

Stonington Housing Authority
Zoom Online Annual & Special Meeting
November 9, 2021
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:32 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Commissioner Kevin Beverly, Resident Commissioner Debbie Lee, Executive Director Phylicia Adams, and Becky Champlin. Commissioner Beth Leamon entered the meeting at 4:37 p.m.

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Commissioner Beverly to approve the minutes of the October 14, 2021 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

ED Phylicia Adams presented the Treasurer's report as of October 31, 2021, showing a balance of \$30,235.74 in the Berkshire Bank checking account; \$3,627.52 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$33,863.26. A total of \$340,376.89 for savings and investments and \$122.07 in petty cash. The total of all savings and checking assets is \$374,362.22.

BILLS AND COMMUNICATIONS: There were no bills or communications.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apt. 7-2 prepared for new move in.
- Facilitated Homestead's second visit to change out sensors at no charge to the housing authority.
- Removed downed tree from Trumbull St. after storm.
- Sanitized the Community Building daily.
- Continued daily grounds work and gutter cleaning.
- Upcoming projects for November: Prepare apartments 3-1 and 2-3 for new move ins. Participate in Fair Housing training. Gutter cleaning and leaf removal.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. A new volunteer will start working with the housing authority in November. She will help organize our library and games and help with some administrative tasks.
2. The Youth Social Club has ended for this year. They used our space for 6 weeks to host events for young adults with disabilities. The program will continue next year.
3. Attended one day of the CONN-NAHRO Convention in September. It was our first time meeting in person since 2019. The most impactful workshop was presentation about OSHA.
4. We hosted a flu shot clinic in the community room 20+ residents were vaccinated.

Financial:

1. SHA received a small grant from Westerly Community Credit Union to support our partnership with the Yellow Farmhouse who will continue to deliver fresh produce in 2022.
2. A Certificate of Deposit with Berkshire Bank matured in October. Renewed the CD for another 6 months at 0.5% APR.
3. One of our secure file cabinets broke and one drawer is no longer accessible and we need to replace it. Several options are available online with the cost ranging from \$1,000 to \$1,500.

Maintenance:

1. In preparation of winter weather, all residents have received the Snow Removal Guidelines that outline how the staff handles inclement weather in the winter along with community safety tips.
2. After 5 years of use, the blade on the John Deere will be replaced this year due to normal wear and tear. This equipment is used for snow removal. Additionally, we've received 1 pallet of ice melt and the generator has been refueled.
3. The annual hydrant flushing and inspection was completed in October.
4. Ron will be out for 1 week in November. We'll have on-call maintenance to address any emergencies.

REPORT OF THE RESIDENT COMMISSIONER:

Bread day is every Wednesday. The bread arrives at approximately 8:30am.

Bingo is on every Tuesday at 10:30am.

Chair exercise is on every Thursday at 11:00am.

Scrabble is on every Saturday at 11:00am.

October 7, 5 residents attended the pumpkin painting event.

October 20, we had our Flu Clinic and 20 residents were vaccinated. Tony the Pharmacist, went to the homes of 2 residents with mobility restrictions.

October 28, we made 76 trick-or-treat bags for Halloween. Thank you to all the residents who donated candy. Thank you Art, Frances and Janice for helping with candy bagging.

October 29, 7 residents had their picture taken in front of a fall backdrop in the Community Room. Some residents wore their Halloween costume.

October 31, Halloween was a success. We set up a table half way up Sisk Drive. Balloons and decorations lined Sisk Drive from the beginning to the table. Some EKR residents wore a costume. The table had candy bags on one side and trinkets on the other side. Each child got to choose a bag and a trinket. We had 76 bags of candy. We started handing them out at 4:00pm and ran out of candy at 7:10pm. The neighborhood residents enjoyed stopping at EKR.

October Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercise (Weekly at 11:00am)
- Paint Kindness Rocks
- Scrabble (Weekly on Saturday at 11:00am)
- 10/7/21 Pumpkin Painting (BYOP at 1:00pm)
- 10/15/21 Fire Hydrant Flushing (8:00-9:00am)
- 10/15/21 Flu Clinic Sign Up Deadline
- 10/20/21 Flu Shot Clinic (Must be signed up by 10/15)
- 10/28/21 Bag Halloween Candy for 10/31
- 10/29/21 Wear your Halloween costume & Picture taken at 1:00
- 10/31/21 Trick-Or-Treat (4:00-7:00pm)

November Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercises on Thursday (Weekly at 11:00am)
- Paint Kindness Rocks
- Scrabble (Weekly on Saturday at 11:00am)
- 11/15/21 PNC Thanksgiving Basket Deadline
- 11/19/21 SHA Holiday Grab & Go Menu Selection Deadline
- 11/21/21 PNC Thanksgiving Basket Delivery Day

OLD BUSINESS: There was no Old Business to report on this month. ED Adams made mention to the fact that SHA is always keeping an eye on the community in regards to Covid and encouraging the residents to stay safe.

NEW BUSINESS:

- Vote on Board Members: Vice-Chair Savin made a motion to keep all Board Members in the same positions they are currently in for 2022. Commissioner Leamon seconded the motion. Motion passed 5-0-0.
- Holiday Celebration: ED Adams stated this year SHA is providing a catered Grab & Go dinner from Ivy's Simply Homemade on Friday, December 3rd. She also commented on the planning of some additional Holiday events. This will include decorating the Community Room and having some type of musical & tree trimming event. Residents will be informed of such events including dates and times.


PUBLIC COMMENT:

Resident Commissioner Lee brought up a discussion regarding a resident who received a bill for replacing stove burners. The resident is currently disputing the bill. Commissioner Lee also brought up a similar circumstance on behalf of another resident who also received a bill for a separate situation. Distinguishing between normal wear and tear, unintentional tenant-caused damage, and intentional tenant-caused damage in the housing authority policies will continue to be discussed.

In regards to the tenant billing matters, Chair Careb stated she would like to go over the Lease and the Resident Handbook with ED Adams. Vice-Chair Savin suggested creating a Move-In Checklist for new tenants prior to moving in so they can address anything of concern beforehand. Chair Careb stated this Checklist should be signed by both the tenant and a Housing Authority Management Team employee. She said this should avoid any future conflicts. Vice-Chair Savin also encouraged tenants to look into getting a renters' insurance policy as they are relatively inexpensive. Chair Careb said this option should be added to the Move-In Checklist.

ADJOURNMENT: A motion was made by Resident Commissioner Lee and seconded by Commissioner Beverly to adjourn the meeting at 5:11 p.m. Motion passed 5 -0-0.

Respectfully submitted,

 (Jan 29, 2022 11:02 EST)

Kevin Beverly, Secretary