

COMMISSIONERS' ANNUAL BOARD MEETING, SEPTEMBER 27, 2023

The Commissioners of the East Hartford Housing Authority held its annual meeting on Wednesday, September 27, 2023 at the Authority's central office building at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman James Kate at 1:41 p.m.

- 1. **ROLL CALL:** Commissioner Hazelann Cook
 Commissioner Allen Harrison
 Commissioner Debra Crockett-Hatzidakis
 Chairman James Kate

Absent was Vice Chairman Prescille Yamamoto

Also present were: Debra Bouchard, Executive Director; Christopher Pliszka, Finance Director and Brenda Pliszka, Executive Secretary/HR Director.

2. **Approval of the Regular Board Meeting Minutes, June 21, 2023**

The motion was made by Commissioner Cook to approve the minutes of the regular meeting of June 21, 2023 as presented. Commissioner Crockett seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

Approval of Special Board Meeting Minutes, August 23, 2023

The motion was made by Commissioner Cook to approve the minutes of the special meeting of August 23, 2023 as presented. Commissioner Crockett 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. **Request for Additional Agenda Items**

Ms. Bouchard said she would like to add to the agenda under New Business item c. Review and Approval of HCV Payment Standards for FY 2024.

The motion was made by Commissioner Cook to approve to add to the agenda under New Business item c. Review and Approval of HCV Payment Standards for FY 2024. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

Chairman Kate asked for a motion to suspend the rules and go into Executive Session to discuss Real Estate Acquisition.

The motion was made by Commissioner Cook to suspend the rules to go into Executive Session to discuss Real Estate Acquisition. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

10. EXECUTIVE SESSION

Discussion of Real Estate Acquisition

The motion was made by Commissioner Cook to go into Executive Session to discuss Real Estate Acquisition at 1:44 p.m. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

The motion was made by Commissioner Cook to come out of Executive Session and go back to regular session at 2:19 p.m. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

Chairman Kate asked at this time to move the Director's Report/Commissioners' Comments since Ms. Bouchard will need to leave the meeting shortly due to an appointment.

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

New Positions – Receptionist – Ms. Bouchard said Ms. Pliszka is going through the last of the resumes and will be setting up interviews soon. Janitor – Ms. Bouchard said that the Janitor position has been posted twice and the first time they had a couple that were not that good and the next time no one showed up for the interviews, so we are going to try again. Housing Programs Manager – Ms. Bouchard stated that Suhail Rosa will start with us on Monday, October 2, 2023 and she will be in the managers' union. Family Unification Program (FUP) – Ms. Bouchard has not seen anything on the 2023 FUP awards yet and everything was closed out at the end of July. If she doesn't hear anything soon, she will reach out to DCF to find out if they sent out the awards and just did not notify us. Real Estate Acquisition – Ms. Bouchard stated that we had already discussed this item in Executive Session. Public Housing Assessment System (PHAS) – Ms. Bouchard said that the Housing Authority again this year is a High Performer, and the results are attached to her report. Annual Plan – Ms. Bouchard said the annual plan submitted to HUD was approved as well as the ACOP and the Administrative Plan. Ms. Bouchard said that we will be working on the Administrative Plan again for January since everything in HUD is changing and we have to retrain staff on rent calculations and policies for both public housing and housing choice voucher programs.

5. FINANCE REPORTS

a. Payment Vouchers, June, July & August, 2023

Chairman Kate asked if there were any questions on the June, July & August, 2023 payment vouchers. In regard to the payment vouchers, the following questions were asked: Chairman Kate asked what does Phillip Tostarelli do for the Housing Authority? Mr. Pliszka said he is our main carpenter that we have under contract. The other vendor we also use is Witham Construction and they are our secondary carpenter. #65148 Marucci Contracting LLC – Mr. Pliszka said they did the basketball court at Hockanum Park.

The motion was made by Commissioner Cook to approve the Payment Vouchers for June, July & August, 2023 as presented. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

b. Aged Receivables – June, July & August, 2023

The motion was made by Commissioner Harrison to accept the Aged Receivables for June, July & August, 2023 as presented. Commissioner Crockett seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

c. Aged Payables – August, 2023

The motion was made by Commissioner Harrison to accept the Aged Payables for August, 2023 as presented. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

d. Rent Collection Report, June, July & August, 2023

Mr. Pliszka said Veterans Terrace has dropped in the last couple of months because people are not paying. Commissioner Cook asked when does Carabetta take over the property. Mr. Pliszka said once we close. He stated that we will be relocating the remaining people between our property or offsite for the time being. Unfortunately, he said, a lot of the remaining tenants are one-bedroom households and most of the one-bedroom units are in Phase 3 so they will have to be relocated offsite until the construction is completed. He explained that is the new construction where they are not using the foundations. Commissioner Cook asked what they are doing with the people they don't have a bedroom size for. Mr. Pliszka said most of the tenants there have the bedroom size and they are only short one one-bedroom unit and between now and next year someone may leave. Chairman Kate said they are working on Phase 3. Mr. Pliszka said that we have not closed yet on that Phase and that is where the few people are remaining and there are still about 35 households left at Veterans Terrace. Yesterday, the Housing Authority was notified that the additional funding that was needed did get approved by the State and the closing process with CHFA has begun again. Mr. Pliszka believes that we will probably close on Phase 3 at the end of January or February, 2024.

The motion was made by Commissioner Cook to accept the Rent Collection Report for June, July & August, 2023 as presented. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

e. Quarterly Notice to Quit Count – April – June, 2023

The motion was made by Commissioner Harrison to accept the Quarterly Notice to Quit Count – April – June, 2023 as presented. Commissioner Crockett seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

f. Quarterly Withdrawals Direct Deposits – April – June, 2023

The motion was made by Commissioner Harrison to accept the Quarterly Withdrawals Direct Deposits – April – June, 2023 as presented. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

g. Monthly Actuals for Periods Ending June, July & August, 2023

Commissioner Cook said this is the start of the new year as of October 1, 2023 and asked what happens if there is a government shutdown. Mr. Pliszka said that the Housing Authority should be alright for a while. He believes that by the time we get in trouble there will be a lot more problems before we are affected. There was a brief discussion of what would affect the Housing Authority if there was a shutdown.

The motion was made by Commissioner Harrison to accept the Monthly Actuals for Periods Ending June, July & August, 2023 as presented. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

6. CONSENT AGENDA

The motion was made by Commissioner Harrison to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (June, July & August, 2023); b. Occupancy Report (June, July & August, 2023); c. Section 8 Voucher Report (June, July & August, 2023); d. Scattered Sites Properties Report (June, July & August, 2023); e. Attorney's Report (August, 2023); f. Unit Turnaround AMP 1, AMP 2, VT (August, 2023) and g. Quarterly Resident Services Coordinator (April – June, 2023). Commissioner Crockett seconded the motion.

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

- a. Capital Fund & Major Maintenance Reports – June, July & August, 2023 – Chairman Kate said under the boiler replacement at Meadow Hill they were supposed to schedule the flue liner. Mr. Pliszka said the flue liner is supposed to be installed tomorrow and that takes a day or so. On October 4th or 5th they will be firing up the boilers and then the inspection needs to take place. They already went through the electrical inspection with the Town. Commissioner Cook asked if they have any heat at this time. Mr. Pliszka said not until the flue is installed because there would be no exhaust. Commissioner Cook said it should be running next week. Mr. Pliszka said it should be running by next week. There was a delay in getting the flue but they have it now and it will be installed. Mr. Pliszka said that he has been keeping on top of it.
- b. Occupancy Report – There were no questions on this report.
- c. Section 8 Housing Voucher Report – Mr. Pliszka said that we are going to be doing another briefing in the next month or so to get more vouchers on the street. There was a brief discussion about the problem and the Commissioners said they are having the same problem getting people leased up. The landlords are asking so much for the apartments, or they don't pass inspection. It was stated that we are planning to have a meet and greet with landlords and refreshments to see if they have any units available and possibly try to get new landlords.
- d. Scattered Sites Properties Report – Chairman Kate said 39 Laurel Street was vacant. Mr. Pliszka said that we are hoping to have that leased up by October 1. Mr. Pliszka stated that 83-85 Connecticut Boulevard, the first floor, is a complete remodel because that unit was never renovated and will take a while before it can be leased up. He said that unit someone was living

in it when the Housing Authority purchased the property and the only thing that was done in that unit was the windows. Mr. Pliszka said Julius, Deb and he went through the property to do a scope of work and we will be hiring a general contractor because there is too much work that needs to be done and explained what we are doing in that unit.

- 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.
- g. Quarterly Resident Services Coordinator Report – There were no questions on this report.

The motion previously made and seconded to approve the Consent Agenda was carried by unanimous vote of the Commissioners' present.

8. NEW BUSINESS

a. Election of Officers

Commissioner Cook stated she would like to keep the same slate of officers and presented the slate of Officers to the Board: James Kate as Chair; Prescille Yamamoto as Vice Chair and Allen Harrison as Treasurer. Debra Bouchard serves as Secretary of the Board. The Secretary cast one vote to approve the above-slate of Officers. Commissioner Harrison seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

b. Review and Approval of the 2023 Disposition Auction List

Chairman Kate stated that all the pictures are the items that will be auctioned off. Mr. Pliszka said that is correct. There was a review of the items.

The motion was made by Commissioner Harrison to approve the 2023 Disposition Auction List as presented. Commissioner Cook seconded the motion, and it was carried by unanimous vote of the Commissioners' present.

c. Review and Approval of HCV Payment Standards for FY 2024

Mr. Pliszka said that we have decided to stay with 110% because of how hard it is to lease units. This will start January 1, 2024.

The motion was made by Commissioner Cook to approve Resolution # CT013-215-09-2023 of the change in the Section 8 Payment Standards FYE September 30, 2024. Commissioner Harrison 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.

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Commissioner Harrison and seconded by

Commissioner Cook said motion being carried by the unanimous vote of the commissioners' present the meeting was adjourned at 2:49 p.m.

Respectfully submitted,

James Kate
Chairman of the Board

ATTESTED BY:

Debra Bouchard
Executive Director