

**COMMISSIONERS' ANNUAL BOARD MEETING, OCTOBER 16, 2019**

The Commissioners of the East Hartford Housing Authority held its annual meeting on Wednesday, October 16, 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 1:33 p.m.

1. **ROLL CALL:** Commissioner Kathleen Stephens (arrived at 1:45 p.m.)  
Commissioner Hazelann Cook  
Vice Chairman Prescille Yamamoto  
Chairman James Kate

Absent from the meeting was Commissioner John Carella.

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director; Brenda Pliszka, Executive Secretary/HR Director; Attorney Ralph Alexander, Legal Counsel and Michael Guyder (for part of meeting).

The motion was made by Vice Chairman Yamamoto to suspend the order of the meeting to address item 8a. under New Business – Review of Audit Financial Statement – September 30, 2018. Commissioner Cook seconded the motion and it was carried by unanimous vote of the Commissioners present.

8. **NEW BUSINESS**

- a. **Review of Audit Financial Statement – September 30, 2019**

Mr. Guyder from Marcum LLP stated that he is here to go over the audit report for the year ending September 30, 2018. He explained that Guyder and Hurley has merged with Marcum LLP. However, it will be the same team of people and they are now part of the affordable housing division within Marcum LLP. The audit of the report issued for the year ending September 30, 2019 is on page 4 and as in the past several years the opinion has been qualified due to the lack of timely reporting from the retirement system. He did state that they received the reporting this year from the retirement system in August, which was the expectation, but it is unclear as to whether or not they will be accelerating that timeline. Whether we have a qualified opinion in 2019 depends on the retirement system. Mr. Guyder stated that since merging with Marcum LLP it was decided that since it is really outside of the Housing Authority's control that has been removed as a finding moving forward but it will be a qualification. There was a discussion on the key points within the audit report. Mr. Guyder did state that looking forward if there is a closing of tax credits for Veterans Terrace that will have a financial and accounting impact on the Housing Authority that will need to be recognized in future years. Since that has not occurred, we won't anticipate there will be any significant accounting impact for September 30, 2019 but the ultimate closing of that deal will probably coincide with some audit field work for 2019. Mr. Guyder believes that should work out and they will be happy to lend that support.

The Board thanks Mr. Guyder for coming in and presenting the 2018 Financial Audit.

2. **Approval of Regular Board Meeting Minutes, August 21, 2019**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of August 21, 2019. Commissioner Stephens seconded the motion.

Vice Chairman Yamamoto stated that on Page 7 under the Change Order for Hockanum Park and Shea Gardens Security System the amount of change order was \$12,534 and in the minutes it stated \$12,539.

The motion made and seconded was unanimously voted with the above-noted correction by 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

Vice Chairman Yamamoto stated when she was sworn in the Town Clerk stated that this letter of appointment be read into the minutes. Commissioner Cook read the following into the minutes:

Dear Ms. Yamamoto: On August 20, 2019, the East Hartford Town Council re-appointed you to the East Hartford Housing Authority, Board of Commissioners. This term will expire July, 2024. Please accept my sincere congratulations upon this appointment, which recognizes the trust and confidence that the Town of East Hartford and the Town Council holds in you.

Please bring this letter with you to the Town Clerk's office so that you may be sworn in for the term of office to which you have just been approved.

Should you require any additional information, please feel free to contact our Council Clerk, Angela Attenello, at 291-7208. Sincerely, Richard F. Kehoe, Town Council Chair

5. FINANCE REPORTS

a. Payment Vouchers, August & September, 2019

Chairman Kate asked if there were any questions on the August or September payment vouchers. In regards to the payment vouchers, there were questions asked and answered: On the August report check #59580 Williams Scotsman Inc – Mr. Pliszka said that is for a storage container at the Shea Gardens maintenance building. #599539 Phillip M Rouque – Mr. Pliszka said he did the masonry brick work at the central office that needed to be repaired. On the September report check #59698 Marisol Chavez – Ms. Bouchard said that Marisol Chavez attended Rent Calculation Training.

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

b. Aged Receivables, August & September, 2019

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

c. Age Payables, September, 2019

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

d. Rent Collection Report – August & September, 2019

At this time, the September Rent Collection Report was distributed to the Commissioners.

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

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

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

f. Quarterly Withdrawals Direct Deposits – July – September, 2019

The motion was made by Vice Chairman Yamamoto to accept the Quarterly Withdrawals Direct Deposits – July-September, 2019. Commissioner Stephens seconded the motion.

Commissioner Cook asked about TD Equipment. Mr. Pliszka said that is the Energy Performance Contract (EPC). Commissioner Cook asked about the IN payment. Mr. Pliszka said that should have been LN payment.

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

g. Monthly Actuals for Period Ending August 31, 2019 & September 30, 2019

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending August 31, 2019 and September 30, 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 (August & September, 2019); b. Occupancy Report (August & September, 2019); c. Section 8 Voucher Report (August & September, 2019); d. Scattered Sites Properties Report (September, 2019); e. Attorney's Report (October, 2019); f. Unit Turnaround AMP 1, AMP 2, VT (August & September, 2019) and g. Quarterly Resident Services Coordinator Report (July – September, 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 that she is still having difficulty with this report. There was a discussion about the preparation of this report. Vice Chairman Yamamoto said at the last meeting on Shea Gardens we discussed a lot about

McKenney Mechanical and now nothing has happened. Ms. Bouchard explained that we met with JCI yesterday regarding the boilers and asbestos testing. Ms. Bouchard said the project is now on hold for the winter months but in March we will have two crews to do the abatement and two crews from McKenney Mechanical to finish up the piping to the current boilers that are there. There was a discussion regarding LBP at Hockanum Park. There was further discussion on encapsulation and abatement. At this time, no units have peeling paint.

- b. Occupancy Reports – Vice Chairman Yamamoto made the statement that there were a lot of people moving in and out at Meadow Hill.
- c. Section 8 Housing Voucher – There were no questions on the August & September, 2019 reports.
- d. Scattered Sites Properties Report – Ms. Bouchard said there was a correction on 43 Wells Avenue the first floor it should be \$970. Commissioner Cook asked about 19 Goodwin Place the 2<sup>nd</sup> Floor. Mr. Pliszka said they may be leaving or if they cannot find anything they may elect to stay. It was asked if these are one year leases. Ms. Bouchard said it goes for one year than month to month after that.
- e. Attorney's Report – There were no questions on this report.
- f. Unit Turnaround AMP 1, AMP 2, VT – There were no questions on the August & September, 2019 reports.
- g. Quarterly Resident Services Coordinator Report – Vice Chairman Yamamoto said on page 2 of this report Ms. Aberle has been meeting with Catherine Marx who is with the U.S. Census Bureau and stated that it is very important to count everyone. She stated that Ms. Aberle is doing a phenomenal job and she knows this because she is involved with the 2020 Census. They have commented that they wished other groups were doing as good a she is doing. It was agreed that a letter go out to Ms. Aberle from the Board for all her hard work with the 2020 Census.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Hud Safety and Security Grant – Ms. Bouchard said the Housing Authority applies every year for the HUD safety and security grant and we pass threshold but unfortunately, we are not drawn in the lottery. Ms. Bouchard said the only Housing Authority in the state that received any money was the Stratford Housing Authority. 5-Year PHA and Annual Plan – Ms. Bouchard said we submitted our 5-Year Plan for the second time, since we were told to submit this year, but then received notification that we were not supposed to submit our 5-year plan this year and that it was not due until 2020. Since we received the wrong information, the 5-year PHA and Annual Plan was approved but the Housing Authority still has to do the 5-year plan again next year. Veterans Terrace Redevelopment – Ms. Bouchard said we have not yet closed on funding for Phase 1. She said that Ms. Muniz thinks it will be some time in December but Ms. Bouchard believes it won't be until sometime in January. Ms. Bouchard stated that we have to send a 90-day notice to the residents prior to them relocating. Vice Chairman Yamamoto asked if the

residents are starting to lose interest. Ms. Bouchard said they are not losing interest but they are starting to pack before the time and can be confusing for residents. She stated that we have a meeting with the residents tomorrow at 6:00 p.m. with Glendower Group and our developers to have a general discussion about what residents should be doing and the new timeframe because we don't want to move anyone before the Holidays. She believes residents will not be moving until the end of January beginning of February. Ms. Bouchard said that we are trying to do as much onsite relocation as possible. At this time, the Housing Authority has 16 units that are definite but believe we will be up to 18 for relocation. Vice Chairman Yamamoto said that the Glendower agreement still needs some work. Ms. Bouchard said that her and Mr. Daniels have been going through this agreement with a critical eye and one thing is that this agreement needs to be only for Phase 1 because we do not have financing for Phase 2 or 3 yet. There was further discussion regarding relocation plan such as Glendower is under contract with Developer, the need to address uniform relocation act and who is responsible for legal proceedings. There was a discussion of the notice process that has to go out to the residents regarding when they will have to move. Ms. Bouchard noted that three families had not done their assessments and was not certain if those have been completed or not. Another thing that Glendower is to provide the Housing Authority is anyone that is red flagged for problems, such as hoarders or people with serious medical conditions, that we need to make accommodations for because we need that information to know how to relocate the residents and the attention that we need to focus on who first. On September 3, 2019, the Town Council approved the discontinuance of the road at Columbus Circle Extension. There is an appeal period of 120 days between now and January if no one appeals it the road will be ours. Ms. Bouchard said on Phase 2 we are getting ready for application submission for this November and we are on track for that. Ms. Bouchard said that they are trying to change the pole lighting to metal poles from the wood poles to make it look nicer at the property since we are spending \$60 million for development. There was a lengthy discussion regarding the poles. Ms. Bouchard stated that Phase 3 will not be submitted until next year. Emergency Operations Plan – Ms. Bouchard said we did one in 2014 and it has been five years so the Housing Authority wanted to do an update. She said that we contacted Steve O'Rourke to help us out with this. Ms. Bouchard said that we are trying to make better efforts to understand this plan. The management has been meeting weekly to review this plan which involves having homework in reading chapters and making sure that everything stated in the plan is what we will do and then staff will be brought in. Ms. Bouchard said that we only have limited staff. She said if someone is out or sick we need backup.

8. NEW BUSINESS

b. Review and Approval of Changes to the Payment Standard for Small Area Fair Market Rents

Ms. Bouchard said the payment standards for Section 8 come out in October. The new payment standards have gone down. She explained that you can set payment standards between 90 – 110% but in trying to save a little money on the Section 8 program she is doing 100% to make sure that we are fully leased on our vouchers.

Vice Chairman Yamamoto made a motion to adopt Resolution No. CTR013-175-10-2019 to approve the changes to the payment standards for Small Area Fair Market Rents (SAFMR) to 100%. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

c. Election of Officers

Commissioner Cook asked that we keep the same slate of officers. Chairman Kate spoke with Commissioner Carella and he agreed to continue to serve as the Treasurer.

Vice Chairman Yamamoto made a motion that the Secretary cast one ballot for the existing slate of officers. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

9. OLD BUSINESS

Ratification of Kone Elevators – Elevator Cab Upgrades Change Order Number 2

Ms. Bouchard stated that the elevator did not pass one of its tests regarding counter weight issues and there was a phone vote to the Commissioners to pass a resolution for the change order number 2 for Kone Elevator to fix.

Vice Chairman Yamamoto made a motion to approve the resolution regarding the Change Order 2 with Kone for elevator cab upgrades at Meadow Hill. Commissioner Stephens seconded the motion and it was carried by unanimous vote of the Commissioners present.

10. EXECUTIVE SESSION

a. Discussion of Strategy & Negotiations Regarding Collective Bargaining Matters

b. Update on CHRO Complaint

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 and Update on CHRO Complaint. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present 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 Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 3:01 p.m.

11. POST EXECUTIVE SESSION

Discussion and Action Regarding Approval and/or Ratification of Negotiations Regarding Collective Bargaining Matters

Vice Chairman Yamamoto made a motion to approve the ratification of the negotiations regarding collective bargaining matters with the Clerical Unit. Commissioner Stephens 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 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 3:02 p.m.

Respectfully submitted,



James Kate  
Chairman of the Board

ATTESTED BY:



Debra Bouchard  
Executive Director