

Stonington Housing Authority
Zoom Online Regular Meeting
October 14, 2021
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular meeting of the Stonington Housing Authority to order at 4:33 p.m.

ROLL CALL:

Those in attendance were Chair Kate Careb, Vice-Chair Julie Savin, Resident Commissioner Debbie Lee, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Beth Leamon and Commissioner Kevin Beverly were absent.

MINUTES:

A motion was made by Resident Commissioner Lee and seconded by Chair Careb to approve the minutes of the September 9, 2021 regular meeting. Motion passed 3-0-0.

READING OF THE TREASURER'S REPORT:

ED Phylcia Adams presented the Treasurer's report as of September 30, 2021, showing a balance of \$17,132.37 in the Berkshire Bank checking account; \$3,627.43 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$20,759.80. A total of \$339,431.98 for savings and investments and \$128.32 in petty cash. The total of all savings and checking assets is \$360,320.10.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apt. 11-6 renovated.
- Helped set up for Continental Breakfast.
- Installed new blinds in the Community Room.
- Completed lock installation of all exterior utility closets.
- Sanitized the Community Building daily.
- Continued daily grounds work.
- Upcoming projects for October: Renovate apartments 7-2 and 3-1. Coordinate 2nd Homestead visit on Oct. 27th to upgrade any remaining condensate sensors. Oversee hydrant flushing on Oct. 15th.

REPORT OF THE EXECUTIVE DIRECTOR: There was no report given by ED Adams this month.

REPORT OF THE RESIDENT COMMISSIONER:

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

Community Garden Update: I would like to thank Art, Donna-Jo, Janice, Ruth, and Sue for watering garden beds. Janice was also the main gardener for the hydroponic gardens and did a wonderful job maintaining them. The vegetable plants produced a plentiful amount of produce for the residents.

Kindness rocks are in the Community Room for you to paint at your leisure. Feel free to put your rock anywhere you want in the community. Surprise a neighbor with a kindness rock.

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.

On September 10, EKR provided a continental breakfast for residents. We served yogurt, a variety of pastries, French Toast made by Ivy's Simply Homemade, juice, tea, and coffee. Many residents attended and it was nice to socialize outside.

Halloween: If you would like to donate candy, donations are needed for trick-or-treat by Monday, October 25. We also need volunteers to help with bagging candy on Thursday, October 28 at 11:30am. We will be setting up for trick-or-treat outside on Sisk Drive. Candy will be pre-bagged and sealed. On Halloween we will need help setting up the candy bags, decorations, tables and chairs at Sisk Drive entrance. Please let me know if you are able to help set up. Trick-or-treat will be between 4:00pm – 7:00pm. Come join in on the fun on Halloween between 4:00pm – 7:00pm.

September Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercise on Thursday (Weekly at 11:00am)
- Paint Kindness Rocks
- Scrabble (Weekly on Saturday at 11:00am)
- 9/10/21 Continental Brunch provided by EKR at 10:30am.

October Events

- Bingo on Tuesday (Weekly at 10:30am)
- Chair Exercise on Thursday (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)

OLD BUSINESS: There was no Old Business to report on this month.

NEW BUSINESS:

- 2022 Budget Discussion: ED Adams presented the 2022 Budget to the Board of Commissioners referring to each line item expense as compared to 2021. Vice-Chair Savin recommended a segregated reserves account. She would like to see the amount in reserves increase to \$500,000.00. Chair Careb agreed with Julie to maintain an amount of \$500,000.00 in reserves. Careb asked ED Adams to modify the budget to work on pre-development grant money to pay for a consultant. Chair Careb made note that SHA will not pay for a consultant unless we have the funds to pay for one through a grant source. After further discussion Chair Careb made a motion to approve the 2022 budget with edits suggested by her and Vice-Chair Savin. Vice-Chair Savin seconded the motion. Motion approved 3-0-0.
- 2022 Board Meeting Schedule: ED Adams proposed to the Board to schedule the 2022 meetings every other month beginning in January 2022. A motion was made by Chair Careb to move Board Meetings in 2022 to every other month beginning in January 2022 and if any issues come up an emergency meeting can be scheduled. Motion was seconded by Vice-Chair Savin. Motion passed 2-1-0.
- Transfer Pet Deposit Funds: ED Adams proposed to transfer the Pet Deposit Savings account from the Berkshire Bank to the Liberty Bank Escrow account. Vice-Chair made a motion per ED Adams' suggestion to make that transfer. Resident Commissioner Lee seconded the motion. Motion passed 3-0-0.

PUBLIC COMMENT:

Resident Commissioner Lee brought up a discussion about a resident who was charged to replace a broken toilet. ED Adams explained that things that are damaged outside of normal wear & tear are billed to the tenant. She stated SHA has to have a plan in place to recoup those expenses.


Resident Commissioner Lee also brought up some concerns from absent tenant Donna Haggerty. Her first concern was regarding her discontent that the previous meeting she attended had been cut off from Zoom. Her second written comment was that she'd like the internet on 24/7 in the community room. ED Adams explained there was an issue one day the previous week with the internet being out. This was a Comcast issue.

Haggerty also wanted to know what the utility allowance means on the yearly rent calculation work sheet. ED Adams explained that every tenant receives this discount on their rent.

Resident Commissioner Lee also brought up a few maintenance issues from Haggerty. She also stated that Haggerty wants the tattered American Flag replaced. Chair Careb told Lee to let Haggerty know she needs to fill out her maintenance requests on the work order forms.

ADJOURNMENT: A motion was made by Resident Commissioner Lee and seconded by Chair Careb to adjourn the meeting at 5:17 p.m. Motion passed 3 -0-0.

Respectfully submitted,


Kevin Beverly (Nov 16, 2021 21:13 EST)

Kevin Beverly, Secretary