

Stonington Housing Authority
Zoom Online Special Meeting
July 16, 2020
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, Commissioner Beth Leamon, Commissioner Kevin Beverly, Resident Commissioner Debora Lee, Executive Director Phylisia Adams, and Becky Champlin. Vice Chair Julie Savin was absent.

MINUTES:

A motion was made by Commissioner Beverly and seconded by Commissioner Leamon to approve the minutes of the June 11, 2020 Regular Meeting, Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report as of June 30, 2020, showing a balance of \$23,416.61 in the Berkshire Bank checking account; \$3,625.01 in the Berkshire Bank Pet Deposit account; for total cash operations in all Berkshire accounts of \$27,041.62. A total of \$314,762.59 for savings and investments and \$183.42 in petty cash. The total of all savings and checking assets is \$341,987.63.

BILLS AND COMMUNICATIONS: No bills or communications. However, ED Adams, commented that the State of Connecticut have provided some rent & mortgage relief to those who may need it. If people need access to that they need to call 2-1-1.

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Sanitized the Community Building 2-3 times daily.
- Helped set up outside for bread deliveries on Thursdays.
- Helped set up for James Harris event.
- Worked with Dade to clean up around pond area.
- Renovated apartment 10-2.
- Lots of grounds work.
- Upcoming projects for July: Due to the current pandemic, emergencies aside, maintenance activities will focus on and be limited to mostly outdoor needs.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Kudos to Becky & Ron for prepping units for new move-ins and for filling vacant units. This year has had more turnover than usual. One person is scheduled to move in this month and another person is scheduled to move in next month.
2. Completed the Worker's Compensation Insurance renewal. The 2020 policy increased by about \$600.
3. The Resident Comcast account cost increase will take effect on August 1. The resident's portion will increase from \$49 to \$52 per month.
4. In February 2020, staff and residents completed the Resident Emergency Preparedness Guidelines. However, due to COVID the document needs to be revised before it is distributed to residents.
5. Thank you to Becky for 5 years of service with the Stonington Housing Authority. Her hard work is always appreciated!

Financial:

1. Submitted the grant application to HAI Group's Loss Prevention Program for the cost of replacing the video security system. We will find out in August if our application will be approved for reimbursement.
2. The cost of COVID-19 related expenses as of June 30 is \$3,220.00. I will continue to search and apply for grants that can help cover these expenses.
3. SHA will be awarded \$1,800 from the Connecticut Housing Finance Authority's Housing Authority Small Improvement Program.

Maintenance:

1. The office door in the Community Building was replaced in July. A service window and drop box were installed. Ron will complete the remaining repairs – caulk around the door and window and paint.
2. The blinds in the Community Room building will be replaced. In 2019, the windows were re-caulked and other energy efficiency measures were completed. However, there has been no change in the utility consumption.
3. The fire alarm panel was damaged by lightning. Our electrician has ordered a replacement. Depending on the cost, we may file an insurance claim.

REPORT OF THE RESIDENT COMMISSIONER:

On Thursday, June 4, James Harris came and played his guitar outside for the residents. Lunch was provided by SHA for the residents and was catered by Dog Watch restaurant. It was a beautiful day and many residents attended the event.

Thursday between 8:30am-10:00am bread distribution is outside of the community room to comply with Covid-19 safety. After 10:00am the bread is left outside for residents to access during the day. Hand sanitizer is on the table with a note requesting residents to use hand sanitizer before touching the bread. 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.

The community garden is growing nicely. We still need volunteers to water the garden on Wednesday, Thursday, and Friday. If you would like to volunteer, the sign-up sheet is on the bulletin board in the community room.

OLD BUSINESS:

- Service Animal Policy: ED Adams spoke to the specifics regarding the Service Animal Policy. Chair Careb made a motion to adopt the Service Animal Policy that Phylicia put into writing. Commissioner Leamon seconded the motion. Motion passed 4-0-0.
- Live-in Aide Policy: Chair Careb made a motion to adopt the Live-in Aide Policy based on the new information that Phylicia added from Commissioner Leamon. Commissioner Leamon seconded the motion. Motion passed 4-0-0.

In regards to the Live-in Aide Policy ED Adams stated that SHA has not come across this issue yet, but will have this policy in place just in case it comes up. Commissioner Leamon thanked ED Adams for thinking ahead on this matter.

NEW BUSINESS:

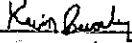
- ICMA-RC Retirement Account: Chair Careb asked for a motion in regards to the ICMA-RC Account for employees at Edythe K. Richmond and SHA will initiate a 3% match to any contributions made by employees to that account. Resident Commissioner Lee made that motion. Commissioner Leamon seconded the motion. Motion passed 4-0-0.

PUBLIC COMMENT:

ED Adams thanked Commissioner Leamon for getting the donated table & chairs to EKR. Commissioner Leamon suggested sending a thank you note to the persons who donated the table. She also thanked Ron for painting it.

ADJOURNMENT: A motion was made by Commissioner Beverly and seconded by Resident Commissioner Lee to adjourn the meeting at 4:55 p.m. Motion passed 4-0-0.

Respectfully submitted,



Kevin Beverly (Aug 27, 2020 2:01 PM EDT)
Kevin Beverly, Secretary