

Housing Authority of the Town of Portland

9 Chatham Court, Portland, CT 064809

Executive Director
Allen Harrison

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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 Special Meeting of the Portland Housing Authority to order on Monday May 18, 2020 at 11:05 a.m. virtually, through GoToMeeting for Public Access.

1.CALL TO ORDER/ ROLL CALL

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

STAFF: Allen Harrison Executive Director, Susan Nellis Administrative Coordinator, Carol Diaz Administrative Housing Assistant, and Jon Twichell Maintenance Coordinator.

ABSENT: Dan Rafaniello Staff Accountant

2.ACCEPTANCE OF THE AGENDA

Commissioner S. Malecky made a motion to approve, seconded by M. Pegolo. Vote was unanimously approved and accepted.

3.Public Participation

Cynthia Ferraro reported that trash dumpsters door where hard to open and some of the residents struggled with sliding the door. She communicated her gratitude for the brand-new picnic tables in the property.

Janet Barrett inquired about the recertification process and was told by Allen Harrison to contact Susan Nellis regarding the process.

4.APPROVAL OF THE REGULAR MEETING MINUTES – held April 20, 2020

Commissioner D. Hallas made a motion to approve the special meeting minutes, seconded by Commissioner S. Malecky. Vote was unanimously approved and accepted.

5.REVIEW AND TAKE ACTION ON APRIL 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

Financial Reports will be reviewed in next month`s Board Meeting.

The Peoples United Bank and the Revolving Fund account was reviewed by the board. Commissioner S. Malecky made a motion to approve bills as paid, seconded by Commissioner D. Hallas. Vote was unanimously approved and accepted.

6.APPROVAL OF THE SEMAP CERTIFICATION FISCAL YEAR END 3/31/2020 RESOLUTION 20-5-1

Resolution 20-5-1 (Attached) Read by Executive Director Allen Harrison

The PHA opted to resubmit the SEMAP certification for 2020 which is a report card for procedures in which the PHA gets a score. This reporting is done once a year to manage how the PHA does with things such as waitlist management, calculating rent and annual inspections.

It was moved by Commissioner D. Hallas and seconded by Vice Chair S. Malecky to adopt the above resolution as introduced and read.

Chair D. Wadding declared the motion passed unanimously and the resolution adopted.

There being no further discussion.

Vote Y: 4, Abstention 0 (Chair D. Wadding) Motion Carried

7. Communications/Correspondence-

None

8. Executive Director's Report- Chatham Court, Quarry Heights, and Section 8

Susan Nellis reported on April's month end numbers

| | | | |
|--------------------------------------|------------|----------------------------|------------|
| CC-active tenants balance:(\$332.10) | | QH-active tenants balance: | (\$972.23) |
| CC-move out balance: | \$3,681.69 | QH-move out balance: | (\$134.00) |

HCV Lease units May 1, 2020

Regular Housing Voucher leased 65, Project Based Voucher leased 16, Ported out Vouchers 4 with a Total Leased Voucher of 85, with 1 outstanding voucher.

Carol Diaz reported no move ins or move outs and at this time the PHA can't process any notices to quit due to Covid 19. Numbers decreased of applicants due to Purge of the Waitlist done in March and April but have extended the update throughout May, procedure due to Covid 19.

Maintenance Report- Jon Twichell reported all community rooms continue to stay closed, the office and laundry rooms continue to be disinfected. The PHA is only responding to emergency only work orders and hopes to open back up in June for regular routine work orders and inspections. The PHA is also doing some remodeling in the office to fit the opening guidelines of the CDC through the Covid 19 pandemic. New picnic tables and ash trays have been provided to both properties. Interior lighting projects for both properties still in the works for upgrades through Eversource.

Allen Harrison updated the board the PHA continued to conduct business as usual daily, responding to emergency work orders, annual recertifications, and responding to resident and the public phone calls. The PHA received \$36,000.00 from HUD as part of the Cares Act, that is 2 months of what our operating subsidy would be to help housing authorities modify the office or equipment employees may need to work from home. For the Section 8 administrative fees we received \$14,000.00 in addition through the Cares Act.

9. New Business/Old Business

Covid 19 Virus- Allen Harrison reported that protective mask were donated by St. Mary's Church to both properties. The offices in both Chatham Court and Quarry Heights will be remodeled to accommodate CDC safety guidelines through this pandemic.

Resident Commissioner election- A second election between these two ladies will be done for the coming month of June.

Summer Lunch Program- The Board of Education will continue to supply and drop off the lunches for the kids in the property. Hopefully by May 20th, 2020 we will have a better idea if the schools are closed for the rest of the year and if they will continue to provide the lunches throughout the summer. Backup plan is in place if the Board of Education decides they are unable to provide the lunches for the summertime program.

10. ELECTION OF OFFICERS- RESOLUTION 20/5/2

Commissioner M. Pegolo inquired about more notice and description of what the task would entail for the position of treasurer.

Item was tabled. Vote was unanimously approved and accepted.

11. Adjournment

Chair D. Wadding motioned to adjourn at 11:54 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison
Executive Director

RESOLUTION 20-5-1

WHEREAS, the Commissioners of the Portland Housing Authority have reviewed the Section 8 Management Assessment Program (SEMAP) Certification; and

WHEREAS, The Commissioners feel, to the best of their knowledge, said assessment was prepared accurately.

BE IT THEREFORE RESOLVED, that the Commissioners of the Portland Housing Authority certify to the best of their knowledge, that the SEMAP Certification is true and accurate for the fiscal year ending March 31, 2020; and

FURTHERMORE, to the best of their knowledge, there is no evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer its Section 8 rental assistance in accordance with Federal law and regulations; and

FURTHERMORE, that the Executive Director be, and hereby is, authorized to approve the SEMAP Certification and electronically submit it to HUD.

It was moved by Deborah Hallas and seconded by Susan Malecky to adopt the above Resolution as introduced and read. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes

Dawn Wadding
Susan Malecky
Deborah Hallas
Matthew Regolo

Nays

Chairman Wadding declared the motion passed unanimously and the resolution adopted.

Dawn Wadding