

COMMISSIONERS' REGULAR MEETING, AUGUST 21, 2019

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, August 21, 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 1:32 p.m.

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

Absent from the meeting was Commissioner Hazelann Cook.

Also present were: Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Jason Van Allen, Asset Coordinator (for part of meeting) and Attorney Ralph Alexander, Legal Counsel.

2. **Approval of Special Board Meeting Minutes, June 28, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the special meeting of June 28, 2019 as distributed. Commissioner Stephens 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**

There were no additional agenda items.

5. **FINANCE REPORTS**

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

Chairman Kate asked if there were any questions on the June payment vouchers. In regards to the payment vouchers, there were no questions.

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

- Payment Vouchers, July, 2019**

Chairman Kate asked if there were any questions on the July payment vouchers. In regards to the payment vouchers, there were no questions.

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

b. Aged Receivables, June, 2019

Vice Chairman Yamamoto stated this report the rental income is different and is a little difficult to understand. Mr. Pliszka stated sometimes it depends on the notice to quit date.

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

Aged Receivables, July, 2019

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

c. Age Payables, July, 2019

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

d. Rent Collection Report – June, 2019

Vice Chairman Yamamoto stated with Veterans Terrace in June it was 94.1% and then in July it was 100% and asked how does that happen. Mr. Pliszka said that this report is based on actual people who paid that live in the developments. Mr. Pliszka explained in further detail how this report is prepared.

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

Rent Collection Report – July, 2019

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

e. Quarterly Notice to Quit Count – April – July, 2019

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

f. Quarterly Withdrawals Direct Deposits – April – June, 2019

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

g. Monthly Actuals for Period Ending June 30, 2019

Commissioner Carella said the operating subsidy continues to increase. Mr. Pliszka said that we just found out what the subsidy is for 2019 and when they increased it they made adjustments and corrections where the subsidy should be at this point and it even increased a little more than we projected. Commissioner Carella asked if it could be included in the report. Mr. Pliszka said that he

could put in what we believe the subsidy will be until December 31, 2019. Commissioner Carella asked Mr. Pliszka if he is anticipating from what we are being told that next year it will be lower than this year. Mr. Pliszka said we are hoping next year will be about the same as this year but we will not know next year's subsidy until we do the report early in 2020. Commissioner Carella said there is no kind of indicator as how it looks. Mr. Pliszka said not really since they can change the proration factor they multiply it by but we have not heard anything that it is going to change. Commissioner Carella said the modernization money has increased because we are a high performer. Mr. Pliszka said that is correct. Commissioner Carella asked if they do the same thing with that subsidy. Mr. Pliszka said no only with the capital funds does the high performer receive a 10% bump. Commissioner Carella said the interest expense is \$249,617. Mr. Pliszka said this is higher because when we did the budget last year we did not know what the EPC 2 was going to be at that point and stated that project includes the windows at Hockanum Park and the boilers at Shea Gardens. Commissioner Carella thought that modernization money was used for that. Mr. Pliszka said no that is an energy performance contract with HUD and the housing authority took out a loan to do energy improvements at different complexes. Commissioner Carella asked what is the timeframe on the loan. Mr. Pliszka believes it is a 20-year loan. He explained that the housing authority's utilities are frozen on the subsidy calculation because one of the factors that the subsidy is based off of is the utilities paid. When we began the EPC, our utilities were frozen at a higher amount than we currently pay, however, the savings is used to pay back the loan. Therefore, we pay less for utilities than we were five or six years ago, but that money goes back to pay off the loan. Commissioner Carella asked what kind of interest rate do we have on that loan. Mr. Pliszka said he believes it is 4 – 4 ½%. Vice Chairman Yamamoto said in regards to the Dwelling Vacancy Loss how can the budget to date and monthly actual be exactly the same. Mr. Pliszka said that is for Veterans Terrace and we need to put what you estimate that you will not have rented but it doesn't hit the books that way. He stated he could estimate and fill that in going forward if you would like it done. Vice Chairman Yamamoto said she just doesn't understand how a budgeted amount and monthly actual can be exactly the same. Mr. Pliszka stated that Veterans Terrace requires us to have an amount budgeted for that loss and explained it will continue to go up since it is another month onto what our yearly budget was for Veterans Terrace. Vice Chairman Yamamoto said under Maintenance – Contractual Services we are over every month. Mr. Pliszka said some of the issues were the fires and accidents we have had this year and we have to pay for the repairs first then we get reimbursed through the insurance. He stated that you will see that Other Income is up approximately \$20,000 and that is what we received back after our deductibles from the insurance company. It was stated that another reason is due to preventative maintenance on the boilers mostly at Hockanum Park but other work has been done at the other sites as well. Commissioner Carella asked about the modernization money. Mr. Pliszka asked Mr. Van Allen and it was stated it went up about \$50,000 this year. Mr. Pliszka said that we are hearing it is expected to go down in the next couple of years.

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

Monthly Actuals for Period Ending July 31, 2019

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending July 31, 2019. Commissioner Stephens 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 (July, 2019); b. Occupancy Report (June & July, 2019); c. Section 8 Voucher Report (June & July, 2019); d. Scattered Sites Properties Report (July, 2019); e. Attorney's Report (August, 2019); f. Unit Turnaround AMP 1, AMP 2, VT (June & July, 2019) and g. Quarterly Resident Services Coordinator Report (April – June, 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 AMP 100 it states: Currently working on other projects. Will work on spring of 2020. She asked Mr. Van Allen if he was currently working on other projects specific to the AMP or specific to the Housing Authority. Mr. Van Allen said specific to the Housing Authority. Vice Chairman Yamamoto said under Rochambeau it states: 7/31/2019 Working on other project; will start spring of 2020. She asked are you working on other projects within Rochambeau or within the Housing Authority. Mr. Van Allen said specific to the Housing Authority. Mr. Pliszka said some of those projects are getting pushed to the spring due to the weather. Vice Chairman Yamamoto said that we are going to be doing line stripping at all of AMP 100 and 200. Mr. Van Allen said he would like to do the Highlands parking lot and line stripping before they close the plants and hopes to have that one done this year. Vice Chairman Yamamoto said within AMP 100 we are going to be addressing line stripping and other items but that does not mean every single property in AMP 100. Mr. Van Allen said not at the same time. Vice Chairman Yamamoto said at Hockanum Park are there only three units that we are scheduling lead abatement work at. Mr. Van Allen said yes, the work will be scheduled to start mid-September, 2019. Commissioner Stephens said the men doing the wiring from Mercury are wearing white suits. Mr. Van Allen said that they are going up in the attic and there is some asbestos in the insulation. Vice Chairman Yamamoto asked if there is an end date for the Mercury Group. Mr. Van Allen said it is supposed to be completed by November 6, 2019 but it should be completed long before that because we seem to be ahead of schedule. Commissioner Stephens said that Mercury nor McKinney are ever standing around talking they are constantly working. Vice Chairman Yamamoto said at Shea Gardens they were investigating whether there was asbestos in the attic areas and asked if they found anything. Mr. Van Allen said when they did the first testing McKinney Mechanical went up and informed him that there were seven buildings where the fittings had fallen apart and had fallen into the insulation and the technician who did the inspection stated you cannot go up there until the insulation is removed from there.

Commissioner Stephens asked what is the preparation for the removal. Mr. Van Allen stated that Monday they will be doing the first building at Holmes and Hamilton. He explained that they will cut four openings in the back side of the buildings and they will do a negative air pressure and have one set up for the fan and the other set up for the entrance and they will have a plastic set up where they will have to go and wash after they exit out of that area. There was a brief discussion of how they are getting into the units. Mr. Van Allen said the remaining five will be tested and we will probably know about those next week. Vice Chairman Yamamoto said congratulations the freight elevator at Meadow Hill is finally is operational. She said the public elevators there is a change order to install 2 cables in the elevator shaft to hardwire the two elevators cameras to the internal network. The cameras were previously only accessible through visiting the site and accessing the camera directly. Vice Chairman Yamamoto said at Heritage Gardens you are going to begin the update to the fire alarm panel. Mr. Van Allen said that he has not begun yet and it is not that big of a task. Commissioner Stephens said the perimeter fence at Miller Gardens where is that fence going to be put up. Mr. Van Allen said it is going up in the back area with the adjacent residents since it appears some of their stuff is on our property. He said to stop that from happening we decided to put a fence up and that area will be surveyed.

- b. Occupancy Reports – Chairman Kate asked if the vacant units were for Veterans Terrace redevelopment. Mr. Pliszka said those are the units we are saving for relocation.
- c. Section 8 Housing Voucher – There were no questions on the June & July, 2019 reports.
- d. Scattered Sites Properties Report – There were no questions on this report. It was discussed about one of our tenants who is conducting an ongoing tag sale at one of the properties.
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – There was a brief discussion of the turnaround days.
- g. Quarterly Resident Services Coordinator Report – There was a brief discussion on the 2020 Census.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Letter to Ilda Rosa from Board of Commissioners

Vice Chairman Yamamoto thanked the Chairman for writing the letter to Ilda Rosa. Chairman Kate said it was done at your request and Ms. Rosa came to Commissioner Carella and myself and thanked us for the letter she was very excited. He stated that it was well appreciated.

Executive Director's Report

Veterans Terrace – Vice Chairman Yamamoto stated that the Housing Authority will be going before the Town Council on September 3 and asked if we are doing anything about notifying the residents. Mr. Pliszka stated that a letter went out to all the residents last week updating everyone stating there would be a public hearing on September 3, 2019. Ms. Pliszka stated that there are also signs posted at the

Veterans Terrace development. Chairman Kate asked who will be involved. Mr. Pliszka said that Helen Muniz from Carabetta and our attorney will be in attendance along with EHHA.

There was a discussion regarding Glendower, the Relocation Specialist, regarding Phase 1 assessments and draft relocation plan.

8. NEW BUSINESS

a. Review and Approval of Vacated Tenant Accounts Receivable Write-offs for Federal Developments

Commissioner Carella asked about the number of units to be written off for the Federal properties. Mr. Pliszka stated that with a lot of these it is people who have since deceased or they are living in assisted living and these are their balances. Commissioner Carella stated that he liked the way Mr. Pliszka did this report but it is still a huge number. Commissioner Carella said you don't evict people for maintenance charges. Mr. Pliszka said not for maintenance charges or late fees but we can for non-payment of rent. He stated that if people don't pay we do report them to a collection agency so if they try to get housing somewhere else they are not able to until they pay off our balance first.

Vice Chairman Yamamoto made a motion to adopt Resolution No. CTR013-173-08-2019 to authorize the East Hartford Housing Authority vacated tenant accounts receivable write-offs effective August 21, 2019: Federal Developments is \$26,183.47. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

b. Review and Approval of Vacated Tenant Accounts Receivable Write-offs for Veterans Terrace

Commissioner Carella said Veterans Terrace is a work in progress. Mr. Pliszka stated that we can only write-off people who have moved out and a lot of those Veterans Terrace charges are people who are still living there that have a charges on their account. Mr. Pliszka stated that there were no write-offs for Veterans Terrace last year but this year there are a few we should get off the books. He noted that we only write-off people that don't have a repayment agreement with us and we are not actively getting money or we have not been able to get in contact with. Commissioner Carella said it must be over a year. Mr. Pliszka said for Veterans Terrace they must be moved out for more than 12 months and that is a rule from CHFA. Commissioner Stephens asked under Veterans Terrace why is one of the balances so high. Mr. Pliszka stated they might have been at flat rent because they did not recertify then they went to court after a few months then there are legal fees and maintenance charges.

Vice Chairman Yamamoto made a motion to adopt Resolution No. CTR013-174-08-2019 to authorize the East Hartford Housing Authority vacated tenant accounts receivable write-offs effective August 21, 2019: Veterans Terrace is \$9,051.40. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

c. Review and Approval of Change Order for the Elevator Cab Upgrades

Mr. Pliszka said this was on Mr. Van Allen's report and it is to wire the cameras so we can see the activity in the elevators from here and we don't have to go to that site to access it. It was determined

while work was being done on the elevators, it would be best to put the cabling in so that we can hook it up to all of our other cameras so we can review the security footage on our computers. The entire elevator project was over \$100,000, which was previously approved, so we need to bring the Change Order to the Board in the amount of \$12,246.79 to move forward with the cabling for the security cameras in two elevators. Mr. Pliszka explained that it is a lot cheaper with the labor to do it now while they are installing everything new then to do it later. Commissioner Carella said that is a little different than a typical change order. Mr. Pliszka said that Kone is going to be installing the cabling as well. He said it is not an actual change order to what has already been approved for the elevator it is more of an add-on to Kone's tasks.

Vice Chairman Yamamoto made a motion to approve the change in Contract #41175133 at Meadow Hill for the change order to install cabling in two elevator shafts for security cameras in the amount of \$12,246.79. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

d. Review and Approval of Change Order for Hockanum Park and Shea Gardens Security System

Mr. Pliszka stated they want to add nine additional cameras. After going through discussions with Mercury, they need to put some of the boxes on the outside of the boiler rooms because some of the boiler rooms get too hot with the equipment in there it would overheat. He said they want to add nine cameras that are right over by the boxes in case anyone tries to do something to those boxes there will be a security camera close, which will get a good view of what is going on and to keep an eye on the boxes. Mr. Pliszka said this change order is for \$12,539 to add those nine cameras.

Vice Chairman Yamamoto made a motion to approve the change with Quote #32897 at Hockanum Park and Shea Gardens for the change order to install nine outside cameras to view control boxes and surrounding areas. Install three network hardened switches and commissioning. Install network switches to support camera at building 9, 17 and 20. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

e. Discussion of Upcoming Meeting Date

There was a discussion to move the September Annual Meeting from September 18, 2019 to September 19, 2019 at 1:30 p.m.

9. OLD BUSINESS

There was nothing to discuss under this heading.

10. EXECUTIVE SESSION

a. Update on Pending CHRO Complaints

b. Update on Course of Action and Strategy Regarding Unemployment Compensation Matters

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of an Update on Pending CHRO Complaints and Update on Course of Action and Strategy Regarding

Unemployment Compensation Matters. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present to go into Executive Session at 2:36 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 Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 2:46 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 present, and the meeting was adjourned at 2:47 p.m.

Respectfully submitted,



James Kate
Chairman of the Board

ATTESTED BY:



Christopher Pliszka
Finance Director