

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

CALL TO ORDER:

Vice-Chair Julie Savin called the regular meeting of the Stonington Housing Authority to order at 4:35 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Commissioner Leamon and seconded by Resident Commissioner Lee to approve the minutes of the November 12, 2020 Annual & Regular Meeting and the minutes of the December 11, 2020 Special Meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of December 31, 2020, showing a balance of \$43,085.77 in the Berkshire Bank checking account; \$3,626.44 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$46,712.21. A total of \$313,489.68 for savings and investments and \$148.49 in petty cash. The total of all savings and checking assets is \$360,350.38.

BILLS AND COMMUNICATIONS: There were no bills or communications.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 1-2 times daily.
- Helped set up for bread deliveries on Thursdays.
- Planted new Christmas tree. Hung exterior Christmas lights.
- Handled major snow event on 12/17.
- Upcoming projects for Jan.: Heat pump filter cleaning and bathroom exhaust fan cleaning.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Thanks to the Leamon family for helping with meal distribution for Christmas dinners from the PNC. They delivered the meals to the doors of the residents.

2. Annual resident rent recertification starts this month. Residents have until March 5th to submit their documents to the office. To support them, a copier/printer is available for them to use in the Community Room.
3. We used the monthly resident newsletter to inform residents about the updated Stonington Emergency Alerts. Residents can register online or call Human Services to register to receive emergency alerts from the Town of Stonington.
4. As information becomes available about the COVID vaccine and the vaccination phases, we put information on the community room bulletin board. Phase 1b should start soon and this phase include people age 75+. We have 24 residents that are in this category.

Financial:

1. The bi-annual audit is complete.
2. The Connecticut Housing Finance Authority is accepting applications for funding to support residents and small community improvements. I will submit an application on behalf of SHA.
3. Housing authorities are exempt from the CT Paid Family Leave program and our employees are not eligible for the program.
4. We received the annual reimbursement grant from the Rhode Island Foundation. Those funds were used to support the catered lunch from Dog Watch Café in the summer.

Maintenance:

1. We had 1 snow storm so far and our snow removal process was a success.

REPORT OF THE RESIDENT COMMISSIONER:

Bread Day is on Thursday at 9:30 am. Please remember to bring your mask.

November 15, Flu Shots in the Community Room were cancelled due to Covid-19.

November 24, the Pawcatuck Neighborhood Center delivered Thanksgiving Dinner Boxes to the residents. Also, Human Services in partnership with Indulge Coffee and Sandwich Company in Stonington provided ready to eat Turkey dinners for residents. Thank you to the community for providing meals for our residents.

December 11, we had our Holiday Party. Residents trimmed the newly planted tree outside. A grab and go lunch from Dog Watch was also provided.

December 15, Stonington High School students in partnership with Human Services made and delivered Holiday Cheer Bouquets to 12 of our households.

December 23, the Pawcatuck Neighborhood Center delivered Holiday Dinner Boxes to the Community Room. Due to Covid-19 they did not go to each resident and staff delivered the boxes to the residents.

Also, Human Services in partnership with Indulge Coffee and Sandwich Company in Stonington provided ready to eat Ham dinners for residents. Thank you to the community for providing meals for our residents.

November Events:

- 11/16/20 Resident Halloween Meeting
- 11/24/20 Thanksgiving Dinner Boxes from PNC
- 11/24/20 Turkey Dinners Delivered (Human Services/Indulge Coffee & Sandwich Co.)

December Events:

- 12/11/20 Holiday Party
- 12/23/20 Holiday Dinner Boxes from PNC
- 12/23/20 Ham Dinners Delivered (Human Services/Indulge Coffee & Sandwich Co.)

January Events:

- No Events Scheduled

OLD BUSINESS:

- COVID-19 Response: ED Adams stated as she receives information on the availability of the vaccine she passes it along to staff so they can answer incoming questions.

NEW BUSINESS:

- 2018-2019: Audit Overview with Jason Geel (Maletta & Co.): Jason Geel of Maletta & Company, CPA'S presented the audit overview to the Board of Commissioners. He stated there were no issues or findings to be noted. He said SHA is a financially stable and well run organization. He found positive financial and operating results.

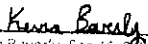
PUBLIC COMMENT:

Commissioner Beverly stated he looked into the vaccines due to his dad being 75+ and they started allowing those individuals to make appointments as of today. He said currently there are only 4 locations to receive the vaccine but there will be more locations added in the future. Citizens 75 and older will also be contacted if they do not reach out themselves to set up an appointment. Beverly urged people to call to get on the list as soon as possible.

Commissioner Leamon suggested obtaining transportation, if needed for residents, to take them for a vaccination. She also suggested to ED Adams to contact Danielle from the Town of Stonington to see if on-site vaccinations could possibly be arranged for the residents.

ADJOURNMENT: A motion was made by Commissioner Beverly and seconded by Commissioner Leamon to adjourn the meeting at 5:13 p.m. Motion passed 4-0-0.

Respectfully submitted,


Kevin Beverly (Feb 16, 2021 19:05 EST)

Kevin Beverly, Secretary