

Housing Authority of the Town of Portland

9 Chatham Court, Portland, CT 06480

Executive Director
Board of Commissioners

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Board of Commissioners
Dawn Wadding, Chair
Susan Malecky, Vice Chair
Deborah Hallas, Commissioner
Matthew Pegolo, Commissioner

Chair Dawn Wadding called the Regular Meeting of the Portland Housing Authority to order on Monday December 16, 2019 at 5:06 p.m. at the Chester Payne, Community Center.

PRESENT: Chairperson D. Wadding, Vice Chairperson Susan Malecky, Commissioner, Deborah Hallas, Commissioner, Matthew Pegolo

ABSENT: None

STAFF: Susan Nellis Administrative Coordinator, Carol Diaz Administrative Housing Assistant, Jon Twichell Maintenance Coordinator.

CALL TO ORDER/ ROLL CALL

ACCEPTANCE OF THE AGENDA

Vote was unanimously approved and accepted.

APPROVAL OF THE SPECIAL MEETING MINUTES – held November 4, 2019

Vote was unanimously approved and accepted.

APPROVAL OF THE REGULAR MEETING MINUTES – held November 18, 2019

Vote was unanimously approved and accepted.

Audit presentation by Jason Geel for fiscal year ending 3/31/2019

Susan Nellis Administrative Coordinator explained the Audit according to Jason Geel, is completed and there have been no findings. Jason Geel was not able to come due to a schedule conflict but would present the audit information for January 2020 meeting.

Presentation by Caroline Murray-Diversity Group

Reported “Come Explore Musical Instruments” event on October 19, 2019 held at the Portland High School was a success. Eight children and one mom from the Chatham Court complex joined the event. Twenty-eight musicians helped 35 children try a variety of instruments with 21 adults, including parents and grandparents, all with the help of 22 volunteers. One of the musicians and 7 of the volunteers were high school students. Carolyn Murray gave a short introduction about the Diversity Group’s objectives, members, upcoming events and goals. The group is not affiliated with any religious organizations, political parties, ethnic groups, or any other special interest groups.

REVIEW OF NOVEMBER FINANCIAL REPORTS-prepared by Richard Fenton, CPA:

Commissioner Matthew Pegolo requested information regarding the consolidated Operating Statement report for December 2019 regarding the Tenant Assistance HAP/ RAP favorable/unfavorable amount of \$47,015 and 19,965. Materials and supplies amount in question of (\$ 8,292)

Vote was unanimously approved and accepted.

COMMUNICATION /CORRESPONDENCE

None

PUBLIC PARTICIPATION:

Cynthia Ferraro: Inquired about the direct deposit for tenants' option for rent payments.

Reported that the door to her quad is still not closing properly and its concerning to her due to a recent event regarding another tenant complaining to her she was being stalked.

EXECUTIVE DIRECTOR'S REPORT

Discussed collection accounts for tenants that are no longer with us and current tenants with a pass due balance. Chatham Court for active tenants as far as balances there is a credit of \$93.46 cents. For vacated tenants balance is the same, no payments have been sent to us since the \$9, 925.74.

Quarry Heights the balance of \$5,299.00 was investigated and 2 tenants have prepaid there rent therefore it shows as a credit. Vacated tenants for QH is 1,886.54 no payments from those tenants. We have not collected any money from the collection's agency. Section 8 as of December 1, a total of 85 vouchers, 63 regular voucher we had one family that decided to move out due to them not being able to live on their own, 17 project base vouchers, and 5 vouchers that have ported out that brings it to 85 vouchers total. Currently 94 applicants on the waiting list for Section 8 and 2 families shopping for units.

OFFICE REPORT

Carol Diaz updated the board on the waitlist numbers, notices to quit, move outs, move ins and the PHA website. Commissioner D. Hallas mentioned to keep in mind for when making the new budget to allocate money from Chatham Court to bring in BJ our Resident Service Coordinator from Quarry Heights to our family site to provide some services for each property. Commissioner S. Malecky suggested the resident coordinator should keep notes of her daily task and report back to the board.

MAINTENANCE REPORT

Jon Twichell reported on monthly inspections and work orders are all up to date.

Updated that Quarry Heights units affected by bed bugs were inspected by A&A Pest Control for a final time since treatment and they been cleared of any activity. John suggested he will continue to do inspections and will keep a close eye on the units to prevent any future issues.

The ITS alarm systems at Quarry Heights was fixed as of the November 22nd, 2019.

NEW BUSINESS/OLD BUSINESS

The board of commissioners discussed the update on the search of an Executive Director for the Housing Authority. Interviews have been done and a new contract is on the works.

No resumes have been submitted for the Section 8 Housing Coordinator position; next step is to post it on Indeed. The "On Call" compensation verbiage was agreed upon. On Call 24 hours- \$30.00 (overnight), on call weekends \$50.00 (Friday through Monday morning) and on call full work week (3 hours at regular pay). On call policy only applicable to hourly workers. Maintenance coordinator and or Executive Director will be responsible for scheduling the "On- call" personnel.

Motion was made by Commissioner S. Malecky to accept the "On Call Pay Policy Proposal" as presented. Vote was unanimously approved and accepted by all board members.

EXECUTIVE SESSION-The board invited Susan Nellis to attend the Executive Session. At 6:07 p.m. a motion was made by Vice Chair Malecky to end the Regular Meeting and enter Executive Session. The motion was unanimously approved and accepted by all board members. Personnel matters were discussed. At 6:45 p.m. a motion was made by Vice Chair Malecky to exit Executive Session and return to the Regular Meeting. The motion passed unanimously.

A motion was made by Vice Chair Malecky to hire Attorney Joseph McQuade as our employment advisor and representative on the hiring of the new Executive Director. Chair Dawn Wadding seconded the motion. The motion passed unanimously.

ADJOURNMENT: Chair D. Wadding motioned to adjourn at 6:58 p.m.

Respectfully Submitted

Dawn Wadding
Chairman