



Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer

Allen Harrison

Phone: (860) 342-1688

Fax: (860) (860) 342-3961

Website: www.portlandha.org

Board of Commissioners

Susan Malecky, Chair

Deborah Hallas, Vice Chair

Matthew Pegolo, Treasurer

Jasmin Nunez, Tenant Commissioner

Chairperson Susan Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday September 20, 2021, at 5:00 pm

1. CALL TO ORDER/ ROLL CALL

PRESENT: Chairperson Susan Malecky, Commissioner Deborah Hallas, Commissioner Matthew Pegolo and Tenant Commissioner Jasmine Nunez.

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant, Sue Nellis Administrative Coordinator and Jeff Costa Maintenance staff.

ABSENT: None

Chairperson Susan Malecky asked for the proper introduction of the new staff member Jeff Costa.

Allen Harrison explained Peter Veilleux from Imaginers has done a great job in maintaining our maintenance department during this transition period, while we went through the hiring process. Peter has maintained all workorders and inspections in a timely manner and has been able to repair some ongoing roof leaks we had at Chatham Court. Peter's last day with us will be on September 24, 2021, this will give him time to help transition Jeffrey into his new position. Jeffrey Costa began working on September 13, 2021, he should be a great addition to the PHA.

Jeff Costa introduced himself and mentioned his background qualification he feels will help him get the job done. He holds his Contractor license, Plumbing license, home improvement license and has done maintenance work in the past. He is looking forward to working with us.

2. ACCEPTANCE OF THE AGENDA

It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted

3. PUBLIC PARTICIPATION

Cynthia Ferraro mentioned her concerns regarding the Brothers Landscaping because she has seen the damage, they have created over the last 6 years to the siding of the building. She also mentioned her concern regarding the building doors, laundry room washing machines being left dirty, the smoking that tenants continue to do in the property and the strangers who continue to dump their trash in Quarry Heights dumpsters.

Allen Harrison explained issues will be addressed.

4. Communications/Correspondence

Allen Harrison explained that BJ helped organized COVID 19 vaccine campaign with the Chatham Health Department that was held at Quarry Heights Community Center on August 5 and 3.

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5. APPROVAL OF THE REGULAR MEETING MINUTES – held AUGUST 16, 2021

It was moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve the regular meeting minutes. Vote was unanimously approved and accepted.

6. REVIEW AND TAKE ACTION OF AUGUST 2021 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

No questions or concerns. Motion was made by Commissioner D. Hallas, and it was second by Commissioner M. Pegolo to approve August 2021 Financial Reports prepared by Richard Fenton, CPA

7. EXECUTIVE DIRECTORS REPORT

Allen Harrison reported Chatham Court and Quarry Heights is at 100% occupancy. No notices to quit or letters of termination served.

Tar’s ending numbers for the month of August for 2021.

| | | | |
|-----------------------------|----------|-----------------------------|---------|
| CC-active tenant’s balance: | \$232.00 | QH-active tenant’s balance: | \$ 4.00 |
| CC-move out balance: | \$0 | QH-move out balance: | \$ 0 |

HCV Lease units: Regular Housing Voucher leased 55, Project Based Voucher leased 17, Ported out vouchers 4, Total Leased Voucher 76 and 7 outstanding vouchers.

Work Orders created for the month August: 42 This month, 37 work orders have been completed and 5 work orders remains open. Average turnaround time for regular work orders is 2 days. We had 3 emergency work orders for this month. Contracted a preventative maintenance service agreement with Northeast Generator Co. to do one major PM Service and one minor PM service per year for the Quarry Heights generator. The concrete dumpster pads at Chatham Court, have been power washed and cleaned last week.

It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve Executive Directors Report. Vote was unanimously approved and accepted.

8. New Business/Old Business

a) Sue Nellis read the resolution 21-9-1

RESOLUTION 21-9-1

WHEREAS, on January 17, 2014, the President signed the Department of Housing and Urban Development Appropriations Act, 2014 (2014 Appropriations Act). Section 210 of that act amended the United States Housing Act of 1937 to create new rules for flat rents for public housing residents. Section 210 requires PHAs to comply with the new requirement by June 1, 2014.

The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR).

FURTHERMORE, HUD is giving PHAs the discretion to apply the new flat rent schedule to a family’s next annual reexamination. Additionally, the statute limits annual flat rent increases to 35 percent of the existing flat rent amount.

The new flat rents for the Chatham Court housing development based on the current fair market rent effective for January 1, 2022, is as follows:

| | |
|-----------|---------|
| 2 bedroom | \$1,048 |
| 3 bedroom | \$1,296 |
| 4 bedroom | \$1,536 |

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the flat rents will be based annually on 80 percent of the fair market rent.

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It was moved by Chairperson S. Malecky and seconded by Commissioner D. Hallas to approve the above Resolution.

Upon roll call, the vote was: Ayes 4 Nays 0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted.

b) Chairperson S. Malecky read the Resolution 21-9-2

RESOLUTION 21-9-2

WHEREAS, the Commissioners of the Portland Housing Authority have reviewed the proposed Payment Standard for the Section 8 Housing Choice Voucher program: and

WHEREAS our current payment standards do not reflect the current market rents for units in our jurisdiction.

THEREFORE, the Commissioners agree that our Payment Standard should reflect 110% of the Fair Market Rents for FY 2022 for the jurisdictions of the Town of Portland and Town of Cromwell where we have a Cooperation Agreement.

| Bedroom Size | Payment Standard |
|---------------------|-------------------------|
| EFF | \$957 |
| 1BR | \$1,166 |
| 2BR | \$1,441 |
| 3BR | \$1,782 |
| 4BR | \$2,112 |

BE IT THEREFORE RESOLVED that the Commissioners of the Portland Housing Authority adopt the Payment Standard.

It was moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to adopt the above Resolution as introduced and read.

Upon roll call, the vote was: Ayes 4 Nays 0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted.

c) Amend Personnel Policy- Maintenance on Call compensation

Commissioner M. Pegolo brought up a few questions regarding the new on call proposal policy and suggested a few ideas to make the policy clearer. Board of Commissioner decided that the policy will need some edits and it will be reviewed on the next board meeting.

9. Adjournment

Chairperson S. Malecky motioned to adjourn at 6: 25 pm, Commissioner D. Hallas and seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Direct

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