



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

Executive Officer
Allen Harrison

Phone: (860) 342-1688
Fax: (860) 342-3961
Website: www.portlandha.org

Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Matthew Pegolo, Treasurer
Daniel Weeden, Commissioner
Cynthia Ferraro, Tenant Commissioner

Commissioner S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on November 21, 2022, at 5:04 p.m. at the Chatham Court Community room.

1. CALL TO ORDER/ ROLL CALL PRESENT: Chair Susan Malecky, Vice Chairperson Deborah Hallas, Commissioner Matt Pegolo, Commissioner Dan Weeden and Tenant Commissioner Cynthia Ferraro.

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, and Carol Diaz Administrative Housing Assistant.

OTHER: Jason Geel from Maletta & Company

2. ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda as presented, it was then moved by Commissioner C. Ferraro and seconded by Commissioner D. Weeden to accept the agenda. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

4. FYE March 2022 Audit presentation, prepared and presented by Jason Geel, from Maletta & Company.

Jason Geel gave a quick summary of the audit. The main areas looked in the audit are the financial statements and if the PHA has complied with State, Federal program, and Section 8 program. There were no current year financial statements findings or questioned costs. The PHA complied in all materials respects, with the types of compliance requirements expected that could have a direct and material effect on each of its major state programs for the year. The PHA is showing great self-sufficiency, being able to operate withing the agencies means. The PHA continues to operate with little to no long-term debt.

The only recommendation Jason Geel made was to utilize money in the Section 8 program to attract landlords as an incentive.

5. APPROVAL OF THE BOARD MEETING MINUTES HELD October 17, 2022.

Chairperson D. Hallas made a motion to approve Regular Board Meeting Minutes held October 17, 2022, 2022, and it was seconded by Tenant Commissioner D. Weeden. There being no further discussion. Vote was unanimously approved and accepted.

6. REVIEW AND TAKE ACTION OF October 2022 FINANCIAL REPORTS- PREPARED BY R. FENTON, CPA.

a) Chair S. Malecky made a motion to approve the Invoices for Operating Expenses for Master Account & Section 8 Accounts, it was seconded by commissioner D. Hallas.

b) Chair S. Malecky made a motion to approve the bank accounts and credit cards, it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

7.COMMUNICATIONS/CORRESPONDENCE

Allen Harrison reported Jessy Revicki contacted the Housing Authority regarding the multiple fights that took place on Halloween to discuss which he will get into more detail during executive session. Chair S. Malecky made a motion to accept communications and correspondence, it was seconded by D. Weeden. There being no further discussion. Vote was unanimously approved and accepted.

8. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8

Office Report: Tar’s ending numbers for the month of October 2022.

CC-active tenant’s balance:	\$1,740.80	QH-active tenant’s balance:	\$ 541.68
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

The PHA currently has 50 regular housing vouchers leased, 25 Project Based Voucher, 2 families that ported out for a total of 75 with 9 families looking for units.

Commissioner D. Weeden made a motion to approve Executive Director report and it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

9.OLD/NEW BUSINESS

- a) **STIFF Account:** Dan Rafaniello Staff Accountant reported board members of the Short-Term Investment Funds account (STIF) and how this account was beneficial to diversify our portfolio and a better interest of return for the PHA.
- b) **Review schedule of 2023 Board Meeting:** Commissioner S. Malecky made a motion to approve Board Meeting calendar schedule and it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.
- c) **Juneteenth as a federal holiday:** Allen Harrison reported Juneteenth became a federal holiday and requested a resolution vote for the next board meeting regarding the holiday.

10.EXECUTIVE SESSION TO DISCUSS TENANT LEGAL MATTERS AND LITIGATION.

At 6:25 Chair S. Malecky moved that the Board enter executive session, inviting in A. Harrison to discuss tenant legal matters and litigation, and the motion was seconded by commissioner C. Ferraro.

There being no further discussion. Vote was unanimously, motion carried.
Chair S. Malecky declared the meeting in open session at 6:51pm

10.ADJOURNMENT

At 6:52 pm, Commissioner D. Hallas made a motion to adjourn the meeting. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director