

Stonington Housing Authority
Zoom Online Regular Meeting
June 11, 2020
Minutes

CALL TO ORDER:

Chair Kate Careb called the regular and annual 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, Commissioner Beth Leamon, Resident Commissioner Debora Lee, Executive Director Phylcia Adams, and Becky Champlin. Commissioner Kevin Beverly was absent.

MINUTES:

A motion was made by Commissioner Leamon and seconded by Vice-Chair Savin to approve the minutes of the May 14, 2020 Regular Meeting, the minutes of the June 2, 2020 Special Meeting, and the minutes of the June 4, 2020 Special Meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of May 31, 2020, showing a balance of \$33,489.15 in the Berkshire Bank checking account; \$3,624.71 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$37,113.86. A total of \$313,405.81 for savings and investments and \$200.37 in petty cash. The total of all savings and checking assets is \$350,720.04.

BILLS AND COMMUNICATIONS: One communication was received by resident Kenneth Shew in the form of a voicemail. He wanted the Board to hear his opinion on the Live-in Aide Policy, as he was unable to attend the online meeting. He said he feels it is not a good idea because SHA is independent living and this sounds like it would be more for those that live in assisted living facilities. He feels residents will be paying more to allow live-in aides to live here for free. He also stated another resident feels it is a huge liability. Ken also stated he feels the Zoom meetings should stop and the Board Meetings should resume back in the Community Room.

ED Adams stated that it is an ADA and HUD requirement to allow residents a live-in aide if a medical professional decides that is what is best for that resident due to their disability. A lengthy discussion ensued regarding the details of the Live-in Aide Policy, so as to protect the Housing Authority. The policy will be reviewed prior to and voted on at the next Regular Board Meeting.

As to Mr. Shew's suggestion to resume Board Meetings in the community building, it was decided that since the community room is still closed, the meetings will continue online through Zoom until further notice.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 2-3 times daily, and closed it down on Fridays for the weekend.
- Help set up outside for bread deliveries on Thursdays.
- Power washed buildings, two remaining.
- Cleaned up and mulched rain garden, and two gardens adjacent to Community Room building.
- Added compost to the three raised vegetable beds.
- Lots of grounds work including repair and re-seeding of drainage area recently repaired.
- Upcoming projects for June: 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, gutter cleaning, sidewalk repair.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Showed vacant units to waitlist applicants. Practiced social distancing. Thanks to Becky's and Ron's hard work, all three vacant units were leased in May. One person moved in in May and the other two people are scheduled to move in in June.
2. Completed the annual Workers' Compensation Insurance Audit; the insurance company will mail our premium information to us in June. Received the renewal documents for the property and liability insurance policies. The 2020 combined premium increased by \$1,339.

Financial:

1. The cost of COVID-19 related expenses is \$1,838.00. This cost does not include the loss of rental income due to challenges with getting applicants to move in; the vacancy loss for April and May is \$2,169.00.
2. Connecticut Housing Finance Authority has re-purposed the grant funding opportunity Housing Authority Small Improvement Program to help with COVID-19 related expenses. SHA is eligible to apply for \$1,800.00 (\$30 per unit). The funds must be used for an "essential needs pantry".
3. The audit process has started. Most of the required documents have been submitted through a secure online portal. The Department of Housing has issued a 90-day extension to have our audit completed.
4. HAI Group has a grant funding opportunity that is due June 30th. The funding is to reimburse housing authorities for safety-related investments.

5. SHA has 2 certificate of deposits with Berkshire Bank. One matures on 8/8/2020 and the other mature on 10/27/2020.

During her report, ED Adams stated she was working on the HAI Group grant application in order to hopefully get reimbursed for the cost of the security cameras that she wants to install. A conversation ensued about the proposal for the installation of the cameras. The total cost for the installation is \$18,785.00. Adams stated the name of the company is Alarming Ideas out of Norwich. Chair Careb made a motion to approve the proposal so as to get the work going as soon as possible. Commissioner Leamon seconded the motion. Motion passed 4-0-0.

Maintenance:

1. The annual fire hydrant inspections were complete. No issues found.
2. Building exteriors were power washed.
3. Flower beds were mulched.

Chair Careb asked ED Adams where we're at with the safety enhancements for the office. Adams remarked about the details on the warranty repairs from Mike Mahoney for the new door to be installed. Chair Careb made a motion to approve the installation of the new safety door in the office. Vice-Chair Savin seconded the motion. Motion passed 4-0-0.

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.

Thursday 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 is used. I also bring masks and give them to residents that need another mask.

Volunteers assisted with weeding the community garden on Saturday, May 23. We had a garden meeting on June 3. The residents came up with a list of vegetables and herbs they would like to plant. We have 5 flower boxes we can attach to the side of the raised beds for the herbs. Several residents suggested we grow vegetables vertically and suggested tomato cages for vegetables like cucumbers and squash. Our next step is purchasing the plants. Once we have the plants, residents will be notified of the planting date. Thank you for your help and suggestions.

OLD BUSINESS:

- Community Room Security: This was regarding the office door which was discussed earlier in the meeting and voted on.

NEW BUSINESS:

- COVID – 19 Update – Re-opening guidelines: ED Adams stated the times on the community room doors were changed to be open now from 7:00am – 5:00pm. A discussion took place regarding the laundry schedule, which now includes Saturdays. Resident Commissioner Lee spoke on behalf of some residents. She stated some are not happy with having to schedule their laundry times for various reasons. ED Adams stated she has not received any complaints about the laundry scheduling. Lee also stated some residents want the community room back open until 9:00pm. Chair Careb stated one of the most critical pieces at keeping residents safe is being able to sanitize the laundry machines in between the scheduled wash times. She stated that regulations were just loosened recently and letting up on more regulations has to be done slowly for the safety of the residents. After further discussion, the Board agreed with Careb. Commissioner Leamon made a motion to maintain the current restrictions and schedule for laundry. Vice-Chair Savin seconded the motion. Motion passed 4-0-0.
- Service Animal Policy: A discussion ensued regarding SHA rules on pets. It was decided that ED Adams would re-send the policy to the Board for review. A vote will take place at the next Board Meeting.
- Live-in Aide Policy: As discussed earlier in the meeting. Board members will review the policy and vote on it at the next Board Meeting.
- Resolution – ICMA-RC Retirement Account:

**STONINGTON HOUSING AUTHORITY
RESOLUTION 2020-2
ICMA PLAN COORDINATOR**

WHEREAS the Stonington Housing Authority ("SHA") desires to update its ICMA-RC Plan Coordinator and Primary Contact information.

WHEREAS the previously listed contacts for SHA's ICMA-RC Plan are no longer associated with the organization and should be removed as contacts for the Plan.

BE IT RESOLVED that the Executive Director and the Chairman of the Board of Commissioners shall be the coordinator for the Plan; shall receive reports, notices, etc., from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments and,

BE IT FURTHER RESOLVED that the Employer hereby authorizes the Executive Director and the Chairman of the Board of Commissioners to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation on June 11, 2020.

Chair Careb asked for a motion to approve the ICMA-RC Retirement Account on Resolution 2020-2. Commissioner Leamon made the motion to approve. Vice-Chair Savin seconded the motion. Motion passed 4-0-0.

PUBLIC COMMENT:

Resident Joan Driscoll spoke about her opposition to live-in aides being allowed to reside at SHA. Chair Careb reiterated that decision is not in the Housing Authority's control and this it is an ADA and HUD regulation under Federal Law. Careb assured Driscoll they will put a policy in place that protects SHA and the residents. Commissioner Leamon stated that having one or more live-in aides would not classify SHA as an assisted living facility. Joan also spoke about the noise level that would increase with having more than one person living in such a small unit as hers. She felt the insulation in between the walls were never put in place and that needs to be looked into. Driscoll stated the elderly need peace and quiet in their elder years. ED Adams added that as of now, there are no live-in aides on the property. Adams stated that she is glad this policy will be looked over and approved prior to having a live-in aide on the property.

For the record, resident Ruth Nolder seconded all of Joan Driscoll's comments.

ADJOURNMENT: A motion was made by Resident Commissioner Lee and seconded by Vice-Chair Savin to adjourn the meeting at 5:32 p.m. Motion passed 4-0-0.

Respectfully submitted,

Kevin Beverly

Kevin Beverly, Secretary

Signature: 
Kevin Beverly (Aug 3, 2020 22:40 EDT)

Email: kcbeverly@comcast.net