

Stonington Housing Authority
Zoom Online Regular Meeting
May 14, 2020
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular and annual meeting of the Stonington Housing Authority to order at 4:35 p.m.

ROLL CALL:

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

MINUTES:

A motion was made by Vice-Chair Savin and seconded by Resident Commissioner Lee to approve the minutes of the April 15, 2020 Special Meeting and the minutes of the April 30, 2020 Special Meeting. Motion passed 5-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of April 30, 2020, showing a balance of \$34,029.96 in the Berkshire Bank checking account; \$3,624.40 in the Berkshire Bank Pet Deposit account; for a total cash operations in all Berkshire accounts of \$37,654.36. A total of \$311,766.41 for savings and investments and \$44.01 in petty cash. The total of all savings and checking assets is \$349,464.78.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Apartment 12-2 renovation completed.
- Sanitized the Community Building 2-3 times daily and closed it down at 3pm on Fridays for the weekend.
- Help set up outside for bread deliveries on Thursdays.
- Repaired CR flooring.
- Lots of grounds work including repair and re-seeding of drainage area recently repaired.

- Upcoming projects for May: Due to the current pandemic, emergencies aside, maintenance activities will focus on and be limited to outdoor needs, i.e. grounds work, roof stain treatments, power washing, gutter cleaning, sidewalk repair.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. The S.H.A.R.E. Program is another community resource for the residents to be connected with a local volunteer that can pick up and deliver essential supplies. Information has been posted in the Community Room.
2. I've partnered with the Yellow Farm House to apply for two grants that will help EKR residents have access to season vegetables from Stone Acres Farm.
3. Claire Leamon came to the community on 5/1 to perform with her saxophone. Residents listened from their homes, porches, and sidewalks. It was a big success.
4. Renewed insurance policy for Property/Liability insurance with HAI Group. Currently in the process of gathering documentation for the Workers' Compensation policy to renew in May.
5. The office will be closed on Monday, May 25 for Memorial Day.
6. Becky & Phylcia completed the ServSafe Food Handlers course and will complete the Fair Housing Training in May.

Financial:

1. The total cost of COVID-19 related expenses is \$1,686.00. State Supported Housing Authorities are not eligible for federal COVID-19 relief.
2. Currently have 3 vacant units. One person is scheduled to move in this month and another is scheduled to move in early June.
3. We are scheduled to have an audit this year with Maletta & Company. The estimated cost is \$5,750 and we received an engagement letter in April. The next audit will be in 2022 and we'll need to get a new accounting firm.

Maintenance:

1. Re-seeded area where drainage pipes were replaced.
2. Community Room floor repaired.

REPORT OF THE RESIDENT COMMISSIONER:

On Friday, May 1, Claire Leamon came to the community and played the saxophone outside for the residents. Many people came outside to listen to her play beautiful music.

Thursdays between 8:30am-10:00am Sheila Reed and I hand out bread outside of the community room to comply with Covid-19 safety. Tables are sanitized, masks are worn and gloves/hand sanitizer are used. I also bring masks and give them to residents that need another mask.

We are starting the community vegetable garden. If you would like to help water the garden, there will be a sign-up sheet in the community room on the bulletin board once we are ready to plant.

OLD BUSINESS:

- **Community Room Security:** ED Adams stated she reached out to a couple of companies regarding camera security and security for the office. A proposal was received, with different options for the office, from Yankee Remodeler. It would include a new office door, a pass through window and a drop box. Commissioner Beverly suggested to ED Adams to find out about detailed warranty and if there would be same day service if there was a malfunction in the door. Vice Chair Savin asked ED Adams where we're at with the security camera system. Adams stated she received a proposal from one company out of three that she reached out to. She said a hard-wired system is needed. Further discussion ensued and the Board asked Adams to send her recommendation and proposal she received to the Board to be voted on at the next Board meeting.
- **Audit: Engagement Letter from Maletta & Co.:** ED Adams reminded the Board this was the third time using the same company and it is recommended to use a new company in 2022.

NEW BUSINESS:


- **COVID – 19 Update – Re-opening Guidelines:** ED Adams stated the Community Room is still closed and the laundry room is open Monday-Friday from 7:30am-3:00pm. She stated as part of re-opening she would like to propose keeping the community room closed and keeping the scheduled laundry from Monday through Friday but allowing people to do laundry on Saturday and Sunday without a schedule. Chair Careb said she liked the idea of keeping things the way they are for now to keep residents safe for an additional 14 days beyond May 20th. After more discussion it was agreed upon to keep things as they are until they meet again on June 11th at the next meeting. The Board spoke about scheduling another music event outside for the residents for Memorial Day and 4th of July weekends.
- **Review – Service Animal Policy:** ED Adams stated having this policy in place would be helpful for any residents who have a "service" animal vs. an "emotional support" animal. Currently SHA does not allow dogs. Rules and regulations would still apply to these sorts of animals according to this policy which would have to be signed by the tenant. She stated the difference between a service animal and an emotional support animal is that the service animal performs a specific task for the individual. The Board agreed they will review this policy in more detail and vote on it at next month's Board meeting.
- **Review – Live-in Aide Policy:** Adams stated a resident with a disability is allowed to have a live-in aide as long as it is prescribed by a doctor. This policy outlines the details to whomever may need a live-in aide. It also defines what a live-in aide is. It also states the live-in aide

cannot be on the lease. If a tenant moves out, the live-in aide must vacate immediately. Vice Chair Savin asked how SHA would “police” a live-in aide if they are a problem and not on the lease. Adams replied the aide has a separate document that they sign saying they will follow the rules of the lease. The Board agreed to review this policy and vote on it at next month’s Board meeting.

PUBLIC COMMENT: There was no public comment.

ADJOURNMENT: A motion was made by Commissioner Leamon and seconded by Commissioner Beverly to adjourn the meeting at 5:30 p.m. Motion passed 5-0-0.

Respectfully submitted,


Kevin Beverly (Jun 15, 2020 21:41 EDT)
Kevin Beverly, Secretary