

COMMISSIONERS' SPECIAL MEETING, MARCH 11, 2020

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, March 11, 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 9:36 a.m.

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

Commissioners Hazelann Cook and Kathleen Stephens were absent from the meeting.

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

2. **Approval of Regular Board Meeting Minutes, February 19, 2020**

The motion was made by Vice Chairman Yamamoto to approve the minutes of the regular meeting of February 19, 2020 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 present to address the Board.

4. **FINANCE REPORTS**

- a. **Payment Vouchers, February, 2020**

Chairman Kate asked if there were any questions on the February, 2020 payment vouchers. In regards to the payment vouchers for February, 2020 the following questions were asked: #60456 KAZ Equipment – Mr. Pliszka said the Housing Authority purchased two Ventrac snow blowers for a couple of the larger sites, Elms Village and Rochambeau, that only had push snow blowers. He explained that they work well and stated we have them at a couple of the other sites. Ms. Bouchard stated that it saves on workers' comp potential claims since they just stand on the back of the machine and it gets the job done faster, we avoid slip and falls and it cuts down many hours and overtime. #60507 Gengras Ford – Mr. Pliszka said this was for a new plow truck. There was a discussion regarding purchasing locally. #60565 Sun Life Financials – Vice Chairman Yamamoto asked what is Sun Life Financials. Mr. Pliszka stated that is the company we use for life insurance as well as long and short-term disability. #357 Keith Niziankiewicz – Mr. Pliszka said he is a State Marshal who serves our executions for evictions. #60538 Alberca Construction Company – Mr. Pliszka said they are currently they are putting casings on the windows at Hockanum Park. Ms. Bouchard stated they do a lot of work for the Housing Authority.

The motion was made by Vice Chairman Yamamoto to accept the Payment Vouchers – February, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

- b. **Aged Receivables, February, 2020**

Commissioner Carella stated that Veterans Terrace is quite high. Ms. Bouchard said a lot of the residents failed to recertify for October 1 and we are required once a year to get information of who is

in the household and what their income is. She explained the process and if they fail to recertify the resident goes to flat rent. Mr. Pliszka said even after they do get evicted this being a state property it has to stay on the books for at least a year after they move out so it will probably stay high for at least a year or so. There was a discussion regarding late fees at the properties. Commissioner Carella asked if someone is evicted at Veterans Terrace do they have any rights to come back to the development when it is completed. In regards to Veterans Terrace, Ms. Bouchard said if you are evicted from the property you do not have relocation rights.

The motion was made by Vice Chairman Yamamoto to accept the Aged Receivables Report – February, 2020. Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

c. Monthly Actuals for Period Ending February 29, 2020

The motion was made by Vice Chairman Yamamoto to accept the Monthly Actuals for the Period Ending February 29, 2020.

Commissioner Carella said the rental income for Veterans Terrace is down more than \$90,000. Ms. Bouchard said that is due to having all those units vacant for relocation. Mr. Pliszka said we have to count it based off what we would expect if we were fully occupied for Veterans Terrace or they won't accept our budget otherwise. He said we recorded approximately \$115,000 vacancy loss due to vacant units at this point. There was a brief discussion regarding this issue.

Commissioner Carella seconded the motion and it was carried by unanimous vote of the Commissioners present.

5. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (February, 2020); b. Occupancy Report (February, 2020); c. Section 8 Voucher Report (February, 2020); d. Scattered Sites Properties Report (February, 2020); e. Attorney's Report (March, 2020); and f. Unit Turnaround AMP 1, AMP 2, VT (February, 2020).

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 stated a lot of things are going to begin on April 1. Ms. Bouchard has been speaking to Mr. Van Allen about that and stated that not everything is going to begin on April 1 it will be staggered.
- b. Occupancy Reports – Vice Chairman Yamamoto asked if there is a reason why there are three move outs at Meadow Hill. Mr. Pliszka said there have been a few deaths at our properties over the past couple of months.
- c. Section 8 Housing Voucher – Ms. Bouchard said that we are down on Section 8. She said we are supposed to be fully occupied at 431. At this time, we don't have enough people to absorb from

other agencies which is the quick way to get your numbers up because they are already ported into us and we just take on their payments and we put them under our portfolio. On Friday, the Housing Authority will be doing a briefing on Section 8 which will exhaust our wait list. At the briefing, we will issue over 50 vouchers. When that is finished, the Housing Authority will open our Section 8 wait list.

- d. Scattered Sites Properties Report – Vice Chairman Yamamoto said when you move into a scattered site property how long is that for. Mr. Pliszka said it is a one year lease than month-to-month after that. Vice Chairman Yamamoto said on Laurel Street she believes they are the original tenants in there. Ms. Bouchard said that is correct.
- e. Attorney's Report – Vice Chairman Yamamoto asked what is a pretermination notice. Attorney Alexander explained this to the Board.
- f. Unit Turnaround AMP 1, AMP 2, VT – Vice Chairman Yamamoto said there are no turnarounds for Hutt Heights. Ms. Bouchard said it is part of AMP 100. She said when the property became federalized we rolled it into AMP 100. Mr. Pliszka said we don't really get many vacancies at Hutt Heights.

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

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Executive Director's Report

Ms. Bouchard said that she does not really have much to report on because it has really been centered around development. She said we continue to have our meetings. Ms. Bouchard said there was an issue with peeling paint at Veterans Terrace. The Housing Authority worked with the Town's Health Department to correct the issue and move the tenant into another unit. Ms. Bouchard said the Town does the lead testing for free and does not cost us any money and we have been working well together. Ms. Bouchard said there is a meeting this afternoon with the Carabetta's attorneys and the Housing Authority's attorney, Gregg Burton, as well as Andrew Daniels and Mr. Pliszka and myself to discuss what issues we have and that will be discussed further in Executive Session. Ms. Bouchard said she had to do an Annual Report for CHFA which she has to do every year. Unfortunately, the financials are based on the old financials we had from Fiscal Year ending 2018 because we don't finish that report until we go through our audit. Mr. Pliszka said that we are on his schedule for March 30 but he received an email from his firm last week stating depending how the Coronavirus goes they are letting everyone work from home at this point and thinks it could be up in the air. Ms. Bouchard said we have Michael Kilganen, who is the director of multi-family in Boston, here today walking the property with Helen Muniz and Christine Paisley to discuss the redevelopment of Veterans Terrace and get a general impression of the property.

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

a. Discussion of Real Estate Matters Regarding Veterans Terrace Redevelopment

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Real Estate Matters Regarding Veterans Terrace Redevelopment. Commissioner Carella seconded the motion; it was carried by the unanimous vote of the Commissioners' present to go into Executive Session at 10:07 a.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 Carella seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 10:35 a.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 Carella said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 10:36 a.m.

Respectfully submitted,


James Kate
Chairman of the Board

ATTESTED BY:



Debra Bouchard
Executive Director