

COMMISSIONERS' REGULAR MEETING, MAY 15, 2019

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, May 15, 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 1:34 p.m.

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

Absent from the meeting was Commissioner Kathleen Stephens.

Also present were: Debra Bouchard, Executive Director (by phone); Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director and Attorney Ralph Alexander, Legal Counsel.

2. **Approval of Regular Board Meeting Minutes, April 17, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of April 17, 2019 as distributed. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

- Approval of Special Board Meeting Minutes, May 6, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of May 6, 2019 as distributed. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

3. **PUBLIC COMMENT**

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

4. **Request for Additional Agenda Items**

Ms. Bouchard stated she had one item to add to the Agenda under Executive Session item b. Strategy & Negotiations Regarding Collective Bargaining Matters (Clerical Bargaining Unit).

The motion was made by Vice Chairman Yamamoto to approve adding to the Agenda under Executive Session item b. Strategy and Negotiations Regarding Collective Bargaining Matters (Clerical Bargaining Unit). Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

5. **FINANCE REPORTS**

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

Chairman Kate asked if there were any questions on the payment vouchers. In regards to the payment vouchers, the following questions were asked: Commissioner Cook asked what is General Electric Company. Mr. Pliszka said that the Housing Authority purchases appliances from them such as: refrigerators and stoves. #58841 TRC Lockbox – Mr. Pliszka said they are working as part of the EPC window replacement and test the air in the rooms at the end of each day and monitor the sites that

everything is being disposed of correctly. #58866 Phillip M Rouque – Mr. Pliszka said they did the masonry work at Veterans Terrace when the vehicle drove into the building.

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

b. Aged Receivables, April, 2019

Vice Chairman Yamamoto was concerned when she saw that AMP 1 had \$32,053.74 outstanding so she went to see Mr. Pliszka. Mr. Pliszka explained that when notice to quits go out we try to make it the last day within the current month but depending on how the days fall it happened to go into the next month. Commissioner Carella said the Notice to Quit is a ten-day period to pay the rent. Mr. Pliszka said they have until the 10th to pay their rent but we wait a couple days for the mail and the Marshal does not deliver the NTQs until the 13th of the month and then they have 15 days after that to come current. He said depending what day the 13th falls on it could go into the following month.

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

c. Rent Collection Report – April, 2019

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

d. Monthly Actuals for Period Ending April 30, 2019

Vice Chairman Yamamoto said in regards to the fuel we are over \$4,453. Mr. Pliszka said that is the heating oil for the central office and it is done for this heating season. Vice Chairman Yamamoto said for contractual services what is the reason we are over by \$90, 016. Mr. Pliszka said that a majority of that is after the budget was submitted we realized we needed to do preventative maintenance on our high-efficiency boilers and we needed to sign on Mechanical Maintenance to do annual preventative maintenance. He said they have inspected the boilers and found quite a few things that needed to be done to get them up to operating where they should be so there were quite a few repairs on that end. Also, the Housing Authority had accidents that occurred at our sites such as the fire unit which also goes into that line item.

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending April 30, 2019. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (April, 2019); b. Occupancy Report (April, 2019); c. Section 8 Voucher

Report (April, 2019); d. Scattered Sites Properties Report (May, 2019); e. Attorney's Report (May, 2019); and f. Unit Turnaround AMP 1, AMP 2, VT (April 30, 2019). Commissioner Carella seconded the motion.

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

- a. Capital Fund & Major Maintenance Report – Vice Chairman Yamamoto said at Meadow Hill the upgrade to the elevator controls & cab/door controls has been pushed out to July due to material delivery to the plant and she asked which kinds of materials are not available to elevator companies. Mr. Pliszka said he is not sure exactly what the case is here but sometimes they need to make shafts at sites and then deliver them so sometimes it does take months to prepare the item. Chairman Kate explained that contractors are having a problem with supply companies. Commissioner Cook said regarding the Hockanum Park window replacement everything is done except we are waiting for the half screens and asked how much longer will that take. Mr. Pliszka said all the windows currently have a full screen but the half screens are for the air conditioner to put in the windows.
- 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 – Vice Chairman Yamamoto said that June Street has been leased up. Mr. Pliszka said the report shows a vacancy because it was effective for May 1. Vice Chairman Yamamoto said you have a pending lease up for Olmsted for June 1. Mr. Pliszka said as of right now. Ms. Bouchard explained as a Housing Authority there is a certain payment standards for HCV (housing choice voucher) and the housing authority has asked us to considered \$835. After they go out and inspect the property, we could get additional money but they won't send out an inspector unless we agree to the \$835. She said she asked Mr. Pliszka to run the cashflow analysis to see if we can take the lower amount and hope for more after they do the inspection. Vice Chairman Yamamoto asked what was our original goal. Ms. Bouchard said \$925. Mr. Pliszka explained that it is really not a problem trying to find people to rent the unit it is the price that we need that we are not getting. Commissioner Cook said once they come out we might be able to get more money. Mr. Pliszka said that is a possibility. Ms. Bouchard said that they are looking at the age of the property and not looking at all the work we have done and washer and dryer hookups. Mr. Pliszka said that we need to make sure if it didn't go up that we would still be good with the bank with the cashflow to cover the DCR (debt coverage ratio).
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – There were no questions on this report.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

MOR – Ms. Bouchard said that we are having an MOR at the end of this month at Veterans Terrace. This time we are a little concerned because we have had a lot of changes in staff and we hired two new employees and they are trying to catch up on what needs to be done in leasing. Ms. Bouchard explained how we are proceeding with the MOR. Veterans Terrace – Ms. Bouchard said there is really no movement in the redevelopment of Veterans Terrace at this time. She said we are still waiting for Bond Commission and we are still going forward with the resident relocation assessments for the phase 1. Glendower has been out at the property several times. There is a meeting on May 30th at 6:00 p.m. to do an update with residents again. Ms. Bouchard said we still plan on applying for the Emergency Safety and Security Grant but we will do it for Elms Village to expand the camera system because of all of the issues we have had out there with squatters and other activities at that property. Discussion was held on the different things we are doing at Elms Village to help with the problems that are going on. Chairman Kate asked Attorney Alexander about the squatter situation and asked how come it takes so long to get them out. Attorney Alexander explained the process to the Board.

8. NEW BUSINESS

Review and Approval of Security System Installation at Hockanum Park and Shea Gardens

Vice Chairman Yamamoto stated that this is a very well presented report. Commissioner Cook agreed with Vice Chairman Yamamoto that this report was very informative. Chairman Kate said the question he had was on the add/deduct. He said that Mercury Security, LLC came in at \$205,000 and asked what is the add/deduct. Mr. Healy said that it was for spare equipment, installing 13 outlets in the boiler room and a 75" Interactive LED screen.

The motion was made by Vice Chairman Yamamoto to accept the recommendation of Mercury Security, LLC in the amount of \$177,602 as the contractor for the security system installation at Hockanum Park and Shea Gardens. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

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 Real Estate Matters – Discussion Regarding Negotiations for Acquisition of Real Estate and Strategy & Negotiations Regarding Collective Bargaining Matters (Clerical Bargaining Unit). Commissioner Carella seconded the motion; it was carried by the unanimous vote of the Commissioners present to go into Executive Session at 2:00 p.m. Also in attendance were: Debra Bouchard, Executive Director (by phone); 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 present to come out of Executive Session at 2:08 p.m.

11. POST EXECUTIVE SESSION

Possible Discussion and Action Regarding Acquisition of Real Estate

The motion was made by Vice Chairman Yamamoto to authorize the Executive Director or her designee, the Finance Director, to go to the Real Estate Committee to try to negotiate for a reasonable resolution of the acquisition of the Columbus Circle Extension with the Town and then it will be brought back to the Board for final approval. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Commissioner Cook and seconded by Commissioner Carella said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 2:10 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Christopher Pliszka
Finance Director

