Mr. Burton is putting together the steps that we need to take to get the Town to pass the road over to the Housing Authority so we can proceed with Phase 3. Commissioner Cook asked if we have any money to begin with the first phase of the project. Mr. Pliszka said the bond commission is still up in the air. He said the money is there for that phase but the Governor is holding it up. The Board asked how does that affect this project. Mr. Pliszka said unfortunately the project will be delayed until the Governor has movement. Vice Chairman Yamamoto asked if we need to call in our representatives and senators. Mr. Pliszka said people are lobbying. Mr. Pliszka said we are still hearing that CHFA is going to make their announcement next week on the 9% tax credits at their Board meeting. Commissioner Cook said we just don't know what is going to happen. There was a discussion about Glendower going out to talk to residents regarding relocation plans and then what if it doesn't go forward. Mr. Pliszka said we do have money lined up but we still need that last portion from the bond commission. The Board wants to know how much we have and how far can we go with that. There was a discussion if we could do our own bonding. Mr. Pliszka said when he speaks to residents he informs them that we are still waiting for the State to move on the bond commission and it is still tentative for June/July but that is very much up in the air and it could be delayed. Commissioner Cook believes the money will come down at some point but doesn't know when. Mr. Pliszka said Capital Studio Architects has been doing a capital needs assessment on our main office and have a preliminary review and Mr. Dumas is meeting with them today to go over a few finishing comments so they can finalize their report and then be ready to bring it

to this Board. Vice Chairman Yamamoto asked what budget does that come out of. Mr. Pliszka said it will just show what repairs this building needs and that would come out of our money. Vice Chairman Yamamoto said we still owe Capital Studios for their work. Mr. Pliszka said that is correct for the report. **Safety and Security Grant** – HUD has issued their grant for 2019 and it needs to be submitted by June 5, 2019. It is our intention to apply for Elms Village security cameras and lighting at Hockanum Park and Shea Gardens and that will help the cameras because the more lighting you have the more the cameras will pick up. Mr. Pliszka said the survey will be going out to the residents soon. **Audit for FY 2018** – In March, the auditor notified us that Guyder Hurley, P.C. merged with the accounting firm Marcum LLP effective March 1. The auditors came out on March 26 for three days to do the audit and it went well. Vice Chairman Yamamoto asked how long is that contract good for. Mr. Pliszka said that contract is for three years with this year being the first year of the contract. Mr. Pliszka said they will honor the price in the contract for the three-year contract term. Being a new firm, Mr. Guyder said they do have to do more review and it might not be ready until the beginning of May. **5-Year PHA and Annual Plan** – The ad was placed in the Hartford Courant on Sunday, April 7, 2019 and it is currently on our website. The public hearing is scheduled for May 29, 2019 at 11:00 a.m.

8. NEW BUSINESS

There was nothing to discuss under this heading.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

Discussion of Strategy & Negotiations Regarding Collective Bargaining Matters

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Strategy & Negotiations Regarding Collective Bargaining Matters. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners to go into Executive Session at 2:25 p.m. Also in attendance were: 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 2:42 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 Stephens said motion being carried by the unanimous vote of the commissioners, and the meeting was adjourned at 2:43 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Christopher Pliszka
Finance Director